

COMMUNITY SCIENCE WORKSHOP NETWORK
SUPPORTED CSW SITE MEMORANDUM OF UNDERSTANDING

This Supported CSW Site Memorandum of Understanding (the "MOU") is made and entered into on NOV 15, 2014, by and between Community Science Workshop Network, a California non-profit public benefit corporation ("CSW Network") and the Community Science Workshop program of City of Fresno, a municipal corporation (the "Supported CSW Site").

Exempt Status

CSW Network is a California non-profit corporation which has obtained federal tax-exempt status under Section 501(c)(3) of the Internal Revenue Code (the "Code"). Supported CSW Site is a section 170(c)(1) government unit operating for the public benefit.

CSW Network Mission

The CSW Network is dedicated to supporting the unique Community Science Workshop ("CSW") model of hands-on science programs that encourage students to tinker, make, and explore their world through science. CSW Network activities are structured around its belief that CSW programs meet an urgent need for access to engaging, innovative, exploration, and construction-based learning opportunities in Science, Technology, Engineering and Mathematics among populations of historically underserved youth, and to that end it serves as a reservoir of resources, an organizing hub, and a powerful advocate for Supported CSW Sites.

Purpose of MOU

CSW Network desires to include the Supported CSW Site in the scope of all CSW Network activities, and is prepared to provide services under the terms and conditions specified in this MOU; and Supported CSW Site desires to become associated with the CSW Network in order to benefit from CSW Network services as well as to contribute to the strength and well-being of other member sites and the CSW Network organization as a whole.

Therefore, the parties agree as follows:

1. Supporting and Supported Organization.
 - a. CSW Network is a 501(c)(3) Supporting Organization under section 509(a)(3) of the Code. As such, the CSW Network is legally bound to support and sustain the Supported CSW sites; and the CSW Network is governed in part by the Supported CSW sites, such that any individual Supported CSW Site shall either appoint a seat on the CSW Network Board of Directors ("Board"), or participate in an election to do so, and the total number of seats appointed the CSW sites will be a majority of the Board at all times.
 - b. The CSW Network will include the Supported CSW Site as one of the Supported Organizations designated to benefit from CSW Network activities.

- c. Supported CSW Site will maintain public charity status under the Code at all times, and will accept responsibility for participating in the appointment of the majority of seats on the CSW Network Board, with the attendant responsibility of participating in fiduciary oversight of the CSW Network.

2. Duties of the Supported CSW Site.

Supported CSW Site will:

- a. Provide free-to-participant programs ("Programs") in a manner consistent with the CSW model described in **Exhibit A** (the "CSW Model");
- b. Be responsible for ongoing fundraising to support its own Programs, including applying for grants and pursuing fee-for-service contracts with local youth-serving agencies;
- c. Participate in CSW Network activities and events, including collaborations with partner organizations, whenever practicable;
- d. Participate in any CSW Network evaluation or research efforts, by providing access to program staff and participants on the part of CSW Network or outside evaluation personnel, and by gathering any data that is reasonably requested by CSW Network, provided appropriate permissions have been obtained in the case of minors participating in surveys, interviews, etc.;
- e. Provide any grant reports required by the CSW Network;
- f. Uphold an ethic of free, open, timely, and respectful communication, interaction, sharing, and engagement at all times. This includes timely and responsive email and telephone communication; and
- g. Maintain comprehensive insurance coverage, including, but not limited to, applicable policies covering General Liability, Participant Accident/Medical, Professional Liability, Automobile Liability, Improper Physical/Sexual Contact and Director and Officer Liability as provided in **Exhibit B**.

3. Duties of CSW Network.

CSW Network will assist the Supported CSW Site by providing:

- a. Direct funding in the form of grants made by CSW Network to the Supported CSW Site, when funds are available; and
- b. Assistance to the Supported CSW Site in developing a fundraising plan, including considering collaborative funding opportunities between CSW Network and the Supported CSW Site as well as editorial assistance in writing grants for the Supported CSW Site;
- c. Advocacy on behalf of the Supported CSW Site in any negotiation or dispute between Supported CSW Site and other parties such as school districts or other non-profit organizations;
- d. Public representation of the Supported CSW Site at events, conferences, and meetings of stakeholders in the field of informal science education;

- e. Professional development opportunities for Supported CSW Site staff and interns;
- f. Access to equipment and supplies needed to maintain or enhance the quality of Programs at Supported CSW Site, whenever such resources are available;
- g. Technical assistance and expertise in designing, operating, and managing Programs at Supported CSW Site; and
- h. Access to CSW curricula compiled and edited by CSW Network staff.

