Pittsburg Unified School District (PUSD)

Head Start Enhancement Services — Center-Based Preschool
August 1, 2025 – June 30, 2026

CONTRACTOR IDENTIFICATION

Grantee: Spanish Speaking Unity Council (The Unity Council)	**Grantee Address:** 1900 Fruitvale Ave, Oakland CA 94601
Contractor: Pittsburg Unified School District (PUSD)	
Capacity: Up to 24 Head Start	**Program Type:** ☑ Center-Based
Service Address: [Service Address, Pittsburg, CA]	**Mailing Address:** [Mailing Address, Pittsburg, CA]

1. PARTIES

Spanish Speaking Unity Council (The Unity Council) and the following named Contractor mutually agree and promise as follows:

2. TERM

The effective date of this contract is **August 1, 2025** and it terminates **June 30, 2026**, unless terminated sooner as provided herein. Annual review of terms and conditions will occur.

3. PAYMENT LIMIT

The Unity Council's total payments to Contractor under this Contract shall not exceed **$132,000**. The payment includes **$500 per month per Head Start child x 11 months**. Administrative costs shall not exceed **10%** of the total contract.

Funding Summary

Enrollment	Age Group	Service Type	Rate/Child/Month	Annual Total
Up to 24 Head Start	Ages 3–5	Full Day / Full Year	$500	$132,000

Payments are made monthly, contingent upon maintaining **full** enrollment and satisfying all program requirements. **Full** monthly payments apply only if children are enrolled by the 10th of each month; otherwise, a daily rate applies.

Additional classroom improvement funds: **Up to $5,000** per program year may be provided for replacement of child furniture, books, consumables, curriculum materials, training materials, and other age-appropriate supplies.

4. THE UNITY COUNCIL OBLIGATIONS

The Unity Council shall make to the Contractor those payments described in the Payment Provisions, subject to all terms and conditions herein. TUC shall also:

- Perform the administrative services required of Grantee to maintain compliance with OHS requirements.
- Arrange for fiscal and programmatic audits as required by OHS.
- Serve as official liaison with OHS and submit all required materials on behalf of Contractor.
- Provide administrative resources on an as-needed basis.
- Provide technical assistance regarding Head Start funded positions, staffing patterns, and content area specialists.
- Assign a Family Advocate (FA) to provide services at Contractor's site.

5. CONTRACTOR OBLIGATIONS

Contractor shall provide those services and carry out that work described in the Service Plan, subject to all terms and conditions herein. Key obligations include:

- Administer and operate a comprehensive early childhood care and education program for children meeting Head Start eligibility requirements as outlined in the *Head Start Performance Standards* (45 CFR Part 1304).
- Provide Head Start program enhancement services for **up to 24** eligible Head Start children and families, ages 3–5.
- Maintain 100% funded enrollment at all times within the program year.
- Provide services for a minimum of 6.5 hours per day, a minimum of 180 days between August and June, totaling no less than 1,170 hours per program year.
- Maintain a current Child Care License issued by the California Department of Social Services.

6. GENERAL AND SPECIAL CONDITIONS

This Contract is subject to the General Conditions and Special Conditions attached hereto, which are incorporated herein by reference.

7. PROJECT

This Contract implements in whole or in part the following described Project, the application and approval documents of which are incorporated herein by reference: Head Start Basic Grant Application.

8. SIGNATURES

These signatures attest the parties' agreement hereto:

GRANTEE: SPANISH SPEAKING UNITY COUNCIL

Luis Arenas, Chief Early Learning Officer
Children & Family Services
Date: 6-2-2026

CONTRACTOR: Pittsburg Unified School District (PUSD)

Superintendent
[Authorized Representative Name, Title]
Date: 6/1/26

PAYMENT PROVISIONS

1. Payment Basis

Subject to the Payment Limit, payments to the Contractor for all services provided under this Contract shall only be for allowable costs as specified in Paragraph 3 (Allowable Costs) that are actually incurred in the performance of Contractor's obligations.

2. Payment Amounts

Subject to the Payment Limit, the Unity Council will pay Contractor as full compensation for all services:

- **$500** per month per Head Start child.
- **Up to $12,000 per month** for up to 24 Head Start children enrolled.
- **Up to $5,000** per program year towards Head Start classroom improvement.

3. Allowable Costs

Contractor's allowable costs are only those determined in accordance with:

- Department of Health and Human Services Administration of Grants Federal Regulations Title 45 Parts 74 and 92, including any amendments thereto.
- 2 CFR §200 (Uniform Guidance), applicable OMB cost principles for the entity type (nonprofit, educational institution, or government agency).

4. Payment Demands

Contractor shall submit written demands no later than 30 days from the end of the month in which contract services were rendered. Upon approval by the Children and Family Services Director, the Unity Council will process payment.

