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Enactment Date	2/13/2019 lf



Memo

To Board of Education
From Kyla Johnson-Trammell, Superintendent
 Ali Metzler, Community School Leadership Coordinator

Board Meeting Date 2/13/2019

Subject Memorandum of Understanding
 Contractor: Cooking Round the World
 Services For: Community Partnerships, Community Schools and Student Services Dept.

Action Requested and Recommendation Approval by the Board of Education of Memorandum of Understanding between the District and Cooking Round the World, Oakland, CA, for the latter to provide classes that include cooking, eating, perhaps an international folktale, fun language acquisition and a brief map education, sometimes even a trivia game show at Chabot, Crocker Highlands, Glenview, Joaquin Miller, and Redwood Heights elementary schools; and Claremont Middle School, for the period of September 1, 2018 through September 1, 2021 at no cost to the District.

Background
(Why do we need these services? Why have you selected this vendor?) After-school enrichment offerings are needed. Cooking Round the World intends to present appreciation and tolerance about different cultures and traditions around the world using food as the conduit. Students learn to respect difference, acquire a broadened pallet, and a desire to see the world.

The following are the costs to parents or students (if applicable):
 Some schools are PTA funded and some are parent fees depending upon enrollment.

Competitively Bid Was this contract competitively bid? No
 If no, exception: No fees to OUSD for services; in kind partnership

Fiscal Impact Funding resource(s): No fiscal impact

Attachments

- Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING, NO COST TO OAKLAND UNIFIED SCHOOL DISTRICT

I. Parties

The purpose of this Memorandum of Understanding (“MOU”) is to establish a relationship between Oakland Unified School District (“OUSD”) and Cooking Round the World
[CONTRACTOR—name of your organization].

WHEREAS, the CONTRACTOR’s services or program described in this MOU will be provided at no cost to OUSD (or students or parents unless otherwise agreed upon by both parties); and

BOTH PARTIES HEREBY enter into this MOU to enable CONTRACTOR to provide said program(s) selected in Section II of the MOU.

II. Site Name(s)

Unless otherwise further agreed to in writing by the parties, the School Sites governed by this MOU are the following (attach separate document if more space is needed):

Chabot Elementary, Crocker Highlands Elementary, Glenview Elementary, Joaquin Miller Elementary

Redwood Heights Elementary, Claremont Middle School

III. CONTRACTOR Responsibilities/Scope of Services

A. Provide a description of the services that your program(s) will be providing to OUSD. Please be specific by answering all of the following questions.

1. A detailed description of the type of services your program(s) will provide to OUSD (reference Exhibit A: Scope of Work)
2. A description of your organization and relevant experience (reference Exhibit B: Statement of Qualifications)
3. Please disclose all costs to parents or students (if applicable). If no such costs, leave blank or write “N/A.”

Costs to the parents is disclosed upon registration depending on the schools registration process and funding.

Some schools are funded by the PTA and some are paid by the school.

4. **Alignment with District Strategic Plan:** Indicate the goals and visions supported by the services of this contract: (Check all that apply.)

- Ensure a high quality instructional core
- Develop social, emotional and physical health
- Create equitable opportunities for learning
- High quality and effective instruction
- Prepare students for success in college and careers
- Safe, healthy and supportive schools
- Accountable for quality
- Full service community schools district

B. Ensure that all CONTRACTOR personnel, including subcontractors, will comply with any policy and systems in place at OUSD and School(s). This includes, but is not limited to the following:

1. **Drug and Smoke Free**—No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use drugs at these School(s).
2. **Anti-Discrimination**—It is the policy of OUSD that in connection with CONTRACTOR's services under this MOU there shall be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, age, or other legally protected class. Therefore, the CONTRACTOR agrees to comply with all applicable Federal and California laws.
3. **Conflict of Interest**—CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any OUSD employee to perform the services in this MOU, and affirms that to the best of its knowledge no such conflict presently exists. CONTRACTOR agrees to alert OUSD in writing if and when a potential conflict arises.
4. **Family Education Rights and Privacy Act**—CONTRACTOR shall observe all District policies and regulations, and state and federal laws, including the Family Education Rights and Privacy Act of 1974, commonly known as FERPA, related to the confidentiality of pupil and personnel records. A separate Data Sharing Agreement is required if CONTRACTOR seeks identifiable student information.