4. Conflict Resolution. In the case of any conflict or disagreement between the parties of this MOU, all parties will first follow the conflict or complaint resolution policies in place at Supported CSW Site. If conflict persists, all parties will follow the Conflict Resolution Policy as defined in this section, when this policy does not contradict the conflict or complaint resolution policies in place at Supported CSW Site.

- a. Any individual, volunteer, employee, or Board member of the CSW Network or the Supported CSW Site shall take the following steps, in the following order, to resolve a conflict:
 - i. Engage in person-to-person communication, either by phone or email
 - ii. Request informal mediation from a member of the CSW Network Board
 - iii. Request formal mediation by an outside party
 - iv. Bring results of formal mediation to the CSW Network Board
- b. Should conflict remain unresolved after formal mediation by an outside party, any individual involved in the conflict may request further mediation, or alternatively may request action by the Board to resolve the situation.

5. Term and Termination. The term of this MOU (the "Term") shall commence on NOV 15, 2014 and shall continue for a period ending on August 31, 2016, unless terminated in writing 30 days after written notice is given by either party. At the end of the term, if all parties are in full compliance with the terms of this MOU, this MOU shall automatically renew for successive two-year terms. Upon termination of this MOU, all rights and privileges granted to the Supported CSW Site hereunder shall immediately cease and terminate, and the Supported CSW Site shall promptly return to CSW Network all material and equipment provided by CSW Network; and return to CSW Network any grant funds in hand provided by CSW Network, unless specific alternative arrangements are made in writing.

6. Warranties.

- a. The Supported CSW Site hereby represents, warrants and covenants that its performance hereunder shall comply with the terms of this MOU, the CSW Model and with all applicable laws and regulations.
- b. CSW Network hereby represents, warrants and covenants that its performance hereunder shall comply with the terms of this MOU and with all applicable laws and regulations.

- c. Neither party makes any representations, warranties or covenants except those expressly set forth in this MOU.
- d. If CSW NETWORK should subcontract all or any portion of the services to be performed under this MOU, CSW NETWORK shall cause each subcontractor to also comply with the requirements of this Section.
- e. This Section shall survive expiration or termination of this MOU.

7. Relationship of the Parties.

- a. In the furnishing of the services provided for herein, CSW Network is acting solely as an independent contractor. Neither CSW Network, nor any of its officers, agents or employees shall be deemed an officer, agent, employee, joint venturer, partner or associate of Supported CSW Site for any purpose. Supported CSW Site shall have no right to control or supervise or direct the manner or method by which CSW Network shall perform its work and functions. However, Supported CSW Site shall retain the right to administer this MOU so as to verify that CSW Network is performing its obligations in accordance with the terms and conditions thereof.
- b. This MOU does not evidence a partnership or joint venture between CSW Network and Supported CSW Site. CSW Network shall have no authority to bind Supported CSW Site absent Supported CSW Site's express written consent. Except to the extent otherwise provided in this MOU, CSW Network shall bear its own costs and expenses in pursuit thereof.
- c. Because of its status as an independent contractor, CSW Network and its officers, agents and employees shall have absolutely no right to employment rights and benefits available to Supported CSW Site employees. CSW Network shall be solely liable and responsible for all payroll and tax withholding and for providing to, or on behalf of, its employees all employee benefits including, without limitation, health, welfare and retirement benefits. In addition, together with its other obligations under this MOU, CSW Network shall be solely responsible, indemnify, defend and save Supported CSW Site harmless from all matters relating to employment and tax withholding for and payment of CSW Network 'S employees, including, without limitation, (i) compliance with Social Security and unemployment insurance withholding, payment of workers' compensation benefits, and all other laws and regulations governing matters of employee withholding, taxes and payment; and (ii) any claim of right or interest in Supported CSW Site employment benefits, entitlements, programs and/or funds offered employees of Supported CSW Site whether arising by reason of any common law, de facto, leased, or co-employee rights or other theory. It is acknowledged that during the term of this MOU, CSW Network may be providing services to others unrelated to Supported CSW Site or to this MOU.