5. Penalty for Late Submission

When Contractor fails to submit a timely demand for payment, and as a result the Unity Council is unable to obtain reimbursement from the Federal Government or State of California, the Unity Council shall not pay Contractor for such services, even though such services were fully provided.

6. Right to Withhold

The Unity Council has the right to withhold payment when, in its written opinion: (a) Contractor's performance has not been carried out or is insufficiently documented; (b) Contractor has refused to furnish information or cooperate with any inspection, review, or audit; or (c) Contractor has failed to adequately itemize or document demands for payment.

7. Cost Report and Settlement

No later than 45 days following termination of this contract, Contractor shall submit a cost report in the form required by the Unity Council showing allowable costs actually incurred. Overpayments shall be remitted to the Unity Council; underpayments shall be remitted to Contractor, subject to the payment limit.

8. Audits

The records of the Contractor may be audited by the Unity Council, State of California, or United States Government. Any required certified audit shall be submitted within the period required by applicable regulations, and no later than 18 months from the termination date of this contract.

9. Audit Exceptions

Contractor agrees to accept responsibility for receiving, replying to, and complying with any audit exceptions by appropriate Unity Council, State, or Federal audit agencies. Contractor agrees to pay to the Unity Council within 30 days of demand the full amount of the Unity Council's obligation resulting from any audit exceptions attributable to Contractor's failure to perform.

SERVICE PLAN

1. Contract Services

Contractor shall provide Head Start program enhancement services for eligible children and families enrolled at Contractor's licensed child care center located at:

[Service Address, Pittsburg, CA]

The rate is broken down as follows:

- Up to 24 Head Start eligible slots augmented at a monthly rate of **$500.00** per child for 11 months beginning August 1, 2025 and ending June 30, 2026.
- This amounts to up to **$12,000 per month**, totaling **$132,000 per year**.

2. Staff Qualifications

Head Start (Preschool)

- Each Head Start classroom must have 1 teacher who holds an AA degree or higher AND a valid Associate Teacher Permit (or higher) issued by the California Commission on Teacher Credentialing (CTC).
- All other classroom aides and assistant teachers must hold at minimum a valid Associate Teacher Permit issued by the CTC, or higher.
- Staff qualifications must meet all Head Start Performance Standards timelines. Documentation of all qualifications shall be maintained on-site and made available to TUC upon request.

3. Class Size and Ratio

- Head Start (Preschool): the minimum teacher-child ratio is 1:8 per Head Start Performance Standards.
- Each classroom must have at minimum 1 teacher and 1 aide/assistant. Classrooms with an enrollment of 20 or more children must have 1 teacher and 2 aides/assistants.
- Contractor must submit class lists and attendance records for all children enrolled, including non-HS children.

4. Service Facilities

Contractor shall:

- Provide services in facilities with a current operating license from the California Department of Social Services, Community Care Licensing Division.
- Provide the Unity Council with copies of all applicable licenses prior to commencement of services.
- Notify the Unity Council in writing within 1 business day of any changes in license status, unusual incident reports, or licensing violations.

5. Enrollment and Attendance

- Maintain 100% funded enrollment at all times within the program year.
- Complete full enrollment no later than August 31 annually, including submission of all required documentation and sign-off on family eligibility by Head Start staff.
- Ensure all Head Start children meet ERSEA eligibility requirements.
- Ensure at least 10% of funded enrollment opportunities are available for children with disabilities (IEP). Should Contractor be unable to meet this requirement, the terms of the contract remain in place.
- Contractor will not receive payment for a child unless that child is considered fully enrolled in Head Start (Unity Council staff approval required).
- Up to 30% of Head Start slots may be reserved for families whose income is between 100–130% of the federal poverty guidelines; up to 10% for families above 130%.

6. Family Advocate (FA) Services

The Unity Council Family Advocate will provide services including:

- Coordinating monthly Parent Meetings in collaboration with Contractor staff.
- Health tracking and referrals per Head Start Performance Standards.
- ERSEA services including eligibility and enrollment coordination.
- Contractor will identify confidential space for FA use (meeting families, files, phone, computer).

In the event TUC is unable to provide a Family Advocate for a period of 60 days, **PUSD** reserves the right to secure supplemental services.

7. Training and Technical Assistance

- The Unity Council will offer training and technical assistance for staff and parents.
- Annual staff training is required on Head Start Performance Standards.
- New staff must receive HS orientation and training upon hiring if placed in classrooms with Head Start enrolled children.
- CSEFEL training series and CLASS preschool practice training will be made available.

In the event TUC is unable to provide training or technical assistance, **PUSD** reserves the right to secure supplemental services.

