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File ID Number	18-0558
Introduction Date	3-14-18
Enactment Number	18-0502
Enactment Date	3-14-18



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education

From Kyla Johnson - Trammell, Superintendent

Board Meeting Date
(To be completed by Procurement) 3-14-18

Subject Agreement between the Oakland Unified School District and the City of Oakland, Head Start Program

Action Requested Approval of Agreement between the Oakland Unified School District and the City of Oakland, Head Start Program from December 26, 2017 to June 30, 2018

Background
A one paragraph explanation of why the consultant's services are needed. The City of Oakland, Head Start Program will use Room 3 at Harriet Tubman CDC, 800 33rd Street, Oakland, CA 94608. The premises will be used to house Head start office, potential socialization classroom and meeting space for staff and families

Discussion
One paragraph summary of the scope of work. Approval by the Board of Education, Authorizing The city of Oakland, Head Start Program to use Room 3 at Harriet Tubman CDC, 800 33rd Street, Oakland, CA 94608. The premises will be used to house Head start office, potential socialization classroom and meeting space for staff and families. Services for the period of December 26, 2017 through June 30, 2018

Recommendation Approval of Agreement between Oakland Unified School District and The City of Oakland, Head Start Program. For the period of December 26, 2017 through June 30, 2018

Fiscal Impact Lessee will pay \$1,188.76 per month for a total of \$7,132.56 between January 1, 2018 and June 30, 2018 plus six days in December (26th through the 31st) \$237.75 a grand total of \$7,370.31

Attachments

- Resolution No. 1718-0155
- Lease Agreement
- Certificate of Insurance

OAKLAND UNIFIED SCHOOL DISTRICT
Oakland, California

City of Oakland
Head Start Program
LEASE AGREEMENT

This LEASE AGREEMENT ("Agreement") is entered into this **December 15, 2017** by and between the OAKLAND UNIFIED SCHOOL DISTRICT, 1000 Broadway, City of Oakland, County of Alameda, State of California ("Lessor") and the City of Oakland, Head Start Program, 150 Frank Ogawa Plaza, Ste. 5352, City of Oakland, County of Alameda, State of California ("Lessee").

WITNESSETH:

WHEREAS, Lessee is in need of space to operate its Head Start program; and

WHEREAS, Lessor has space most suitable to this need; and

WHEREAS, Lessor is willing to lease such space to Lessee on the terms and conditions set forth herein,

NOW, THEREFORE, the parties agree as follows:

1. **PREMISES.** Lessor shall lease to Lessee those certain premises described as classroom 3 at Harriet Tubman CDC, 800 33rd Street, City of Oakland, CA 94608, County of Alameda, State of California, (the "Premises"). Lessee accepts the premises in "as is" condition. Access to restroom facilities shall also be provided.
2. **USE.** Lessee shall use the Premises for Head Start office, potential socialization classroom and meeting space for staff and families. Specifically, the Lessee shall not use or permit the use of the Premises for overnight living accommodations. Lessee shall not permit noises which may interfere with the other programs operating at the school.
 - a. Lessee shall provide Lessor with a calendar of its activities.
3. **TERM.** The term of this Agreement shall commence **December 26, 2017** and terminate June 30, 2018. Annually, the parties shall review and renegotiate the rent, including utilities and restroom supplies. Either party may terminate this lease or any renewal of it as provided in Paragraph 20. However, should legislation be passed which affects the use of public schools as child care centers, either party may terminate this lease on ten (10) days' notice, rent to be prorated accordingly.
4. **SECURITY.** Lessor shall responsible for maintenance of security over the premises, including restroom facilities.

5. **CONFORMANCE WITH APPLICABLE REGULATIONS.** Lessee shall maintain the Premises in a manner that meets all the zoning, building, safety, fire, and licensing regulations relating to the operation of the Premises for the use specified in Paragraph Two of this Agreement in the State of California, City of Oakland and County of Alameda or adopted by the OUSD Board of Education.

5.1 Lessee shall vacate the Premises during school fire drills.

5.2 Lessee will establish and maintain a safety program that satisfies all Lessors' requirements for conduct, behavior and safety and will otherwise comply with all Lessor's policies and regulations.

5.3 Lessee shall comply with all applicable regulations for a State of California agency having jurisdiction over child care programs.

5.4 Lessee shall conform to all provisions of the Child Care Guidelines adopted by the Board of Education of Lessor as amended from time to time.

Failure to comply with any of the conditions and requirements of permitted use described above shall constitute a default and be grounds for termination of this Agreement.