C. **Tuberculosis Screening:** CONTRACTOR is required to screen employees and agents who will be present at OUSD sites during the current school year. CONTRACTOR affirms that each person has current proof of negative TB testing on file and TB results are monitored. Please see **Section IV** for the relevant documentation that is required.

D. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this MOU. CONTRACTOR certifies its compliance with these provisions as follows:

CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with

OUSD pupils in the course of providing services pursuant to the MOU, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1.

CONTRACTOR further certifies that it has received and reviewed fingerprint results for each of its Employees and CONTRACTOR has requested and reviews subsequent arrest records for all Employees who may come into contact with OUSD pupils in providing services to the District under this MOU. [Please see **Section IV** for the relevant documentation that is required.]

In the event that OUSD, in its sole discretion, at any time during the term of this MOU, desires the removal of any CONTRACTOR related person, employee, representative or agent from any OUSD school; site; and/or property, CONTRACTOR shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.

E. Insurance

1. **General Liability:** *EITHER* (a) CONTRACTOR maintains general liability insurance that names OUSD as an additional insured, for operations, students, volunteers, and personnel at location where CONTRACTOR provides programs/services with at least \$1 Million in coverage, and furnish certificate of said insurance to OUSD *OR* (b) CONTRACTOR is not required to maintain general liability insurance under this MOU if the Risk Management Officer signs a waiver of insurance. Please see **Section IV** for the relevant documentation that is required.
2. **Workers' Compensation:** If CONTRACTOR employs any person to perform work in connection with this MOU, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and federal laws, when applicable. The CONTRACTORS' Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease. Please see **Section IV** for the relevant documentation that is required.

Check one of the boxes below:

- CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.
- CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.

- F. **Communication**—CONTRACTOR agrees to communicate with School(s) and OUSD staff, both formally and informally, to ensure, to the best of the program's ability, that the CONTRACTOR'S services are aligned with the School(s) and OUSD's mission and objectives and are adequately meeting student's needs. At the request of School(s) or OUSD staff, CONTRACTOR shall provide reasonable data and information to students participating in the CONTRACTOR's program.
- G. **Confidentiality**—CONTRACTOR shall maintain strict confidentiality of all information about individual students received under this MOU and will not disseminate such information without the express written consent of OUSD. CONTRACTOR will comply with FERPA, and will be allowed to use the data received to solicit funding to continue to expand its services/program, so

long as there is no information from which the identity of any student in the CONTRACTOR's program as a participant could be made.

- H. **Register With/Update Provider Database**—In order to maintain accurate up-to-date information on the services provided, Contractor shall register in OUSD's provider database, update schools of operation prior to commencing services during subsequent school years, and update during the current school year when Contractor's schools of operation change.

IV. Required Documents

CONTRACTOR CANNOT commence the services agreed to in this MOU until it has submitted the following documents:

A. TB and Fingerprinting Clearance

Contractor (Individual):

- Submit clearance letter from authorized agency verifying individual has been Fingerprinted/Criminal Background Checked for this current fiscal year. Additionally, please provide documentation from health care provider showing negative TB status of individual within the last four years.

Contractor (Agency):

- Attach clearance letter from Agency/Community-Based Organization/Non-Profit Organization on agency letterhead verifying all personnel, including subcontractors, have been Fingerprinted/Criminal Background Checked and have TB clearance for this current fiscal year and signed by authorized personnel.

B. Insurance

Contractor (Individual/Agency):

- Please attach documentation of either proof of insurance, or a waiver signed by the Risk Management Officer. The additional insured address must read: Oakland Unified School District, Attention: Risk Management, 1000 Broadway Suite 440, Oakland, CA 94607. Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

V. Responsibilities of Oakland Unified School District

- A. **Space**—Provide a suitable classroom or space at the participating School(s), to be agreed upon by School(s) and the CONTRACTOR.
- B. **Janitorial Service**—Provide necessary services to maintain this space, which may include janitorial services, maintenance, utilities, and technology support.

VI. Duration

This MOU is for the 09/01/2018 -- 09/01/2021 period.
[Insert mm/dd/year] [Insert mm dd/year]

VII. Termination

Either party may terminate this MOU at any time, without cause, with 30 day written notice to the other party. This MOU may be amended by mutual consent of the parties. All amendments must be in writing and signed by both parties.

