

Purchase Order # 98588

Mt. Diablo Unified School District  
1936 Carlotta Drive  
Concord, CA 94519



Amendment No. \_\_\_\_\_ to \_\_\_\_\_

- Independent Service Contract
- Master Contract

This Amendment is entered into between the Mt. Diablo Unified School District (MDUSD) and SOUL SHOPPE (CONTRACTOR). MDUSD entered into an Agreement with CONTRACTOR for professional services on AUGUST 21, 2015 and the parties agree to amend that Agreement as follows.

1. **Services:** (Check and complete ONE of the options below).

- CONTRACTOR agrees to provide the following amended services. (Provide full description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary).

WREN AVE. HAS ADDED ADDITIONAL PROGRAM DAYS TO THEIR CONTRACT WITH SOUL SHOPPE. FOUR PROGRAM DAYS HAVE BEEN ADDED INCREASING THEIR CONTRACT FROM \$2,650.00 TO \$5,200.00

- The scope of work is attached as Exhibit A (incorporated by reference to the extent that it is subordinate to and not inconsistent with this Agreement).
- The scope of work is unchanged.

2. **Terms:** (Check and complete ONE of the options below).

- The contract term is extended by an additional \_\_\_\_\_ (days/weeks/months), and the amended expiration date is \_\_\_\_\_, 20\_\_\_\_.
- The contract term is unchanged.

3. **Compensation:** (Check and complete ONE of the options below. This provision may only be changed if there is also a change to the above Services OR Terms of the Contract).

- The rate is amended by an  increase of  decrease of \$ \_\_\_\_\_ for \_\_\_\_\_ type of service
- The contract amount is amended by an  increase of  decrease of \$ 2,550.00 to original contract amount.

The amended contract  amount  rate is now \$ 5,200.00

4. **Remaining Provisions:** All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

5. **Amendment History:** This contract has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase/Decrease
			\$
			\$
			\$

6. **Approval:** This Agreement is not effective and no payment shall be made to Contractor until it is approved. Approval requires signature by the Superintendent (or his designee).

Mt. Diablo USD

Mt. Diablo USD

Contractor

Board Approval (if needed)

By: [Signature]  
Budget Administrator/Principal

By: See attached  
Superintendent or Designee

By: See attached

Docket Number: \_\_\_\_\_  
Agenda Item Number

Date: 9-28-15

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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Mt. Diablo USD  
By: \_\_\_\_\_  
Budget Administrator/Principal  
Date: \_\_\_\_\_

Mt. Diablo USD  
By: \_\_\_\_\_  
Superintendent or Designee  
Date: \_\_\_\_\_

Contractor  
By: [Signature]  
Date: 9/28/15  
Board Approval (if needed)  
Docket Number: \_\_\_\_\_  
Agenda Item Number: \_\_\_\_\_

Purchase Order # 98588



Mt. Diablo Unified School District  
1936 Carlotta Drive  
Concord, CA 94519

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- Independent Service Contract
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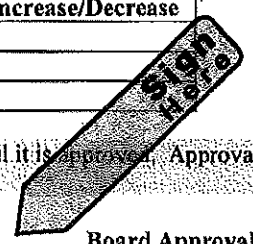
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Mt. Diablo USD	Mt. Diablo USD	Contractor	Board Approval (if needed)
By: _____ Budget Administrator/Principal	By: <u>[Signature]</u> Superintendent or Designee	By: _____	Docket Number: _____ Agenda Item Number
Date: _____	Date: <u>9/28/15</u>	Date: _____	Date: _____

# PURCHASE ORDER CHANGE FORM

Purchasing Department

\*\*\*\*\*THIS FORM TO BE SENT TO THE FISCAL SERVICES DEPARTMENT\*\*\*\*\*

(Fiscal will forward to Purchasing after they approve the changes)

REQUESTOR NAME: LOUISE NEVILLE EXT. # 6219 EMAIL: NEVILLE@MDUSD.ORG  
 SITE: WCC PO#: 98588 VENDOR NAME: \_\_\_\_\_

CIRCLE SELECTION APPROPRIATELY: Cancel PO Change PO (fill out applicable areas below)

\_\_\_\_\_ Delete Line Item(s)

Line Item	Description	Price	Budget Code to be Charged
		\$	
		\$	

\_\_\_\_\_ Change of Budget Code ONLY

Line Item	Change From:	Change To:	Amount
			\$
			\$

\_\_\_\_\_ Change Line Item: Reason required if PO total is increased by 10% or more\*

Line Item	Description, Quantity, and/or Price to be changed	Price	Budget Code to be Charged:
		\$	
		\$	

Add Line Item(s) Reason required if PO total is increased by 10% or more\*

Line Item	Description	Price	Budget Code to be Charged:
02	SOUL SHO APE ADDED ADDITIONAL PROGRAM DAYS TO ORIGINAL CONTRACT. THIS REVISED CONTRACT NEEDS TO BE BOARD APPROVED. IT WILL BE ON THE 1-30-15 BUDGET.	\$ 2,550.00	197 3141 10 5800
		\$	