6. **PUBLIC LIABILITY INSURANCE.** Lessee shall keep in force during the term of this lease, at Lessee's expense, public liability insurance in companies and through brokers approved by Lessor to protect against liability to the public incident to the use or: by or resulting from any acts or omissions of Lessee, the liability under said insurance to be not less than one million dollars (\$1,000,000) for any one person injured, or one million dollars (\$1,000,000) for any one accident, and one million dollars (\$1,000,000) for property damage. Lessee shall furnish Lessor a certificate of insurance in a form satisfactory to Lessor naming Lessor, its employees, directors and agents as additional insurers on said policy. The insurance policy shall provide that it will not be terminated by the insurance carrier on less than thirty days written notice to Lessor. If Lessee should fail to procure and maintain said insurance, Lessor may terminate this Lease, or at its option may procure and maintain the same, at the expense of Lessee. Notwithstanding the foregoing, Lessor acknowledges and agrees that the Lessee may meet the requirements of this Paragraph Six through self-insurance.

7. **WORKERS' COMPENSATION.** Lessee shall procure and maintain Workers' Compensation Insurance as required by Labor Code Section 3700.

8. **FIRE AND EXTENDED COVERAGE.** Lessee shall keep in force during the term of this Agreement fire and extended insurance coverage for personal property on Premises. Lessee shall not do or permit anything to be done in or about the Premises or bring or keep anything in the Premises that will in any way increase the rate of fire insurance upon the building, which the Premises are situated. Notwithstanding the foregoing, Lessor acknowledges and agrees that the Lessee is self-insured and may meet the requirements of this Paragraph Eight through self-insurance.

9. **FURNITURE AND EQUIPMENT.** Lessee shall be permitted to move into the classrooms furniture and/or equipment used in its program. Coordinating with the Lessor, the Lessee shall remove said furniture and equipment at the termination of the Agreement and not in excess of one week past that date.

10. **INSTALLATION AND REMOVAL OF FIXTURES AND EQUIPMENT.** Lessee may, with the written approval from Lessor, install in the assigned room a telephone and, during or within one week at the conclusion of its use, shall remove the same from the Premises. This phone line will be a separate line and number is to be used solely by and in the name of Lessee. Lessee shall pay all costs of installation and maintenance of such telephone. In the installation and removal of such telephone and other equipment and fixtures, the work shall be done in a careful, workmanlike manner and without injury to the structural strength of the building wherein they have been situated. The building shall be restored to substantially its original condition unless otherwise mutually agreed to by the parties hereto.

11. **LESSOR'S FURNITURE AND EQUIPMENT.** Lessor may at its option remove any of Lessor's furniture and equipment from the Premises. Lessee shall exercise reasonable care for property of the Lessor left on the Premises during the period of Lessee's occupancy.

12. **ALTERATIONS.** Lessee shall not make any alterations of the Premises without first obtaining the written consent of the Executive Director, Building & Grounds of Lessor. Any alterations shall become at once a part of the Premises and property of Lessor except as otherwise provided herein. Any alterations shall be made at no expense to Lessor.

13. **MAINTENANCE REPAIRS AND CUSTODIAL SERVICES.**

- a) Lessor shall provide custodial services daily consisting of trash removal, sweeping and bathroom cleaning. In addition, once weekly wet mop, vacuum and dust.
- b) Lessor shall keep the exterior of the Premises free of graffiti for the term of the Lease and any and all extension thereto.
- c) Except as otherwise provided in subparagraphs a) and b) above, Lessee shall be responsible for general care and maintenance of the classrooms and restrooms during the time of Lessee's use and shall be responsible for the repairs and/or replacement of the facilities, fixtures and equipment caused by its use of the facilities.

14. **EXPIRATION OF LEASE.** Lessee agrees at the expiration of the term of this Agreement and any renewal to quit and surrender the Premises, fixtures and equipment in as good state and condition as at the beginning date of this Agreement, reasonable wear and tear excepted.

15. **UTILITIES.** Lessor shall pay utilities, except telephone charges described in Paragraph 10 above.

16. **RENT.** Lessee will pay \$1,188.76 per month for the Premises for a total of \$7,132.56 between January 1, 2018 and June 30, 2018 plus six days in December (26th through the 31st) totaling \$237.75.

17. **CALENDAR.** A one-year calendar of the dates the program will be conducted and the dates the program will be closed is attached hereto as **Exhibit A** and incorporated herein by this reference. Lessee agrees to conduct the program every day that the Oakland Public Schools are in session, and will by means of a new calendar delivered to Lessor a minimum of thirty (30) days before the start of the annual calendar period, notify Lessor of all dates when the program will be in session. Lessee will notify Lessor a minimum of thirty (30) days in advance of any change in the calendar, except in the case of emergencies. In the case of an emergency closure of the program, Lessee shall provide Lessor as much notice of such closure as is reasonably necessary. For purposes of this section, "emergency" shall be defined as any of the events described in California Education Code Section 46392.

18. **TIME OF ESSENCE.** Time is hereby declared to be of the essence of this Agreement.

19. **SUCCESSORS AND ASSIGNS.** This Agreement is and shall be binding on the successors and assigns of the respective parties hereto.