8. Curriculum and Education Requirements

- Contractor will use the *Creative Curriculum* (for Preschool or Family Childcare, as applicable) as its research-based curriculum.
- Contractor will be trained in and implement quality CLASS (Classroom Assessment Scoring System) practices.
- Contractor will integrate CSEFEL best practices and a Trauma-Informed framework throughout the school year.
- Contractor will maintain fidelity to the Creative Curriculum, verified through TUC's Fidelity to Curriculum Checklist.
- Contractor will complete ASQ-3 and ASQ:SE screeners for each Head Start child within 45 days of enrollment and at the start of each new program year for returning children.
- Contractor will conduct at minimum 3 DRDP assessments per year per enrolled child.
- Each child's professional development plan must be maintained per TUC's PD Coach guidance.

9. Health and Mental Health Services

- Identify and/or establish a source of ongoing medical and dental care (Medical Home) for all Head Start families upon enrollment.
- Ensure physical examinations, TB clearances, and immunizations are completed per Head Start requirements.
- Complete required health screenings (vision, hearing, dental) per required timelines and make referrals for follow-up services.
- Complete Mental Health Observation for each child and family; provide follow-up referrals as needed.
- Post emergency medical/dental procedures and evacuation procedures in each classroom; conduct required safety drills.

10. Family and Parent Services

- Provide an orientation on the Head Start program for all enrolling Head Start families.
- Initiate and maintain a Family Assessment and Family Partnership Agreement for each Head Start family.
- Provide referrals for community agency assistance for families needing help or in crisis.
- Provide regular parent education and training for Head Start families.
- Provide for parent representation on TUC Policy Council and Advisory Committees.
- Report all suspected cases of child abuse or neglect per CPS regulations.

11. Reporting and Fiscal Administration

Monthly reports and invoices are due no later than the 15th of each month for the prior month. Each monthly report shall include:

- Daily attendance reports for Head Start children.
- Enrollment changes (terminations, drops, new enrollments).
- Total enrollment and year-to-date enrollment.
- Expense reports/invoice for services rendered.
- Equipment inventory of items purchased with Head Start funds (annually).
- Monthly 25% Non-Federal Share match documentation.

No staff shall be paid with Head Start funds without verification of participation in and compliance with HS requirements through documentation.

12. Supplies Provided by TUC

The following supplies will be provided to Contractor by the Unity Council:

- By July 1 each year: sufficient quantity of ASQ-SE, ASQ-3, toothbrushes, toothpaste, cups, holders, and covers for all HS enrollees.
- Every 3 months: toothbrushes, toothpaste, cups.
- Free book distributions for children/families enrolled in HS classes.

13. Monitoring

- A monthly/quarterly monitoring schedule will be developed in coordination with Contractor staff.
- Monitoring reports will be provided in writing within 15 days following each site visit.
- Contractor reserves the right to dispute findings and explore alternative corrective action plans where appropriate.
- Contractor shall submit a written corrective action plan within 30 days of receipt of any monitoring report indicating non-compliance findings (except health, safety, or licensing violations, which must be corrected immediately).
- Follow-up site visits to validate corrective actions will be completed within 30 days of receipt of corrective action plan.

14. Adverse Actions

In the event Contractor fails to comply with any or all of the above, the following actions may be taken:

- Contract compliance will be monitored on a monthly basis through paperwork review, ChildPlus reports, onsite visits, and other means.
- Technical assistance and a corrective action plan will be developed for any non-compliance.

Failure to correct actions within 60 days, or failure to make significant progress toward compliance, may result in:

  - Contract funds withheld pending verification of corrective actions.
  - Partial or full funding withheld from non-compliant classrooms.
  - Funding terminated for the next program year.
  - Contract terminated.