\*Reason for Change (required if PO total is increased by 10% or more): TOTAL CONTRACT = 5,200.00

SITE/Department Head Approval: <u>[Signature]</u> Date: <u>9/24/15</u>	ADJUSTED PO Grand Total  \$
Budget Administrator Approval: <u>[Signature]</u> Date: <u>9/24/15</u>	
Fiscal Approval: _____ Date: _____	

WREN AVE,  
PO# 98588

**MT. DIABLO UNIFIED SCHOOL DISTRICT**  
1936 Carlotta Drive  
Concord, CA 94519

**AGREEMENT BETWEEN  
MT. DIABLO UNIFIED SCHOOL DISTRICT  
AND INDEPENDENT CONTRACTOR**

THIS AGREEMENT is made this 26th day of May, 2015, by and between the Mt. Diablo Unified School District (hereinafter "District") and Soul Shoppe (hereinafter "Contractor").

District hereby engages Contractor to render services under the terms and conditions of this Agreement.

1. Performance of Services

- (a) Contractor agrees to perform the services described on Exhibit "A" (hereinafter "Services") on page 4 of this Agreement as an independent contractor. Contractor will determine the means, manner, method, and details of performing the Services. Contractor shall be responsible for providing the materials, tools and transportation necessary for the performance of the services. Contractor may, at Contractor's own expense, use non-District employees to perform the Services under this Agreement. Subcontractors may be used only with the written approval of the District.
- (b) Contractor represents that Contractor has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of the District. Contractor shall be solely responsible for the professional performance of the services, and shall receive no assistance, direction, or control from District. Contractor shall have sole discretion and control of Contractor's services and the manner in which they are performed.

2. Compensation. District agrees to compensate Contractor for the performance of the services on the following basis:

Not to exceed \$ <u>2,650.00</u> for Services	<u>197</u> - <u>3141</u> - <u>10</u> - <u>5800</u>	\$ <u>2,650.00</u>
The basis of the fee for Services shall be as follow	<u>      </u> - <u>      </u> - <u>      </u> - <u>      </u>	\$ <u>                  </u>
a. \$ <u>          </u> per hour,	<u>      </u> - <u>      </u> - <u>      </u> - <u>      </u>	\$ <u>                  </u>
b. \$ <u>          </u> per day, or	<b>BUDGET CODE(S)</b>	
c. \$ <u>2,650.00</u> per engagement.		

**Check One:**

- Partial Payments: Contractor shall invoice District on a monthly basis or as agreed to for all hours worked pursuant to this Agreement.
- Partial Payments: District shall make a payment per schedule detailed in Exhibit A. District Administrator will verify invoice indicating that all required services have been performed by each timeline.
- Payment in Full: Contractor shall invoice District on completion of services. District Administrator will verify invoice indicating that all required services have been performed.

Contractor shall be responsible for all expenses incurred in association with the performance of the Services.

3. Term and Termination. This Agreement will become effective on August 21, 2015. This Agreement will terminate upon the completion of the Services or when terminated as set forth below.

Either party may terminate this Agreement at any time by giving thirty (30) days written notice to the other party. Should either party default in the performance of this Agreement or materially breach any of its provisions, the non-breaching party may terminate this Agreement by giving written notice to the breaching party. Termination shall be effective immediately on receipt of said notice.

4. Relationship of the Parties. Contractor enters into this Agreement as, and shall continue to be, an independent contractor. Under no circumstances shall Contractor be considered an employee of District within the meaning of any federal, state, or local law or regulation including, but not limited to, laws or regulations governing unemployment insurance, old age benefits, workers' compensation, industrial illness or accident coverage, taxes, or labor and employment in general. Under no circumstances shall Contractor look to District as his/her employer, or as a partner, agent, or principal. Contractor shall not be entitled to any benefits accorded to District's employees, including, without limitation, workers' compensation, disability insurance, vacation, or sick pay. Contractor shall be responsible for providing, at Contractor's expense, and in the Contractor's name, disability, workers' compensation or other insurance, as well as licenses and permits usual or necessary for conducting the Services hereunder.

Contractor shall pay, when and as due, any and all local, state and federal income or other taxes incurred as a result of Contractor's compensation hereunder, including estimated taxes, and shall provide District with proof of said payments upon demand.

5. Fingerprinting and Criminal Records Check of Contractor's Employees. Contractor shall comply with the provisions of California Education Code §45125.1 regarding the submission of fingerprints to the California Department of Justice and the completion of criminal background investigations of the contractor and/or its employees. To the extent Education Code §45125.1 is applicable, Contractor shall not permit any employee to have any contact with District pupils until such time as Contractor has verified in writing to the governing board of the District that such employee has not been convicted of a felony, as defined in Education Code §45125.1. Contractor shall provide the certification document attached hereto as Exhibit \_\_\_\_ prior to commencing work under this Agreement.
6. Rules and Regulations. All rules, policies, and regulations of the Mt. Diablo Unified School District Board of Education and all federal, state, and local laws, ordinances and regulations are to be observed strictly by Contractor pursuant to this Agreement.
7. Indemnification. Contractor shall hold harmless, defend and indemnify District and its officers, elected and appointed officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the District.
8. Insurance. Contractor shall procure and maintain for the duration of the agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. **EXCEPTION:** Contracts of less than \$5,000 need only provide general liability insurance of \$1,000,000 per occurrence.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability/Errors & Omissions Liability,** if applicable: \$1,000,000 per occurrence.