20. **EARLY TERMINATION.** Either party may terminate this lease upon sixty (60) days written notice to the other. Lessee shall have no further responsibilities for rental payments to Lessor upon such termination.

21. **INDEMNIFICATION.** Lessee shall indemnify, defend and hold harmless Lessor, its employees, directors and agents, from and against any and all claims arising from the conduct of Lessee's business on or about the Premises or from any activity, work or things done, permitted or suffered by Lessee, its agents, contractors, or employees in or about the Premises, and from and against any and all claims arising from a breach or default in the performance of any obligation on Lessee's part to be performed under the terms of the Agreement, and from any action or proceeding brought thereon; and in case any action or proceeding be brought against Lessor on such grounds, Lessee shall defend the same at Lessee's expense.

Lessor shall indemnify, defend and hold harmless Lessee, its employees, directors and agents, from and against any and all claims arising from the conduct of Lessors' business on or about the Premises or from any activity, work or things done, permitted or suffered by Lessor, its agents, contractors, or employees in or about the Premises, and from and against any and all claims arising from a breach or default in the performance of any obligation on Lessor's part to be performed under the terms of the Agreement, and from any action or proceeding brought thereon; and in case any action or proceeding be brought against Lessee on such grounds, Lessor shall defend the same at Lessor's expense.

22. **NO PARTNERSHIP.** Lessee and Lessor are not partners and nothing herein contained shall be construed to create a partnership or joint venture in any sense.

22. **NON-ASSIGNMENT.** Lessee shall not sublet or assign its rights or privileges under this Agreement or any interest therein, and shall not attempt to confer any of its privileges under this Agreement to any third party.

23.1 Lessee shall not suffer any other person, corporation, association, or entity to occupy or use Lessor's facilities or grounds or any portion thereof, without prior written consent to Lessor, and any such consent shall not be deemed to be consent to any subsequent grant of privilege.

23.2 Any unauthorized grant of use by Lessee shall be void and shall, at Lessor's option, terminate this Agreement. This Agreement shall not, nor shall any interest therein, be assignable as an interest of Lessee by operation of law or otherwise, without written consent of Lessor.

24. **WAIVER.** The waiver by Lessor of any breach of term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent acceptance of money consideration there under by Lessor shall not be deemed to be a waiver of any prior-occurring breach by Lessee of any term, covenant, or condition of this Agreement, other than the failure of Lessee to pay particular money consideration so accepted.

26. **NOTICE.** Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other party shall be in writing and either served personally or by first-class mail as follows:

Lessor: Oakland Unified School District
Early Childhood Education
1025 4th ave
Oakland, CA 94606
Attn: Executive Director

Lessee: City of Oakland
Real Estate Services
150 Frank Ogawa Plaza, Ste. 4314
Oakland, CA 94612
Attn: Real Estate Manager

27. **ENTIRE AGREEMENT.** This Agreement expresses the entire agreement between the parties, and may not be amended except by a writing signed by both parties.

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

By: City of Oakland, (Lessee)



James Golde, Real Estate Manager
City Of Oakland, Real Estate Services

Date: 12/20/17

Approved as to Form and Legality



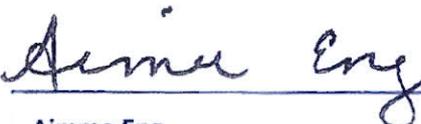
Office of the City Attorney

By: Oakland Unified School District (Lessor)



Kyla Johnson-Trammell
Superintendent and
Secretary Board of Education

Date: 3-14-18



Aimme Eng
President, Board of Education
Oakland Unified School District

Date: 3-14-18

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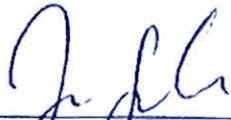
File ID Number: 18-0338
Introduction Date: 3-14-18
Enactment Number: 10-0502
Enactment Date: 3-14-18
By:

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

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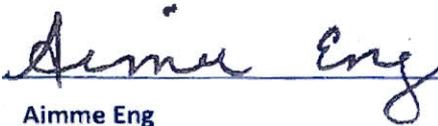
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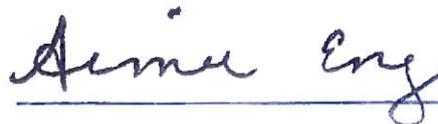
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By: Oakland Unified School District (Lessor)



Kyla Johnson-Trammell
Superintendent and
Secretary Board of Education

Date: 3-14-18



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President, Board of Education
Oakland Unified School District

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Office of the General Counsel
APPROVED FOR FORM & SUBSTANCE

By: 
Army Brandt, Attorney at Law

Exhibit A—City of Oakland Head Start ♦ Birth to Five Master Planning Calendar ♦ 2017-18 School Year