8. Mutual Indemnification. Supported CSW Site shall indemnify, hold harmless and defend CSW Network and each of its officers, officials, employees, agents and

volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by CSW Network, Supported CSW Site or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly from the negligent or intentional acts or omissions, or willful misconduct of Supported CSW Site or any of its officers, officials, employees, agents or volunteers in the performance of this Agreement; provided nothing herein shall constitute a waiver by Supported CSW Site of governmental immunities including California Government Code section 810 et seq.

CSW Network shall indemnify, hold harmless and defend Supported CSW Site and each of its officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by the Supported CSW Site, CSW Network or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly from the negligent or intentional acts or omissions, or willful misconduct of CSW Network or any of its officers, officials, employees, agents or volunteers in the performance of this Agreement; provided nothing herein shall constitute a waiver by CSW Network of governmental immunities including California Government Code section 810 et seq.. CSW Network agrees that this Agreement shall in no way act to abrogate or waive any immunities available to Supported CSW Site under the Tort Claims Act of the State of California.

In the event of concurrent negligence on the part of Supported CSW Site or any of its officers, officials, employees, agents or volunteers, and CSW Network or any of its officers, officials, employees, agents or volunteers, the liability for any and all such claims, demands and actions in law or equity for such losses, fines, penalties, forfeitures, costs and damages shall be apportioned under the State of California's theory of comparative negligence as presently established or as may be modified hereafter.

9. Notices. All notices, agreements and consents required will only be effective if made in writing and given by way of personal delivery, electronic mail, or by certified mail, return receipt request, to the following address of the recipient :

If to City of Fresno
City of Fresno
PARCS Department
Attention: Manuel A. Mollinedo,
Director
848 M Street 3rd Floor
Fresno, California 93721

If to CSW Network
120 Second Street
Watsonville, CA 95076
Attention: Emilyn Green
E-mail: emilyn@cswnetwork.org

10. Waiver. The waiver by either party of a breach by the other of any provision of this MOU shall not constitute a continuing waiver or a waiver of any subsequent breach

of either the same or a different provision of this MOU. No provisions of this Agreement may be waived unless in writing and signed by all parties to this MOU. Waiver of any one provision herein shall not be deemed to be a waiver of any other provision herein.

11. Governing Law and Venue. This MOU shall be governed by, and construed and enforced in accordance with, the laws of the State of California, excluding, however, any conflict of laws rule which would apply the law of another jurisdiction. Venue for purposes of the filing of any action regarding the enforcement or interpretation of this MOU and any rights and duties hereunder shall be Fresno County, California.

12. Interpretation. The parties acknowledge that this MOU in its final form is the result of the combined efforts of the parties and that, should any provision of this MOU be found to be ambiguous in any way, such ambiguity shall not be resolved by construing this MOU in favor of or against either party, but rather by construing the terms in accordance with their generally accepted meaning.

13. Attorney's Fees. If either party is required to commence any proceeding or legal action to enforce or interpret any term, covenant or condition of this MOU, the prevailing party in such proceeding or action shall be entitled to recover from the other party its reasonable attorney's fees and legal expenses.

14. Severability. The invalidity or unenforceability of any particular provision of this MOU shall not affect the other provisions and this MOU shall be construed in all respects as if such invalid or unenforceable provision were omitted .

15. Counterparts. This MOU may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

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IN WITNESS WHEREOF, the parties have executed this MOU at Fresno, California, the day and year first above written.