VIII. Defense/Indemnity/Hold Harmless

Each party to this MOU agrees to defend, indemnify and hold harmless the other for and from any claims, causes of action, or any other proceeding of any type or kind that is made against the other where such claim, cause of action or other proceeding arises from the conduct, act, omission, or commission by the other party.

IX. Jurisdiction

This MOU shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court or the United States District Court for the Northern District of California shall have jurisdiction over any civil action arising out of or relating to this MOU.

X. Notices

Any notice provided for in this MOU shall be in writing and effective upon receipt at the address set forth below in this section, delivered by any of the following means: personal delivery; certified U.S. mail, return receipt requested; or electronic mail. Either party may change the addresses below by giving notice of such change pursuant to this section.

DISTRICT

Contact: Marion McWilliams
Title: General Counsel
Address: Office of the General Counsel
1000 Broadway, Suite 680
Oakland, CA 94607
Phone: 510-879-8535
Fax: 510-879-4046
Email: marion.mcwilliams@ousd.org

CONTRACTOR

Contact: Mindy Myers
Title: Director
Address: 6657 Gunn Drive
Oakland CA 94611
Phone: (510) 593-6285
E-mail: mindy@cookinggroundtheworld.com

OUSD Sponsoring School/Department: Afterschool Enrichment, CSSS PARTNERSHIPS

XI. Liability

Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.

XII. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation

Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>).

XIII. Integration and Modification

This MOU constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This MOU may be amended or modified only in writing, signed by both Parties.

XIV. Assignment

The rights and obligations of the each Party under this MOU shall not be assigned without the express prior written consent of the other Party.

XV. Waiver

No delay or omission by either Party in exercising any right under this MOU shall operate as a waiver of that or any other right provided for in this MOU.

XVI. No Rights in Third Parties

This MOU does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

XVII. Counterparts

This MOU and all amendments and modifications to it may be executed in counterparts, and all counterparts together shall be construed as one document.

XVIII. Intellectual Property

During the term of this MOU, any works created by or inventions of Contractor, his agents or employees, within the scope of the work contracted herein shall belong to the District together with all associated copy rights and patents. Contractor shall not publish any aspect of the work performed hereunder without prior written consent of the District.

XIX. Relationship of Parties

This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

XX. Signature Authority

Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.

XXI. Incorporation of Recitals and Exhibits

The Recitals and each exhibit attached hereto are hereby incorporated herein by reference. CONTRACTOR agrees that to the extent any recital or document incorporated herein conflicts with any term or provision of this Agreement, the terms and provisions of this Agreement shall govern.

XXII. Public Document

This contract, its contents, and all incorporated documents are public documents and will be made available by OUSD to the public online via the Internet.

IN WITNESS THEREOF, the parties to this agreement have duly executed it on the day, month and year set forth below.

OAKLAND UNIFIED SCHOOL DISTRICT

CONTRACTOR

Aimee Long 2/14/2019
 President, Board of Education Date (mm/dd/year)
 Superintendent
 Chief or Deputy Chief

Contractor Signature 09/01/2018
Date (mm/dd/year)

Jill M. Myers 2/14/2019
Secretary, Board of Education Date (mm/dd/year)

Mindy Myers
Print Name, Title

Form approved by OUSD General Counsel for 2017-18
FY

Mindy Myers
Mindy Myers

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the General Counsel
APPROVED FOR FORM & SUBSTANCE
By: *Amy Brandt* 1.18.19
Amy Brandt, Attorney at Law

EXHIBIT "A" SCOPE OF WORK

Description of Services to be Provided and Specific Expected Outcomes: Highlight each program that you provide to OUSD. Attach a separate document if more space is needed.

We are Cooking Round the World, and we give boys & girls, the opportunity to learn about countries around the world by cooking.... AND eating; Moroccan couscous with fresh ginger, cloves and orange zest; Vietnamese wontons with water chestnuts, carrots and tofu; zucchini, carrot and onion latkes with warm strawberry apple sauce from Israel, and much much more. Yum!

The intention is to present cultural appreciation and cultural tolerance about different cultures and traditions around the world using food as the conduit to get there.