AUGUST 2017					
Monday	Tuesday	Wednesday	Thursday	Friday	
	1 	2 Coordinators Meeting 9:30-12 noon	3	4	
		9 Coordinators Meeting 9:30-12 noon	10	11	
14 Welcome Back & Mandated Trainings CCL EAP Univ. Prec. Safety in the Workplace		15 PC Meeting 9:30-11:30	16 Trauma Informed Care Cultural Humility Wellness	17 Site Based MDTs Advisory Board Mtg. 3:00-4:30 p.m.	18 Annual staff health Requirements due Site Based MDTs
Pre-Service Training			Site Based MDT's & HV's		
21  FIRST DAY OF SCHOOL Parent Orientation Phase-In @all sites	22 Supervisor/Management Meeting 2:00-4:30 Home Based Training Debbie McBee T&TA	23 Coordinators Meeting 9:30-12noon	24 MDT/OUSD Meeting 9:00-11:30	25	
Intentional Site Visits by Management Team					
28	29 Supervisor/Management meeting 2:00-4:30	30 Coordinators Meeting 9:30-12noon	31		
Intentional Site Visits by Management Team					

Exhibit A—City of Oakland Head Start ♦ Birth to Five Master Planning Calendar ♦ 2017-18 School Year

SEPTEMBER 2017 “Attendance Awareness Month”
 CLASS Focus—Positive Climate/Concept Development

Monday	Tuesday	Wednesday	Thursday	Friday
				1. Due: ECERS/ITERS Licensing Posted Checklist Active Supervision Plan Lesson Plan Dual Language Learner checklist
4 LABOR DAY HOLIDAY Office, Centers, Home-Based & OUSD Closed	5 Site Based MDT's 2:30 Supervisor/Management meeting 2:00-4:30	6 Coordinators Meeting 9:30-12 noon	7	8 NOTE: Admissions Day is Sat. Sept. 9th
← Intentional Site Visits →				
11	12 Site Based MDTs 2:30 Supervisor/Management meeting 2:00-4:30	13 Coordinators Meeting 9:30-12 noon	14 CSEFEL Leadership Meeting 9:00am-2:00pm	15 NOTE: Saturday 9/16 Understanding Trauma Informed Practices for Early Childhood Programs For TIP @Mills College
Intentional Site Visits: CACFP Site Monitoring Week				
18 CD Meeting 1:00-4:00pm	19 PC Mtg 9:30-11:30 a.m. 30 Day Mandate Medical Exam, TB Clearance FDA Checklist (pg 1) Site Based MDTs 2:30 Supervisor/Management meeting 2:00-4:30	20 Coordinators Meeting 9:30-12 noon	21 Advisory Board Mtg. 3:00-4:30 p.m.	22 Attendance/Enrollment Report Due Staff Dev. Day—CLASS Debbie McBee No Class for Children
Prevent Blindness: Vision Screenings ~ Intentional Site Visits				
25	26 Site Based MDTs 2:30 Supervisor/Management meeting 2:00-4:30	27 Coordinators Meeting 9:30-12 noon	28 MDT/OUSD Mtg 9:00-11:30	29 1st CACFP Monitoring Report due
SMU Nursing Health Screenings: Hearing, BP, Heights & Weights ~ Intentional Site Visits				

Exhibit A—City of Oakland Head Start ♦ Birth to Five Master Planning Calendar ♦ 2017-18 School Year

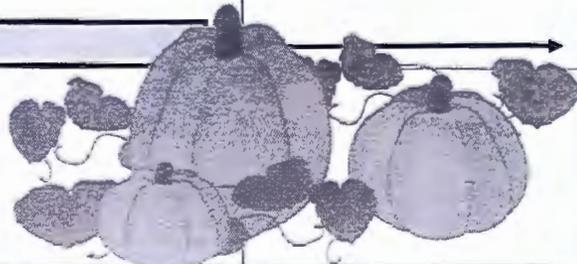
CLASS Focus—OCTOBER 2017 “Fire Safety Month” Productivity/Language Modeling				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3 Supervisor/Management Meeting 2:00-4:30	4 Coordinators Meeting 9:30-12 noon 45 day Mandates due ASQs & ASQ:SEs Hearing Vision Health & Safety Screening	5	6
← Intentional Site Visits →				
9 Attendance due for sites CD Meeting Debbie McBee 1:00-4:00pm	10 Site Based MDTs 2:30 Supervisor/Management Meeting 2:00-4:30	11 Coordinators Meeting 9:30-12 noon	12	13
← Intentional Site Visits →				
16 Attendance due for sites	17 Policy Council Mtg. 9:30-11:30 am Site Based MDTs 2:30 Supervisor/Management Meeting 2:00-4:30	18 Coordinators Meeting 9:30-12 noon	19 Advisory Board Mtg. 3:00-4:30 p.m. <div style="border: 1px solid black; padding: 2px; display: inline-block;">60 Days Mandate 1st DRDP & PFCE Assessments due</div>	20
← Intentional Site Visits →				
23 Attendance due for sites	24 Site Based MDTs 2:30 Supervisor/Management Meeting 2:00-4:30	25 Coordinators Meeting 9:30-12 noon	26 MDT/OUSD Mtg 9:00-11:30	27
← Intentional Site Visits →				
Attendance due for sites 30	31 Site Based MDTs 2:30			
Mandatory Creative Curriculum Coaching to Fidelity CD & Management Staff				