City of Fresno
a California municipal corporation

By: 

Name: Manuel A. Mollinedo

Title: Director PARCS

ATTEST:
YVONNE SPENCE, CMC
City Clerk

By: 
Deputy 12/4/2014

APPROVED AS TO FORM:
DOUGLAS T. SLOAN
City Attorney

By: 
Deputy City Attorney Date 12.2.14

Addresses:

City of Fresno
Attention:
City of Fresno
PARCS Department
Attention: Manuel A. Mollinedo,
Director
848 M Street 3rd Floor
Fresno, California 93721

Attachments: Exhibit A
Exhibit B

COMMUNITY SCIENCE WORKSHOP
NETWORK, a California non-profit public
benefit corporation

By: 

Name: Daniel Sudran

Title: Chair
(if corporation or LLC, Board
Chair, Pres. or Vice Pres.)

By: 

Name: Emilyn Green

Title: Executive Director/Secretary
(if corporation or LLC, CFO,
Treasurer, Secretary or Assistant
Secretary)

CSW NETWORK:
Attention: Emilyn Green
Executive Director
120 Second Street
Watsonville, CA 95076
Phone: (831) 421-1942

Exhibit A: Community Science Workshop Model (“CSW Model”)

The Supported CSW Site shall conduct itself and all its activities consistent with the characteristics of CSW Sites described in this CSW Model, and with all applicable federal, state, and local legal and regulatory requirements.

The CSW Model of education brings together over twenty years of on-the-ground experience with up-to-date research on learning and cognition, to provide guidelines and principles for engaging under-represented communities in STEM.

Contents of this Exhibit include:

- Section 1: Mission and Values
- Section 2: Defining Characteristics
- Section 3: Programs
- Section 4: Science Content
- Section 5: Facilitation Practices

1. **Mission and Values:**

- A. *Mission:* The primary purpose of a CSW Site is to inspire underserved youth to engage with STEM (Science, Technology, Engineering, and Math) learning through tinkering, making, and exploration of the wonder-full world around them.
- B. *Shared Values:*
 - i. We address existing inequalities in access to STEM education across gender, income, geographic and cultural lines
 - ii. Our programs are child-centered and take a holistic approach to education
 - iii. We work in partnership with communities, schools, families, and youth
 - iv. Our programs are sustainable and seek to maximize the impact of available resources
 - v. We dissolve perceived barriers between “science” and real life, finding real STEM content in everyday materials, questions, and phenomena

2. **Defining Characteristics:** There are four defining characteristics of a CSW Site that must be present in order to qualify for membership in the CSW Network:

- i. CSWs are in low-income neighborhoods: Each program maintains a permanent public space that is walking distance to low-income homes and schools, and is dense with science exhibits as well as tools and materials. User-generated content and locally hired educators foster familiarity and agency for participants.
- ii. CSW programs are open-ended and student-driven: As much as possible, students choose what they want to do and how they’re going to do it, what questions they want to ask and how they’re going to answer them.
- iii. CSWs are open-door: free drop-in hours are scheduled to minimize barriers for participating youth and families, and a variety of other programs provide multiple entry points in time and space: afterschool, during the day, on field trips to the CSW, and via mobile programs at rural locations.