If the contractor maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the contractor.

Purchase Requisition # R86147

The insurance policies are to contain, or be endorsed to contain, the following provisions:

**Additional Insured Status**

The District, its officers, officials, employees, and volunteers are to be named as additional insured by endorsement to the Commercial General Liability policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations.

**Primary Coverage**

For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

**Notice of Cancellation**

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

**INSURANCE REQUIREMENTS**

No waiver will be granted to eliminate the insurance requirements outlined in this contract. However, in special circumstances, certain insurance requirements may be modified or waived. The following items in Insurance section 8 are hereby waived or modified as follows:

Limits: \_\_\_\_\_

Other: \_\_\_\_\_

The initials of the Superintendent, or his/her designee, and the General Counsel, are **required** to waive or modify any Insurance requirements in this Agreement:

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
General Counsel

- 9. Ownership of Designs and Plans. Contractor agrees that all designs, plans, reports, specifications, drawings, schematics, prototypes, models, inventions and all other information and items made during the course of this Agreement and arising from the Services shall be owned by and assigned to District as its sole and exclusive property.
- 10. Notice. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by telegram, overnight delivery service, or facsimile transmission, addressed as follows:

DISTRICT

Mt. Diablo Unified School District  
1936 Carlotta Drive  
Concord, CA 94519-1397  
Attn: Superintendent

CONTRACTOR

Name: Soul Shoppe  
Attn: Shawna Jones  
Address: 111 Fairmont Ave., Suite #503  
Oakland, Ca. 94611  
Phone: 510-338-3231  
Fax: 510-338-3234 3234  
Tax ID #: ~~94-3384167~~ 20-2676612

Any notice personally given or sent by telegram or facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the next business day following delivery thereof to

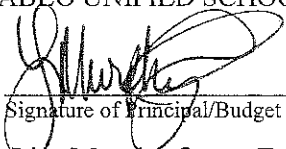
the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

- 11. Entire Agreement of Parties. This Agreement constitutes the entire agreement between the parties and supersedes all prior discussions, negotiations and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both parties.
- 12. California Law. This Agreement shall be governed by and the rights, duties and obligations of the parties shall be determined and enforced in accordance with the laws of the State of California. The parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Contra Costa County, California.
- 13. Attorneys' Fees. If either party files any action or brings any proceedings against the other arising out of this Agreement, the prevailing party shall be entitled to recover, in addition to its costs of suit and damages, reasonable attorneys' fees to be fixed by the court. The "prevailing party" shall be the party who is entitled to recover its costs of suit as awarded by a court of competent jurisdiction, whether or not suit proceeds to final judgment. No sum for attorneys' fees shall be counted in calculating the amount of a judgment for purposes of determining whether a party is entitled to its costs or attorneys' fees.
- 14. Waiver. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

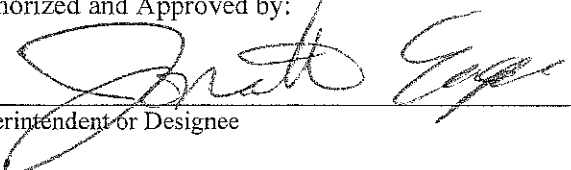
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

MT. DIABLO UNIFIED SCHOOL DISTRICT

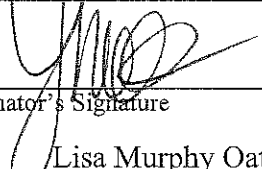
Soul Shoppe

By:  6/2/15  
 Signature of Principal/Budget Administrator Date  
 Title: Lisa Murphy Oates, Equity Administrator  
 Print Name and Title

Name of Company/Organization or Independent Contractor/Consultant  
 By: See Attached  
 Signature of Contractor/Consultant Date  
 Title: Shawna Jones, Program Director  
 Print Name and Title

Authorized and Approved by:  
 6/15/15  
 Superintendent or Designee Date

**Prior to commencement of service, sign and forward completed original contract to Fiscal Services.**

 6/2/15  
 Originator's Signature Date  
Lisa Murphy Oates, Equity Administrator  
 Print Name of Originator and Title

Equity Department  
 Site/Department Originating this Contract

Billing Address if reimbursed by outside agency—i.e. ASB, PTA, PFC  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<i>Distribution</i>
<i>original: Fiscal Services for payment</i>
<i>copy: Contractor</i>
<i>copy: Originator/Budget Administrator</i>



Purchase Requisition # R86147

the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

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- 14. Waiver. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