Exhibit A—City of Oakland Head Start ♦ Birth to Five Master Planning Calendar ♦ 2017-18 School Year

NOVEMBER 2017 Teacher Sensitivity/Instructional Learning Format				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 Coordinators Meeting 9:30-12 noon	2	3 CSFEL/Teaching Pyramid 8:30-4:00pm Site Closure—Staff Development day
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Intentional Site Visits </div>				
6 Attendance due for sites	7 Site Based MDTs 2:30 Supervisor/Management Meeting 2:00-4:30	8 Coordinators Meeting 9:30-12 noon	9	10 VETERAN'S DAY HOLIDAY Office, Centers, Home-Based & OUSD Closed
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Intentional Site Visits </div>				
13 Attendance due for sites 1st DRDP data report distribution per center CD meeting	14 Policy Council Mtg. 9:30-11:30 a.m. Site Based MDTs 2:30 Supervisor/Management Meeting 2:00-4:30	15 Coordinators Meeting 9:30-12 noon	16 Advisory Board Mtg. 3:00-4:30 p.m. MDT/OUSD Meeting 9:00-11:30	17. 90 day internal Policy: Nutrition Screenings Due 1st DRDP/Action Plan Due PFCE School Readiness Mtg #1 12noon—HS Office
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Intentional Site Visits ~ Parent / Teacher Conferences October 13—October 22 </div>				
20 Attendance due for sites	21 Site Based MDTs 2:30 Supervisor/Management Meeting 2:00-4:30	22 Coordinators Meeting 9:30-12 noon	23 THANKSGIVING DAY HOLIDAY Office, Centers, Home-Based & OUSD Closed	24 DAY AFTER THANKSGIVING HOLIDAY Office, Centers, Home-Based & OUSD Closed
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Mandatory Creative Curriculum Follow-up Training ECI's & CD's </div>				
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Parent / Teacher Conferences </div>				
Attendance due for sites 27	28 Site Based MDTs 2:30 Supervisor/Management Meeting 2:00-4:30	29 Coordinators Meeting 9:30-12 noon	30	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Intentional Site Visits </div>				

Exhibit A—City of Oakland Head Start ♦ Birth to Five Master Planning Calendar ♦ 2017-18 School Year

DECEMBER 2017

Regard for Student Perspective/Quality with Feedback

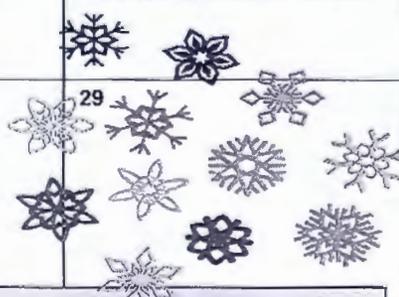
Monday	Tuesday	Wednesday	Thursday	Friday
				1 CSEFEL/Teaching Pyramid 8:30-4:00pm ECI's & CD's Site Closure- Staff Development Day
4 Attendance due for sites	5 Site Based MDTs 2:30 Supervisor/Management Meeting 2:00-4:30	6 Coordinators Meeting 9:30-12 noon	7	8
<div style="border: 1px solid black; padding: 5px; background-color: #e0e0e0;"> NHSA Parent & Family Engagement Conference—Austin, TX </div>				
<div style="border: 1px solid black; padding: 5px; background-color: #e0e0e0;"> Intentional Site Visits </div>				
11 Attendance due for sites CD Meeting	12 Site Based MDTs 2:30 Supervisor/Management Meeting 2:00-4:30	13	14 CSEFEL Leadership Mtg. 9:30-12Noon	15
<div style="border: 1px solid black; padding: 5px; background-color: #e0e0e0;"> Intentional Site Visits </div>				
Attendance due for sites 18	19 Joint Policy Council & Advisory Board Mtg. 9:00-11:30 a.m. Site Based MDTs 2:30	20 Coordinators Meeting 9:30-12 noon	21 MDT/OUSD Mtg 9:00-11:30	22 Staff at Sites—No Class
<div style="border: 1px solid black; padding: 5px; background-color: #e0e0e0;"> Intentional Site Visits </div>				
	120 Days Internal Policy Nutrition Assm'ts for children w/high nutritional needs Supervisor/Management Meeting 2:00-4:30			Start of Winter Break 
25 CITY HOLIDAY Office, Centers Closed	26 Supervisor/Management Meeting 2:00-4:30	27	28 Mid year performance appraisals completed	29
<div style="border: 1px solid black; padding: 5px; background-color: #e0e0e0;"> Winter Xmas Break ~ December 25, 2017- January 2, 2018 </div>				