A typical class includes cooking, eating, perhaps an international folktale, fun language acquisition and a brief map education, sometimes even a trivia game show. Cooking Round the World supplies the aprons, all foods and all equipment. Families will also receive a recipe E-book at the end of the final session with pictures and all the recipes they've learned.

Classes are either Two, 1 hour back-to-back, one 1.5 hour class or one 2 hour class. Back to back classes require a 15 minute break in between classes.

The program is 100% hands on; all children peel, chop, dice and mince, etc. We cook with whole foods and are a nut free company. As we cook, we will talk about the country of the day or our culinary experiences. The outcome is a new appreciation of food and a desire to see the world through food! We offer variations to curriculum that can accommodate vegetarian and gluten free diets as well as other dietary restrictions within means.

While we like to be in a kitchen setting, however this is not critical as we have electric cookware and curriculum for both.

Here is a link to see what a class looks like: <https://youtu.be/nL6kiWY0LeM>

We see ourselves as the antidote to exclusion and segregation. Children leave a Cooking Round the World experience learning to respect difference, acquire a broadened pallet, and a desire to see the world. It's a beautiful thing to witness. If I don't hear back, I'll try to give you a ring. If there is a better point of contact for this program, please feel free to share their contact information with me and or forward my email with contact information.

EXHIBIT "B" STATEMENT OF QUALIFICATIONS

Description of Organization and Relevant Experience: For individual consultants, a résumé will suffice. Attach a separate document if more space is needed.

Candidates for hire as Chef Educators are diligently screened for necessary experience in the following areas:

TEACHING EXPERIENCE IS A MUST

Supervising a group of 6 - 12 students (an assistant is assigned for more than 12)

Instructing and cooking up to 2 recipes/day

Instructing students about safety in the kitchen

Making sure the cooking space is left cleaner than it was found

Shopping for groceries weekly

Ensuring a safe and educational space for students to cook and learn.

Upon hiring they are finger printed via LiveScan where required, have taken a TB test with a clear result and are required to obtain a food handlers card if they do not have one already. CPR certification is also required with a completion certificate.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/30/2018

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 have ADDITIONAL INSURED provisions or 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		CONTACT	
STRAHAN INSURANCE SERVICES INC/PHS 101670 F: (866) 467-8730 F: (888) 443-6112 PO BOX 33015 SAN ANTONIO TX 78265		PAGE: (866) 467-8730 FAX (AC. No.): (888) 443-6112 EMAIL ADDRESS:	
INSURED		INSURER(A) AFFORDING COVERAGE	
COOKING ROUND THE WORLD 6657 GUNN DR OAKLAND CA 94611		INSURER(A): Sentinel Ins Co LTD 11000	
		INSURER B:	
		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.

TYPE	TYPE OF INSURANCE	ADDL. INSR.	RETD.	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR General Liab			20 STRA 830084	01/15/2018	01/15/2019	EACH OCCURRENCE: 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence): 1,000,000 MED EXP (Any one person): 10,000 PERSONAL & ADJ INJURY: 2,000,000 GENERAL AGGREGATE: 4,000,000 PRODUCTS - COMPOF AGG: 4,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:						
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE AGGREGATE
	OFFICERS, DIRECTORS AND EMPLOYEES LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EACH/ACCIDENT (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule may be attached if more space is required)
Those usual to the Insured's Operations.

CERTIFICATE HOLDER OAKLAND UNIFIED SCHOOL DISTRICT ATTN: RISK MANAGEMENT 1000 BROADWAY STE 410 OAKLAND, CA 94607	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 <i>Suzanne Castaneda</i>
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Select Customer Insurance Center

3600 WISEMAN BLVD.

SAN ANTONIO TX 78251

Policyholder, please call us at: (866) 467-8730

Agent, please call us at: (866) 467-8730

SERVICE.TX@THEHARTFORD.COM

**INSURANCE ENDORSEMENT
ATTACHED**

***** PLEASE REVIEW THE CHANGE *****

Enclosed is an endorsement for your business insurance policy. Please review it at your convenience. If you have questions or need to make further changes:

Policyholder, please call us at: (866) 467-8730

Agent, please call us at: (866) 467-8730 between 7 A.M. and 7 P.M. CST.

The premium billing will be mailed to you separately. You can expect to receive it soon.