MT. DIABLO UNIFIED SCHOOL DISTRICT

Soul Shoppe  
Name of Company/Organization or Independent Contractor/Consultant

By: \_\_\_\_\_  
Signature of Principal/Budget Administrator Date

By: Shawna Jones 6/1/15  
Signature of Contractor/Consultant Date

Title: Lisa Murphy Oates, Equity Administrator  
Print Name and Title

Title: Shawna Jones, Program Director  
Print Name and Title

Authorized and Approved by:

[Signature] 6/1/15  
Superintendent or Designee Date

**Prior to commencement of service, sign and forward completed original contract to Fiscal Services.**

\_\_\_\_\_  
Originator's Signature Date  
Lisa Murphy Oates, Equity Administrator  
Print Name of Originator and Title

Equity Department  
Site/Department Originating this Contract

Billing Address if reimbursed by outside agency—i.e. ASB, PTA, PFC

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Distribution  
original: Fiscal Services for payment  
copy: Contractor  
copy: Originator/Budget Administrator

## **EXHIBIT A**

### **LIST OF SERVICES, INCLUDING DATE(S), TO BE PERFORMED BY CONTRACTOR**

**IF PARTIAL PAYMENTS ARE TO BE MADE TO CONTRACTOR ON A SCHEDULE  
AS INDICATED ON PAGE 1, PLEASE LIST PAYMENT SCHEDULE HERE**

Program Description: Soul Shoppe will come to Wren Ave. Elementary School on August 21, 2015.  
Their services will include:

Staff In-Service Day - August 21, 2015 from 9 - 10:30 am

1 Program Day - September 9, 2015 Tools of the Heart

Peacemaker Training:

September 16, 2015

September 18, 2015

The cost for these services are being paid for with the 2013-2014 budget.

## EXHIBIT A

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IF PARTIAL PAYMENTS ARE TO BE MADE TO CONTRACTOR ON A SCHEDULE  
AS INDICATED ON PAGE 1, PLEASE LIST PAYMENT SCHEDULE HERE

#### Program Days: Assemblies and Workshops

Soul Shoppe offers a wide variety of both character-building workshops and bully-prevention assemblies to help create a safer school culture for everyone. Soul Shoppe school assemblies are multi-media presentations that engage and inspire students and are a great way to connect the whole school with common language. We typically work with 2 grades at a time for assemblies (K/1, 2/3, 4/5). Workshops are typically in a smaller, more intimate setting. Workshops are story based and allow the facilitator more opportunity to address needs, as the workshops are grade-specific. Follow up classroom visits are also available on assembly days to help connect to individual classrooms.

#### Staff In-Service:

In this 90-minute session, school staff will learn all about Soul Shoppes philosophy and approach to teaching character education and bullying-prevention. We will learn simple, yet effective ways to talk about feelings and needs with students at all grade levels. Participants will practice using the Soul Shoppe tools, such as the "I" Message and Clean Up, and how to empty our "balloons", as well as how to navigate the Peach Path and utilize Peacemakers.

#### Parent Night:

In this one-hour presentation, parents and members of the community will learn all about Soul Shoppe and how to support character education in the home. Participants will learn effective tools for dealing with behavioral issues, as well as how to manage their own "balloons". Parents will leave informed, inspired, and more connected to their communities. Program will be offered in the fall and in the spring.

#### Peacemaker Program:

We train 30 (+/-) 3rd, 4th, and 5th grade "Peacemakers" to help students solve conflicts at recess time using one of the two Peace Paths that will be painted on the playground. Peacemakers go through 4.5 hours of initial training and attend monthly check-in meetings to make sure they feel equipped to do their jobs confidently and successfully.

## EXHIBIT B

### *Contractor REQUIRED to Complete*

## CRIMINAL BACKGROUND CHECK CERTIFICATION

**Mt. Diablo Unified School District**  
**Consultant/Independent Contractor Agreement - Criminal Background Check**

Name of Independent Consultant/Contractor:		Soul Shoppe
Services to be performed under the Agreement:		Series of Workshops for students
Schools/Locations where services will be performed:		Wren Ave. Elementary
Total amount to be paid by the District under this Agreement:		\$ 2,650.00
Term of Agreement:		August 21, 2015 - September 18, 2015
<b><i>Check the applicable box(es) and fill in any blanks.</i></b>		
1	<input checked="" type="checkbox"/>	I certify that none of my employees, nor myself, will have more than limited contact (as defined by the District) with District students during the term of the Agreement. Therefore, we have not been fingerprinted.
2A	<input type="checkbox"/>	If this box is checked, then Box 2B also applies and must be checked to indicate these employees have been fingerprinted. The following employees will have more than limited contact (as defined by the District) with District students during the term of the Agreement (attach and sign additional pages, as needed):
2B	<input type="checkbox"/>	I certify that the employees noted in 2A above have been fingerprinted under procedures established by the California Department of Justice, and the results of those fingerprints reveal that none of these employees have been arrested or convicted of a serious or violent felony, as defined by the California Penal Code.

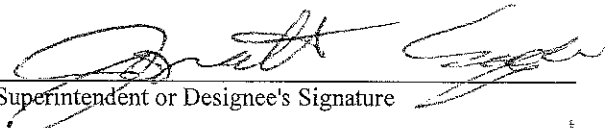
Certification by Contractor/Consultant

"I certify that the information provided herein is true and accurate. I further acknowledge that during the term of my Agreement with the District, if I learn of additional information which differs from the responses provided above, I promise to forward this additional information to the District immediately."