Exhibit A—City of Oakland Head Start ♦ Birth to Five Master Planning Calendar ♦ 2017-18 School Year

JANUARY 2018

Engage and Empower Parents Through Training and Leadership Development, Teacher Sensitivity, and Concept Development

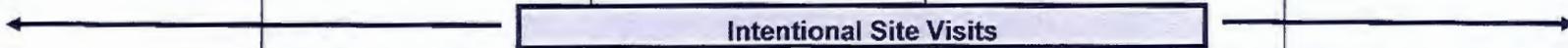
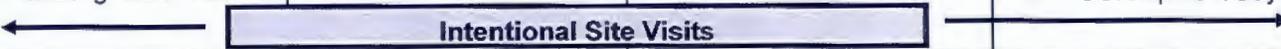
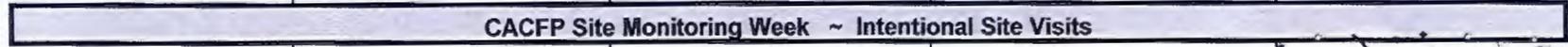
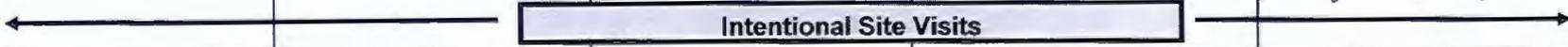
Monday	Tuesday	Wednesday	Thursday	Friday
1 NEW YEAR'S HOLIDAY 	2 School Returns Site Base MDTs 2:30 Supervisor/Management Meeting 2:00-4:30	3 Coordinators Meeting 9:30-12 noon	4	5
				
8 Attendance due for sites	9 Site Base MDTs 2:30 Supervisor/Management Meeting 2:00-4:30	10	11	12
				
15 MLK JR. HOLIDAY Office, Centers, Home-Based & OUSD Closed.	16 Policy Council Mtg. 9:30-11:30 a.m. Site Base MDTs 2:30 Supervisor/Management Meeting 2:00-4:30	17 Coordinators Meeting 9:30-12 noon	18 Advisory Board Meeting 3:00—4:30 p.m.	19 CSEFEL/Teaching Pyramid 8:30-4:00pm Site Closure— Staff Development Day
				
22 Attendance due for sites	23 Site Base MDTs 2:30 Supervisor/Management Meeting 2:00-4:30	24	25 MDT/OUSD Mtg 9:00-11:30 CSEFEL Leadership Meeting 9:30-12Noon	26
				
29 Attendance due for sites	30 Site Base MDTs 2:30 Supervisor/Management Meeting 2:00-4:30	31 Coordinators Meeting 9:30-12 noon 2nd CACFP Monitoring Report due		
				

Exhibit A—City of Oakland Head Start ♦ Birth to Five Master Planning Calendar ♦ 2017-18 School Year

FEBRUARY 2018 Positive Climate/Regard for Student Perspectives				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 2nd DRDP & PFCE Assessments due
	5 Attendance due for sites	6 Site Base MDTs 2:30 Supervisor/Management Meeting 2:00-4:30	7	8
CHSA Parent & Family Engagement Conference, Costa Mesa, CA ~ Intentional Site Visits				
12 LINCOLN'S BIRTHDAY HOLIDAY Office, Centers, & Home-Based Closed	13 Site Base MDTs 2:30 Supervisor/Management Meeting 2:00-4:30	14 Coordinators Meeting 9:30-12 noon	15	16
Intentional Site Visits				
19 PRESIDENT'S DAY HOLIDAY Office, Centers, Home-Based, & OUSD Closed	20 Policy Council Mtg. 9:30-11:30 a.m. Site Base MDTs 2:30 Supervisor/Management Meeting 2:00-4:30 2nd DRDP data Report distribution	21	22 Advisory Board Mtg. 3-4:30 p.m. MDT/OUSD Mtg 9:00-11:30	23 2nd DRDP/PFCE Action Plan Due 2nd School Readiness Meeting 10-12 @HS Office NOTE: 2/24 Compassion Fatigue Training for TIP
Intentional Site Visits				
26 Attendance due for sites <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Mandatory Creative Curriculum Coaching to Fidelity Follow-up Training CD & Mgrs </div>	27 Site Base MDTs 2:30 Supervisor/Management Meeting 2:00-4:30	28 Coordinators Meeting 9:30-12 noon		
Intentional Site Visits				

Exhibit A—City of Oakland Head Start ♦ Birth to Five Master Planning Calendar ♦ 2017-18 School Year