- iv. CSWs strive to saturate their community with science: working with schools, community-based organizations, housing projects, libraries, municipalities and parks as needed to transform a community's experience of science education.
3. **Programs:** Each CSW Site adopts its own combination of the following programs (Drop-in is the only required program), or invents new programs that meet the requirements of the mission, values, and four defining characteristics:
- i. *Drop-in;* each CSW site must schedule open drop-in hours at a permanent workshop location in which members of the public are free to come and go, and to engage in activities of their own choosing.
 - ii. *After School;* students enrolled in an after school program participate in CSW activities – this can happen at the CSW site, a school, or other community location such as a Boys and Girls club or a library
 - iii. *Field Trips (at the site);* schools bring students to the CSW during the school day. This can be a singular event or an ongoing unit of trips.
 - iv. *Field Trips (to outside locations);* CSW staff organize a trip, transporting students to a location of scientific interest and leading activities there (aquarium, science museum, beach, camping, digging for fossils, nature center, etc.)
 - v. *Classroom Visits (at the schools);* CSW staff go to schools during the school day. This can be a singular event or an ongoing unit of trips.
 - vi. *Science Class (site based);* a school brings a class of students regularly to the CSW during the school day and science class is conducted there – usually this program is ongoing throughout the school year, and activities at the CSW constitute part of the coursework.
 - vii. *Collaboration with a School or District;* CSW activities and programs are integrated into the entire school year, either for a particular age group or for schools as a whole. Use of CSW materials, curriculum, and pedagogy is adopted as policy by the school or district.
 - viii. *Secondary Workshops and Satellite Sites;* A secondary Workshop is any location where the materials and tools stay on-site, and a Satellite Site is a location to which CSW staff transport materials and tools regularly for drop-in programming.
 - ix. *Summer Program;* students sign up for sessions during the summer. They come regularly to the CSW and are led in activities by the staff.
 - x. *Family Science;* an event specifically targeting families – can be at a school, at a CSW site, or at an outside location. This can be ongoing or a one-time event.
 - xi. *Teacher Training;* CSW staff train teachers and other educators in the Community Science Workshop model of education. This can happen at the site, at schools, or at outside locations.
 - xii. *Community Events;* one-time events to which CSW staff bring materials and exhibits, ie., Earth Day, Science Fairs, Maker Faire, etc.
 - xiii. *Mobile Science Units;* a vehicle that travels to different locations in the community, with CSW capabilities built in. May support a Satellite site, Community Event or other program element above
4. **Learning Environment and Activities:** CSW sites engage students in science and engineering practices such as investigating, exploring, designing, and problem-solving. Activities are roughly divided into two broad categories: hands-on interactive exhibits, and tinkering and making. CSW sites always include an extensive sampling of activities from both of these areas:
- i. Exhibits:
 - i. Electronics exhibits such as Van de Graaff generators and oscilloscopes

- ii. Biology exhibits including fossils, bones, and live animals such as turtles, fish, snakes, mice, guinea pigs, and lizards
 - iii. Geology exhibits, with a variety of rocks and minerals for participants to handle
 - iv. Physical exhibits, i.e. merry-go-rounds, gyroscopes, and earthquake tables
 - v. Stereoscopic microscopes and digital microscopes with exhibits
 - vi. Magnets and electromagnets
 - vii. Logic and topology puzzles
 - viii. Light exhibit, i.e. different colored and shaped lenses, gels, and bulbs as well as powerful light sources, can be built into a small room or box
 - ix. Garden with planter boxes, indoor sprouting/growing areas
 - x. Aquatic exhibits, i.e. hydroponics tank, ocean tank, slough tank
 - xi. Musical instruments and sound exhibits
 - xii. Telescope with star maps, sun and moon filters, and a variety of lenses
- ii. Tinkering and Making:
- i. Safety Equipment – eye and ear protection, dust masks, and gloves
 - ii. Power tools for participant use: low-temperature glue guns, low voltage cordless drills, low-temperature soldering iron, disc sander, and a scroll saw
 - iii. Power tools for staff use only: chop saw, table saw, drill press, circular saw, jig saw, heat gun, angle grinder, and belt sander (some of these can be used by participants under supervision of staff)
 - iv. Hand tools – hand saws, screw drivers, clamps, vice, hammer, wrenches of all types, pliers of all types, wire strippers, measuring tapes and squares, voltmeters, files, vice grips, scissors, and staple gun (all hand tools are for participant use)
 - v. Textile fabrication – sewing machines, knitting materials and tools, simple looms, a variety of recycled cloth scraps
 - vi. Everyday chemistry – baking soda, vinegar, corn starch, food dye, borax, etc. and vessels and pipettes for experiments
 - vii. Hobby motors, lights, batteries and magnets for building simple circuits
 - viii. Recycled scrap lumber for woodworking
 - ix. Welder and scrap metal, with associated special safety equipment including leather apron, leather gloves, and face shield
 - x. Bike repair tools, parts, and recycled bikes to fix up
 - xi. Craft materials of all kinds – popsicle sticks, pipe cleaners, paint, tape, glue, etc.
 - xii. Recycled materials of all kinds – bottles, cans, plastic containers, bags, film cans, pvc pipes, cardboard, paper, etc.
 - xiii. Models of projects made at the workshop are displayed and available to be manipulated by participants.