See Attached  
 Independent Contractor/Consultant Signature

Shawna Jones, Program Director  
 Print Name  
 Independent Contractor/Consultant

Date

  
 Superintendent or Designee's Signature

Jonathan Egan  
 Print Name  
 Superintendent or Designee's Signature

8/11/15  
 Date

Purchase Requisition # R86147

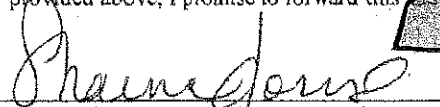
**EXHIBIT B**  
**Contractor *REQUIRED* to Complete**  
**CRIMINAL BACKGROUND CHECK CERTIFICATION**

**Mt. Diablo Unified School District**  
**Consultant/Independent Contractor Agreement - Criminal Background Check**

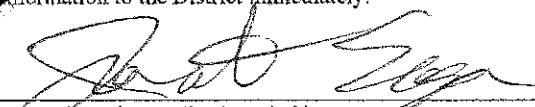
Name of Independent Consultant/Contractor:		Soul Shoppe
Services to be performed under the Agreement:		Series of Workshops for students
Schools/Locations where services will be performed:		Wren Ave. Elementary
Total amount to be paid by the District under this Agreement:		\$ 2,650.00
Term of Agreement:		August 21, 2015 - September 18, 2015
<b><i>Check the applicable box(es) and fill in any blanks.</i></b>		
1	<input checked="" type="checkbox"/>	I certify that none of my employees, nor myself, will have more than limited contact (as defined by the District) with District students during the term of the Agreement. Therefore, we have not been fingerprinted.
2A	<input type="checkbox"/>	If this box is checked, then Box 2B also applies and must be checked to indicate these employees have been fingerprinted. The following employees will have more than limited contact (as defined by the District) with District students during the term of the Agreement (attach and sign additional pages, as needed):
2B	<input type="checkbox"/>	I certify that the employees noted in 2A above have been fingerprinted under procedures established by the California Department of Justice, and the results of those fingerprints reveal that none of these employees have been arrested or convicted of a serious or violent felony, as defined by the California Penal Code.

Certification by Contractor/Consultant

"I certify that the information provided herein is true and accurate. I further acknowledge that during the term of my Agreement with the District, if I learn of additional information which differs from the responses provided above, I promise to forward this additional information to the District immediately."

  
 Independent Contractor/Consultant Signature

Shawna Jones, Program Director 6/11/15  
 Print Name Date  
 Independent Contractor/Consultant

  
 Superintendent or Designee's Signature

Jonathan Egan 6/15/15  
 Print Name Date  
 Superintendent or Designee's Signature



## PROGRAM AGREEMENT 2015

School: WREN ELEMENTARY SCHOOL

Contact: Cynthia Goin

Title: Principal

Add'l Contact: Meg Rondini

Title: Peacemaker/Teacher Liaison

Address: 3339 Wren Avenue

City: Concord, CA 94519

Phone: 925-685-7002

Email: goinc@mdusd.org  
rondinim@mdusd.org

# of Students: 2560

# of Teachers: 21

### Program Description:

- 1 Program Day: \$850
  - September 9, 2015- Tools of the Heart
- Peacemaker Training: \$1,500
  - September 16, 2015
  - September 18, 2015
- Staff In-Service: \$300
  - August 21, 2015 from 9-10:30am

Fee Total: **\$2,650**

*Please pay invoice within 10 days of completed services. Checks should be made payable to Soul Shoppe.  
Thank you!*

The above is agreed to and accepted by:

 (Cynthia Goin)

Date: 4/20/15

  
\_\_\_\_\_  
(Vicki Abadesco)

Date: April 20, 2015

Please fax back to: 510/338-3234 (no fax cover needed)  
111 Fairmount Ave., Suite 503  
Oakland, CA 94611  
510/338-3231 (tel) • [info@soulshoppe.com](mailto:info@soulshoppe.com)

Client#: 5392

SOULSHOP

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 02/06/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Edgewood Partners Ins. Center, License #0B29370 (925) 244-7700, PO Box 5003, San Ramon, CA 94583. CONTACT NAME, PHONE (A/C, No, Ext): 415 356-3900, FAX (A/C, No):, E-MAIL ADDRESS, INSURER(S) AFFORDING COVERAGE, NAIC#, INSURED: Soul Shoppe, Inc., 470 Athens, San Francisco, CA 94112. INSURER A: Massachusetts Bay Insurance Com, INSURER B: Twin City Fire Insurance Co., 29459, INSURER C, INSURER D, INSURER E, INSURER F.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include: A GENERAL LIABILITY (COMMERCIAL GENERAL LIABILITY, CLAIMS-MADE, OCCUR, GENL AGGREGATE LIMIT APPLIES PER: POLICY, PROJECT, LOC), A AUTOMOBILE LIABILITY (ANY AUTO, ALL OWNED AUTOS, HIRED AUTOS, SCHEDULED AUTOS, NON-OWNED AUTOS), A UMBRELLA LIAB (EXCESS LIAB, OCCUR, CLAIMS-MADE, RETENTION \$), B WORKERS COMPENSATION AND EMPLOYERS' LIABILITY (ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?, Y/N, DESCRIPTION OF OPERATIONS below).