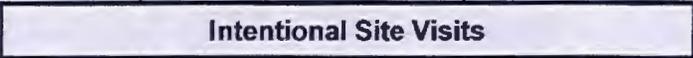
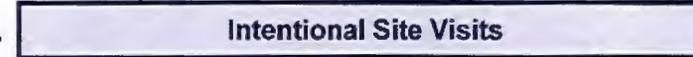
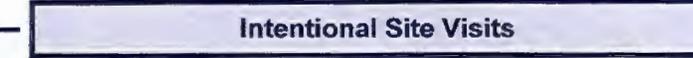
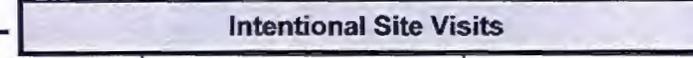
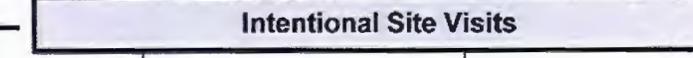
MARCH 2018 “Nutrition Month” Quality of Feedback/Literacy Focus				
Monday	Tuesday	Wednesday	Thursday	Friday
26	27	28	1	2 CSEFEL/Teaching Pyramid 8:30-4:00pm Site Closure Staff Development Day
				
				
5 Attendance due for sites	6 Site Based MDTs 2:30	7 Coordinators Meeting 9:30-12 noon	8	9
				
12 Attendance due for sites	13 Site Based MDTs 2:30	14	15 CSEFEL Leadership Meeting 9:30-12 Noon	16
				
19 Attendance due for sites	20 Policy Council Mtg. 9:30-11:30 a.m. Site Based MDTs 2:30	21 Coordinators Meeting 9:30-12 noon	22 Advisory Board Mtg 3-4:30	23
				
26 Attendance due for sites	27 Site Based MDTs 2:30	28	29 MDT/OUSD Mtg 9:00-11:30	30 CESAR CHAVEZ DAY OUSD Closed
				

Exhibit A—City of Oakland Head Start ♦ Birth to Five Master Planning Calendar ♦ 2017-18 School Year

APRIL 2018				
Child Abuse Prevention Month ♦ Regard for Student Perspective/Literacy Focus ♦ OPEN HOUSE AT SITES				
Monday	Tuesday	Wednesday	Thursday	Friday
2 Attendance due for sites	3	4 Coordinators Meeting 9:30-12 noon	5	6
Parent, Teacher Conferences Spring Break 4/2/18—4/6/18				
9 Attendance due for sites	10 Site Based MDTs 2:30	11	12	13
CHSA Health Institute, Costa Mesa CA				
Intentional Site Visits				
Attendance due for sites 16	17 Policy Council Mtg. 9:30-11:30 a.m. Site Based MDTs 2:30	18 Coordinators Meeting 9:30-12 noon	19 Advisory Board Mtg. 3-4:30 p.m.	20
Intentional Site Visits				
23 Attendance due for sites	24 Site Based MDTs 2:30	25	26 MDT/OUSD Mtg 9:00-11:30	27 CSEFEL/Teaching Pyramid 8:30-4:00pm Site Closure Staff Development Day
Intentional Site Visits				
30 Attendance due for sites				

Exhibit A—City of Oakland Head Start ♦ Birth to Five Master Planning Calendar ♦ 2017-18 School Year

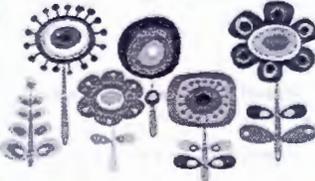
MAY 2018				
Instructional Learning Format/Concept Development				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 Site Based MDTs 2:30	2 Coordinators Meeting 9:30-12 noon	3	4
← Intentional Site Visits →				
7 Attendance due for sites	8 Site Based MDTs 2:30	9 Coordinators Meeting 9:30-12 noon	10 CSEFEL Leadership Meeting 9:30-12 Noon	11 3rd DRDP/PFCE Assessment Due
CACFP Site Monitoring Week ~ Intentional Site Visits				
14 Attendance due for sites	15 Policy Council Mtg. 9:30-11:30 a.m. 2018-19 Enrollment Process Begins Site Based MDTs 2:30	16 Coordinators Meeting 9:30-12 noon	17 Advisory Board Mtg. 3:00-4:30 p.m.	18
← Intentional Site Visits →				
21 Attendance due for sites	22 Site Based MDTs 2:30	23 Coordinators Meeting 9:30-12 noon	24 MDT/USD Mtg 9:00-11:30	25
← Intentional Site Visits →				
28 MEMORIAL DAY HOLIDAY Office & Centers Closed	29 3rd DRDP data report distribution Site Based MDTs 2:30	30 Coordinators Meeting 9:30-12 noon	31 3rd CACFP Monitoring report due Annual performance appraisals completed	
← Intentional Site Visits →				

Exhibit A—City of Oakland Head Start ♦ Birth to Five Master Planning Calendar ♦ 2017-18 School Year