5. Facilitation Practices:

- A. **Safety** CSW Sites are safe and supportive environments for students and families. Physical safety is maintained through rigorous training of staff and students in tool use and safe shop practices. Mental/emotional safety is maintained through an organization-wide practice of respect for all, and zero tolerance of bullying, violence of any kind, and discrimination based on race, gender, class, age, or sexual orientation.
- B. **Staff** CSW educators are experts in youth development, are enthusiastic about hearing children's thoughts and ideas, and are themselves lifelong learners. The CSW educator's primary role is to help children to make sense of the natural and human-constructed world around them. CSW staff should be representative of the community served as

much as possible – there is strong research evidence that role models close to students' lives are most effective at engaging kids in STEM. CSW sites strive to have an inclusive balance among staff members of gender, race, languages spoken, age, and educational background.

C. Learning Philosophy:

- i. Inquiry – learning in the CSW is driven by participants' curiosity, with the emphasis on science and engineering practices such as asking questions, gathering evidence, and working through reasoning and design iteration to answer those questions. Science is best learned by doing science, and conceptual understanding begins with real experiences with real materials and phenomena.
- ii. Tinkering and Making – participants have access to raw materials when making and tinkering, and can construct their own components of projects. The projects built in the CSW are all different – CSW staff members avoid assembly-line activities by encouraging participants to vary and iterate their creations.
- iii. Student Initiative – participants design and execute CSW projects and experiments. Staff members help participants to develop their own interests and ideas, and encourage the community to bring in projects, questions, and experiments. CSW staff members avoid completing key steps for students by encouraging independent and confident use of tools and materials. Participants have easy access to tools and materials with minimal adult intervention. Exhibits, specimens, and project models are out where students can manipulate them – nothing is behind glass, and nothing is off-limits (except occasional presence of tools listed for staff use only, above).
- iv. Learning Goals – the goals of the CSW are to impact participants' engagement, self-identity, skills, and choices in STEM, and to foster those learning dispositions particularly supported by STEM education, but which are in fact applicable to all learning in a child's life. These include persistence, confidence, creativity, collaboration, communication, and critical thinking.

Certificate Number	CERTIFICATE OF SELF-INSURANCE		Issue Date
20152093			10/2/14
City of Fresno Personnel Services Department Risk Management Division Fresno, CA 93721-3612 (559) 621-6900		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BELOW.	
COVERAGES			
THIS IS TO CERTIFY THAT THE CITY IS SELF-INSURED FOR THE COVERAGE AND PERIOD SHOWN BELOW, 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 COVERAGE FOR GENERAL LIABILITY AND AUTO LIABILITY IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF THE SPECIAL EXCESS LIABILITY POLICY FOR PUBLIC ENTITIES, WHICH THE CITY MIRRORS IN PROVIDING THIS SELF-INSURANCE.			
Type of Coverage	Effective Date	Expiration Date	Limits of Liability
General Liability	07/01/2014	07/01/2015	Each occurrence \$1,000,000
Automobile Liability	07/01/2014	07/01/2015	Combined Single Limit (each accident) \$1,000,000
Workers' Compensation	07/01/2014	07/01/2015	Statutory Limits
Employer's Liability	07/01/2014	07/01/2015	Each Accident Disease – Each employee Disease – Policy Limit \$1,000,000 \$1,000,000 \$1,000,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS			
The Community Science Workshop Network, their officers, agents, employees, and servants are included as additional insureds with respect to their operations in conjunction with the City of Fresno Fresno's PARCS Department, providing historically underserved youth with learning opportunities in the fields of Science, Technology, Engineering and Mathematics.			
CERTIFICATE HOLDER		CANCELLATION	
Community Science Workshop Network 120 Second Street Watsonville, CA 95076 Attn: Emily Green		COVERAGE IS IN EFFECT AS STATED ABOVE AND WILL NOT BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, EXCEPT UPON 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER.	
		City of Fresno 	
		Roy Angel, Risk Division Manager	