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) MDUSD is named as an Additional Insured with respects to General liability.

CERTIFICATE HOLDER: Mt. Diablo Unified School, District, 1936 Carlotta Drive, Concord, CA 94519. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Brian De... (Signature)

## BUSINESSOWNERS LIABILITY SPECIAL BROADENING ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

### BUSINESSOWNERS COVERAGE FORM

#### SUMMARY OF COVERAGES

	Limits	Page
1. Additional Insured by Contract, Agreement or Permit		1
2. Additional Insured - Broad Form Vendors		2
3. Alienated Premises		2
4. Bodily Injury Redefined		2
5. Broad Form Property Damage - Borrowed Equipment, Customers Goods and Use of Elevators		2
6. Incidental Malpractice (Employed Nurses, EMT's and Paramedics)		3
7. Personal and Advertising Injury - Broad Form		3
8. Product Recall Expense	\$25,000 Occurrence \$50,000 Aggregate	3
9. Unintentional Failure to Disclose Hazards		5
10. Unintentional Failure to Notify		5

This endorsement amends coverages provided under the Businessowners Coverage Form through new coverages and broader coverage grants. This coverage is subject to the provisions applicable to the Businessowners Coverage Form, except as provided below.

**1. Additional Insured by Contract, Agreement or Permit**

Under SECTION II - LIABILITY, C. Who Is An Insured, Paragraph 4, is added as follows:

a. Any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract, agreement or permit that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

- (1) Your acts or omissions; or
- (2) The acts or omissions of those acting on your behalf,

but only with respect to:

- (3) "Your work" for the additional insured(s) at the location designated in the contract, agreement or permit; or
- (4) Premises you own, rent, lease, control or occupy.

This insurance applies on a primary basis if that is required by the written contract, agreement or permit.

**b. This provision does not apply:**

- (1) Unless the written contract or written agreement has been executed or permit has been issued prior to the "bodily injury", "property damage" or "personal and advertising injury";
- (2) To any person or organization included as an insured by an endorsement issued by us and made part of this Policy;
- (3) To any person or organization included as an insured under Item 1.a.2. of this endorsement;
- (4) To any lessor of equipment
  - (a) After the equipment lease expires; or
  - (b) If the "bodily injury", "property damage" or "personal and advertising injury" arises out of the sole negligence of the lessor;





- (i) Pumping stations; and
- (ii) Water mains.
- (b) Communication Supply Services, meaning property supplying communication services, including telephone, radio, microwave or television services to the described premises, such as:
  - (i) Communication transmission lines, including optic fiber transmission lines;
  - (ii) Coaxial cables; and
  - (iii) Microwave radio relays except satellites.

It does not include overhead transmission lines or overhead distribution lines.

- (c) Power Supply Services, meaning the following types of property supplying electricity, steam or gas to the described premises:
  - (i) Utility generating plants;
  - (ii) Switching stations;
  - (iii) Substations;
  - (iv) Transformers; and
  - (v) Transmission lines.

But does not include overhead transmission lines, overhead distribution lines, overhead transformers or any other overhead service equipment or similar (however mounted and whatever mounted upon) equipment.

The definitions of Business Income and Extra Expense contained in the Business Income and Extra Expense Additional Coverages also apply to this Utility Services Additional Coverage.

### 39. Worldwide Property Off Premises

Under Section I - Property A. 6. Coverage Extensions, the following is added:

#### r: Worldwide Property Off Premises

You may extend the insurance that applies to Business Personal Property to apply to Covered Business Personal Property other than "money" and "securities", "valuable papers and records" or accounts receivable, while it is temporarily outside the coverage territory, while "in transit" or on airborne transportation carriers for the purpose of exhibition, service or repair caused by or resulting from a Covered Cause of Loss.

The most we will pay for loss under this Coverage Extension is \$45,000 per occurrence. The amount payable under this Coverage Extension is not subject to the Limits of Insurance of Section I - Property.

(5) To any:

- (a) Owners or other interests from whom land has been leased which takes place after the lease for that land expires; or
- (b) Manager's or lessors of premises if:
  - (i) The occurrence takes place after you cease to be a tenant in that premises; or
  - (ii) The "bodily injury", "property damage" or "personal and advertising injury" arises out of structural alterations, new construction or demolition operations performed by or on behalf of the manager or lessor; or
- (6) To "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services.
- c. Additional insured coverage provided by this provision will not be broader than coverage provided to any other insured.
- d. All other insuring agreements, exclusions, and conditions of the policy apply.

2. Additional Insured - Broad Form Vendors

Under SECTION II - LIABILITY, C. Who Is An Insured, paragraph 5. is added as follows:

- 5. Any person or organization with whom you agreed, because of a written contract or written agreement to provide insurance, but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business.