Thank you for allowing us to service your business needs.

STRAHAN INSURANCE SERVICES INC/FHS

THE HARTFORD SELECT CUSTOMER INSURANCE CENTER



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

POLICY CHANGE

This endorsement changes the policy effective on the Inception Date of the policy unless another date is indicated below:

Policy Number: 57 SBA RC0094 EX

Named Insured and Mailing Address: COOKING ROUND THE WORLD

6657 GUMM DR
OAKLAND CA 94611

Policy Change Effective Date: 07/30/18

Effective hour is the same as stated in the
Declarations Page of the Policy.

Policy Change Number: 006

Agent Name: STRAHAN INSURANCE SERVICES INC/PWS
Code: 101670

POLICY CHANGES:

SENTINEL INSURANCE COMPANY, LIMITED

ANY CHANGES IN YOUR PREMIUM WILL BE REFLECTED IN YOUR NEXT BILLING
STATEMENT. IF YOU ARE ENROLLED IN REPETITIVE EFT DRAWS FROM YOUR BANK
ACCOUNT, CHANGES IN PREMIUM WILL CHANGE FUTURE DRAW AMOUNTS.
THIS IS NOT A BILL.

NO PREMIUM DUE AS OF POLICY CHANGE EFFECTIVE DATE

FORM NUMBERS OF ENDORSEMENTS REVISED AT ENDORSEMENT ISSUE:

IH12C01186 ADDITIONAL INSURED - PERSON-ORGANIZATION

PRO RATA FACTOR: 0.893

THIS ENDORSEMENT DOES NOT CHANGE THE POLICY EXCEPT AS SHOWN.

Form SS 12 11 04 05 T
Process Date: 07/30/18

Page 001

Policy Effective Date: 01/15/18
Policy Expiration Date: 01/15/19

POLICY NUMBER: 57 SEA BG0034



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - PERSON-ORGANIZATION

THE BERKELEY UNIFIED SCHOOL DISTRICT, ITS AGENTS, REPRESENTATIVES
EMPLOYEES, TRUSTEES, OFFICERS, CONSULTANTS AND VOLUNTEERS
20 HONAR ST RM 202 BERKELEY, CA. 94702

OAKLAND UNIFIED SCHOOL DISTRICT
1000 BROADWAY STE 440
OAKLAND CA 94607

MOUNT DIABLO UNIFIED SCHOOL DISTRICT
1480 GASOLINE ALLEY
CONCORD, CA 94520 LOC 001 BLDG 001

CARMEL VALLEY RECREATION COUNCIL
3777 TOWNSGATE DR. SAN DIEGO, CA. 92130

YMCA OF SAN DIEGO COUNTY
3708 RUFFIN ROAD
SAN DIEGO, CA. 92123

CITY OF SAN MARCOS
3 CIVIC CENTER DRIVE
SAN MARCOS, CA 92069

CITY OF SAN DIEGO ITS OFFICERS, EMPLOYEES AND ITS AGENTS
RISK MANAGEMENT
1200 3RD AVE STE 1000
SAN DIEGO, CA 92101

LOC 001 BLDG 001
THE CITY OF FREMONT
3300 CAPITOL AVE
FREMONT, CA 94538

YMCA OF SAN DIEGO COUNTY
3708 RUFFIN RD



August 31, 2018

To whom it may concern;

All program personnel entering (OUSD) schools and/or interacting with students are screened for TB and their fingerprints are cleared by CA DOJ/FBI with subsequent arrest notifications. All employees receive information regarding responsibilities and duties of being a mandated reporter.

Below is a list of those Employee's & their ATI #:

Tamika Harris (ATI # B316HAT600)

Rochelle O'Con (ATI # G3130GR209)

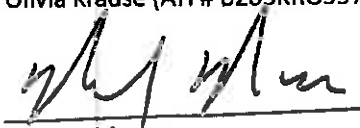
Laura Garcia (ATI # G302GAL684)

Erin Williams (ATI # F316WIE844)

Mattiues Leue (ATI # B324LEM111)

Valeska Schultz (ATI # B3319SCV424)

Olivia Krause (ATI # B203KRO557)


Mindy Myers

Director

Cooking Round the World

6657 Gunn Drive

Oakland CA 94611