JUNE 2018 Positive Climate/Teacher Sensitivity				
Monday	Tuesday	Wednesday	Thursday	Friday
				1 3rd DRDP/PFCE Action Plan due 3rd School Readiness Meeting 10:00-12Noon @HS Office
4 Attendance due for sites	5 Site Based MDTs 2:30	6 Coordinators Meeting 9:30-12 noon	7 LAST DAY OF CLASS	8  <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Last Day for Staff </div>
<div style="border: 1px solid black; padding: 5px; display: inline-block; background-color: #d3d3d3;"> Intentional Site Visits </div>				
11	12 Site Based MDTs 2:30	13	14 Advisory Board Mtg. 3-4:30 p.m.	15
18	19 Policy Council Mtg. 9:30-11:30 a.m. Site Based MDTs 2:30	20 Coordinators Meeting 9:30-12 noon	21 Advisory Board Mtg. 3:00-4:30 p.m.	22
25	26 Site Based MDTs 2:30	27	28 MDT/OUSD Mtg 9:00-11:30	29

Exhibit A—City of Oakland Head Start ♦ Birth to Five Master Planning Calendar ♦ 2017-18 School Year

JULY 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
2 Attendance due for sites	3	4  Independence Day Holiday Office, Centers, Home-Based, & OUSD Closed	5	6
9 Attendance due for sites	10	11 Coordinators Meeting 9:30-12 noon	12	13
Policy & Leadership Conference, Newport Beach, CA			\$	\$
16 Attendance due for sites	17 Policy Council Mtg. 9:30-11:30 a.m.	18	19 Advisory Board Mtg. 3-4:30 p.m. \$	20
23 Attendance due for sites	24	25 Coordinators Meeting 9:30-12 noon	26	27
30 Attendance due for sites	31			

Exhibit A—City of Oakland Head Start ♦ Birth to Five Master Planning Calendar ♦ 2017-18 School Year

PRE-SERVICE CALENDAR & SCHEDULE AUGUST 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 Coordinators Meeting 9:30-12 noon	2	3
6	7	8 Coordinators Meeting 9:30-12 noon	9	10
13	14	15 Coordinators Meeting 9:30-12 noon	16	17 Staff: Agenda: Time: Location:
20 Staff: Agenda: Time: Location:	21 Staff: Agenda: Time: Location: PC Meeting 9:30-11:30	22 Staff: Agenda: Time: Location:	23 Staff: Agenda: Time: Location: Advisory Board Mtg. 3:00-4:30 p.m.	24 Staff: Agenda: Time: Location:
27 Staff: Agenda: Time: Location:	28 Staff: Agenda: Time: Location:	29 Staff: Agenda: Time: Location:	30	31

**CITY OF OAKLAND
CERTIFICATE OF SELF-INSURANCE**

CERTIFICATE HOLDER: Oakland Unified School District
1000 Broadway
Oakland, CA 94612
(510) 273-8277

LOCATION OF OPERATION: 800 33rd St., Oakland, CA 94608

DESCRIPTION OF ACTIVITY: Head Start Program

DATE(S) OF COVERAGE: October 1, 2017 - June 30, 2018

CERTIFICATE ISSUER: CITY OF OAKLAND
HUMAN RESOURCES MANAGEMENT
RISK MANAGEMENT DIVISION
150 Frank Ogawa Plaza, 3rd Floor
Oakland, CA 94612
510-238-7165

This is to certify that the City of Oakland is self-insured for the following coverages:

<u>Type of Coverage(s)</u>	<u>Self-Insured Limit(s)</u>
I. General Liability:	\$1,000,000 ea. Occ./aggregate
II. Workers' Compensation: Employers' Liability:	Statutory Limits Each accident \$1,000,000 Employee Bodily Injury by Disease \$1,000,000 Policy Limit Bodily Injury by Disease \$1,000,000
<p>SPECIAL TERMS AND CONDITIONS: The following entities are hereby named as additional insured for the above referenced project in the covered areas of General Liability and Automobile Liability, but only as regards work performed by or on behalf of the City of Oakland and its employees in conjunction with the referenced event:</p>	
<p>Should any of the above described programs of self-insurance be modified or cancelled before the expiration date shown below, the City of Oakland will give 30 days written notice to the named certificate holder.</p>	
<p>It should be expressly understood, however, that the intent of the insurance evidenced herein is extended pursuant to the Administrative Policies of the City of Oakland, which does not permit any assumption of liability which does not result from and is not caused by the negligent acts or omissions of its officers, agents, or employees. Any indemnification or hold harmless clause with broader provisions shall invalidate this certificate.</p>	
<p align="center">Note: Any unauthorized alteration of this certificate will render the intended coverage null and void.</p>	

DATE ISSUED: October 19, 2017

CERTIFICATE EXPIRES: June 30, 2018 @ 11:59 PM

Deborah Grant

AUTHORIZED SIGNATURE
RISK MANAGER