The insurance afforded the vendor does not apply to:

- a. "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
- b. Any express warranty unauthorized by you;
- c. Any physical or chemical change in the product made intentionally by the vendor;
- d. Repackaging, unless unpacked solely for the purpose of inspection,

demonstration, testing, or the substitution of parts under instruction from the manufacturer, and then repackaged in the original container;

- e. Any failure to make such inspection, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business in connection with the distribution or sale of the product;
- f. Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;
- g. Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any thing or substance by or for the vendor; or
- h. "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

- (1) The exceptions contained in paragraphs 5.d. or 5.f.; or
- (2) Such inspections, adjustments, test or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

3. Alienated Premises

Under SECTION II - LIABILITY, B. Exclusions, paragraph 1.k.(2) is replaced in its entirety with the following:

- (2) Premises you sell, give away or abandon, if the "property damage" arises out of any part of those premises and occurred from hazards that were known by you, or should have reasonably been known by you, at the time the property was transferred or abandoned.

4. Bodily Injury Redefined

Under SECTION II - LIABILITY, F. Liability and Medical Expenses Definitions, definition 4. is replaced in its entirety by the following:

4. "Bodily injury" means bodily injury, disability, sickness or disease sustained by a person, including death resulting from any of these at any time. "Bodily injury" includes mental anguish or other mental injury resulting from "bodily injury".
5. Broad Form Property Damage - Borrowed Equipment, Customer's Goods, Use of Elevators
- a. Under SECTION II - LIABILITY, B. Exclusions, paragraph 1.k, the following is added:
- Paragraph (4) does not apply to "property damage" to borrowed equipment while at a jobsite and not being used to perform operations.
- Paragraph (3), (4) and (6) do not apply to "property damage" to "customers goods" while on your premises nor to the use of elevators.
- b. Under SECTION II - LIABILITY, F. Liability and Medical Expenses Definitions, the following additional definition is added:
- "Customers goods" means property of your customer on your premises for the purpose of being:
- Worked on; or
  - Used in your manufacturing process.
- c. The insurance afforded under this provision is excess over any other valid and collectible property insurance (including deductible) available to the insured whether primary, excess, contingent or on any other basis.
6. Incidental Malpractice - Employed Nurses, EMT's and Paramedics
- Under SECTION II - LIABILITY, C. Who Is An Insured, paragraph 2.a.(1)(d) does not apply to a nurse, emergency medical technician or paramedic employed by you if you are not engaged in the business or occupation of providing medical, paramedical, surgical, dental, x-ray or nursing services.
7. Personal and Advertising Injury - Broad Form
- Under SECTION II - LIABILITY, F. Liability and Medical Expenses Definitions, definition 15, "Personal and Advertising Injury", paragraph h. is added as follows:
- h. Discrimination or humiliation (unless insurance thereof is prohibited by law) that results in injury to the feelings or reputation of a natural person, but only if such discrimination or humiliation is:
- Not done intentionally by or at the direction of:
    - The insured; or
    - Any officer of the corporation, director, stockholder, partner or member of the insured; and
  - Not directly or indirectly related to an "employee", nor to the employment, prospective employment or termination of any person or persons by an insured.
8. Product Recall Expense
- a. Under SECTION II - LIABILITY, B. Exclusions, Paragraph 1. o. is replaced in its entirety by the following:
- o. Recall of Products, Work or Impaired Property
- Damages claimed for any loss, cost or expense incurred by you or others for the loss of use, withdrawal, recall, inspection, repair, replacement, adjustment, removal or disposal of:
- "Your product";
  - "Your work"; or
  - "Impaired property";
- If such product, work or property is withdrawn or recalled from the market or from use by any person or organization because of a known or suspected defect, deficiency, inadequacy or dangerous condition in it, but this exclusion does not apply to "product recall expenses" that you incur for the "covered recall" of "your product". The exception to the exclusion does not apply to "product recall expenses" resulting from:
- Failure of any products to accomplish their intended purpose;
  - Breach of warranties of fitness, quality, durability or performance;
  - Loss of customer approval, or any cost incurred to regain customer approval;
  - Redistribution or replacement of "your product" which has been recalled by like products or substitutes;
  - Caprice or whim of the insured;
  - A condition likely to cause loss of which any insured knew or had reason to know at the inception of this insurance;
  - Asbestos, including loss, damage or clean up resulting from asbestos or asbestos containing materials; or

- (B) Recall of "your products" that have no known or suspected defect solely because a known or suspected defect in another of "your products" has been found:
- b. Under SECTION II - LIABILITY, C. Who Is An Insured, paragraph 4.c. is added as follows:
- c. "Bodily injury" or "property damage" do not apply to "product recall expense" arising out of any withdrawal or recall that occurred before you acquired or formed the organization.
- c. Under SECTION II - LIABILITY, E. Liability and Medical Expense General Conditions, 2. Duties in the Event of Occurrence, Offense, Claim or Suit, paragraph e. is added as follows:
- e. You must see to it that the following are done in the event of an actual or anticipated "covered recall" that may result in "product recall expense":
- (1) Give us prompt notice of any discovery or notification that "your product" must be withdrawn or recalled. Include a description of "your product" and the reason for the withdrawal or recall;
  - (2) Cease any further release, shipment, consignment or any other method of distribution of like or similar products until it has been determined that all such products are free from defects that could be a cause of loss under this insurance.
- d. Under SECTION II - LIABILITY, F. Liability and Medical Expenses Definitions, the following additional definitions are added:
- "Covered recall" means a recall made necessary because you or a government body has determined that a known or suspected defect, deficiency, inadequacy, or dangerous condition in "your product" has resulted or will result in "bodily injury" or "property damage".
- "Product recall expense(s)" means:
- a. Necessary and reasonable expenses for:
    - (1) Communications, including radio or television announcements or printed advertisements including stationary, envelopes and postage;
    - (2) Shipping the recalled products from any purchaser, distributor or user to the place or places designated by you;
    - (3) Remuneration paid to your regular "employees" for necessary overtime;
    - (4) Hiring additional persons, other than your regular "employees";
    - (5) Expenses incurred by "employees" including transportation and accommodations;
    - (6) Expenses to rent additional warehouse or storage space;
    - (7) Disposal of "your product", but only to the extent that specific methods of destruction other than those employed for trash discarding or disposal are required to avoid "bodily injury" or "property damage" as a result of such disposal,
- you incur exclusively for the purpose of recalling "your product"; and
- b. Your lost profit resulting from such "covered recall".
- e. Under SECTION II - LIABILITY, D. Liability and Medical Expenses Limits of Insurance, the following is added:
5. The Limits of Insurance and rules stated below fix the most that we will pay under this Product Recall Expense Coverage.
- (1) The Aggregate Limit is the most that we will reimburse you for the sum of all "product recall expenses" incurred for all "product recall expenses" initiated during the policy period.
  - (2) The Occurrence Limit shown on the Summary of Coverages is the most we will pay in connection with any one defect or deficiency.
    - (a) All "product recall expenses" in connection with substantially the same general harmful condition will be deemed to arise out of the same defect or deficiency and considered one "occurrence".

(b) Any amount reimbursed for "product recall expenses" in connection with any one "occurrence" will reduce the amount of the Aggregate Limit available for reimbursement of "product recall expenses" in connection with any other defect or deficiency.

(c) If the Aggregate Limit has been reduced by reimbursement of "product recall expenses" to an amount that is less than the Occurrence Limit, the remaining Aggregate Limit is the most that will be available for reimbursement of "product recall expenses" in connection with any other defect or deficiency.

6. A deductible of \$500 applies per each "Occurrence".

9. Unintentional Failure to Disclose Hazards

Under SECTION II - LIABILITY, E. Liability and Medical Expenses General Conditions, paragraph 6. is added as follows:

6. Representations

We will not disclaim coverage under this Coverage Form if you fail to disclose all hazards existing as of the inception date of the policy provided such failure is not intentional.

10. Unintentional Failure to Notify

Under SECTION II - LIABILITY, E. Liability and Medical Expenses General Conditions, 2. Duties in the Event of Occurrence, Offense, Claim or Suit, paragraph f. is added as follows:

f. Your rights afforded under this Coverage Form shall not be prejudiced if you fail to give us notice of an "occurrence", offense, claim or "suit", solely due to your reasonable and documented belief that the "bodily injury" or "property damage" is not covered under this Policy.

REVISED AGREEMENT  
WHICH INCLUDES ADDITIONAL  
PROGRAM DAYS.



**PROGRAM AGREEMENT 2015-16**

**School:** WREN ELEMENTARY SCHOOL

**Contact:** Cynthia Goin

**Title:** Principal

**Add'l Contact:** Meg Rondini

**Title:** Peacemaker/Teacher Liaison

**Address:** 3339 Wren Avenue

**City:** Concord, CA 94519

**Phone:** 925-685-7002

**Email:** goinc@mdusd.org  
rondinim@mdusd.org

**# of Students:** \_\_\_\_\_

**# of Teachers:** \_\_\_\_\_

**Program Description:**

- 4 Program Day: \$3,400 (\$850/each)
  - *September 9, 2015- Tools of the Heart*
  - *October 21, 2015- Free to Be*
  - *January 27, 2016- Stop & Breathe*
  - *April 6, 2016- 100% You*
- Peacemaker Training: \$1,500
  - *September 10<sup>th</sup>, 11<sup>th</sup> & 15<sup>th</sup>*
- Staff In-Service: \$300
  - *August 21, 2015 from 9-10:30am*

**Fee Total: \$5,200**

The above is agreed to and accepted by:

\_\_\_\_\_ (Cynthia Goin)

Date: \_\_\_\_\_

\_\_\_\_\_ (Vicki Abadesco)

Date: September 14, 2015

**Please fax back to: 510-338-3234** (no fax cover needed)  
111 Fairmount Ave., Suite 503  
Oakland, CA 94611  
510/338-3231 (tel) • [info@soulshoppe.com](mailto:info@soulshoppe.com)