GENERAL CONDITIONS

1. **Compliance with Law.** Contractor shall be subject to and comply with all Federal, State, and local laws and regulations applicable to its performance under this Contract, including but not limited to licensing, employment, purchasing practices, wages, hours, and conditions of employment, including nondiscrimination.
2. **Inspection.** Contractor's performance, place of business, and records pertaining to this Contract are subject to monitoring, inspection, review, and audit by authorized representatives of the Unity Council, the State of California, and the United States Government.
3. **Records.** Contractor shall keep and make available for inspection and copying by authorized representatives of the Unity Council, the State of California, and the United States Government, the Contractor's regular business records and such additional records pertaining to this contract as may be required by the Unity Council.
4. **Retention of Records.** The Contractor shall retain all documents pertaining to this Contract for five (5) years from the date of submission of the Contractor's final payment demand or final Cost Report; for any further period required by law; and until all Federal/State audits are complete and exceptions resolved.
5. **Access to Books and Records.** Pursuant to applicable law, Contractor shall, upon written request and until four (4) years after the furnishing of services, make available to the Secretary of Health and Human Services, the Comptroller General, or authorized representatives, this Contract and all books, documents, and records necessary to certify the nature and extent of all costs and charges hereunder.
6. **Reporting Requirements.** Pursuant to Government Code Section 7550, Contractor shall include in all written reports submitted to the Unity Council a separate section listing the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of each such report (applies only if payment limit exceeds $5,000).
7. **Termination.** This Contract may be terminated under the following conditions:
   - **Written Notice.** This Contract may be terminated by either party, at their sole discretion, upon sixty (60) days advance written notice, and may be canceled immediately by written mutual consent.
   - **Failure to Perform.** The Unity Council may immediately terminate this Contract upon written notice to Contractor should the Contractor fail to properly perform any of its obligations hereunder.
   - **Cessation of Funding.** In the event that Federal, State, or other funding for this contract ceases, this Contract is terminated without notice.
   - **Termination of Program.** If Contractor ceases to operate the Head Start program, Contractor shall return to the Unity Council within 60 days all equipment and supplies purchased with Head Start funds and all records pertaining to the program.
8. **Entire Agreement.** This Contract contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind any of the parties hereto.
9. **Further Specifications for Operating Procedures.** Detailed specifications of operating procedures and budgets may be developed in a written Informal Agreement between Contractor and the Unity Council. Such Informal Agreements shall not be amendments to this Contract and may not enlarge the scope of this Contract.
10. **Modifications and Amendments.** This Contract may be modified or amended as follows:
    - **General Amendments.** This Contract may be modified or amended by a written document executed by the Contractor and the Unity Council Board of Directors, or its designee after Board approval, subject to any required State or Federal approval.
    - **Administrative Amendments.** The Payment Provisions and Service Plan may be amended by written administrative amendment executed by both parties, provided such amendments may not materially change the Payment Provisions or Service Plan.
11. **Disputes.** Disagreements between the Unity Council and Contractor concerning the meaning, requirements, or performance of this Contract shall be subject to final determination in writing by the

Children and Family Services Director or designee. Unresolved disputes shall be subject to the jurisdiction of Alameda County courts, California.

12. **Choice of Law and Jurisdiction.** This Contract is made in Alameda County and shall be governed and construed in accordance with the laws of the State of California.
13. **Conformance with Federal and State Regulations.** Should Federal or State regulations or laws touching upon the subject of this contract be adopted or revised during the term hereof, this Contract shall be deemed amended to assure conformance with such requirements.
14. **No Waiver by Unity Council.** Inspections, approvals, or statements by any officer, agent, or employee of the Unity Council indicating Contractor's performance complies with this Contract shall not relieve Contractor's obligation to fulfill this Contract.
15. **Subcontract and Assignment.** The Contractor shall not enter into subcontracts for any work contemplated under this Contract and shall not assign this Contract or monies due without prior written consent of the Unity Council CEO or designee.
16. **Independent Contractor Status.** This contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association.
17. **Conflicts of Interest.** Contractor, its officers, partners, associates, agents, and employees, shall not use the position afforded by this Contract to influence any governmental decision in which they have a financial interest under California Government Code Sections 87100 et seq.
18. **Confidentiality.** Contractor agrees to comply with all applicable State or Federal statutes or regulations respecting confidentiality, including identity of persons served, their records, and services provided. Family Educational Rights and Privacy Act (FERPA) shall be followed.
19. **Nondiscriminatory Services.** Contractor agrees that all goods and services under this Contract shall be available to all qualified persons regardless of race, color, national origin, gender, religion, age, disability, sex, sexual orientation, ethnic group identification, ancestry, political beliefs, or any legally protected status.
20. **Indemnification.** Contractor shall defend, indemnify, save, and hold harmless the Unity Council and its officers, board members, and employees from any and all claims, costs, and liability for any damages, sickness, death, or injury to persons or property arising directly or indirectly from the Contractor's operations or services, save and except claims arising from the sole negligence or sole willful misconduct of the Unity Council. The Unity Council agrees to the same protections for Contractor.
21. **Insurance.** During the entire term of this Contract, Contractor shall keep in effect insurance policies meeting the following requirements:
    - **Liability Insurance.** Contractor shall provide comprehensive liability insurance with a minimum combined single limit of $500,000/$1,000,000 per occurrence. The Unity Council shall be named as an additional insured. For FCC providers, minimum $2,000,000 public liability coverage is required.
    - **Workers' Compensation.** Contractor shall provide workers' compensation insurance coverage for all employees.
    - **Student Accident Insurance.** Contractor shall provide student accident insurance coverage as mandated by Head Start regulations (45 CFR §1301.11), at Contractor's expense.
    - **Certificate of Insurance.** Contractor shall provide certificates of insurance no later than the effective date of this Contract and upon any renewal or change. Insurance shall not be canceled or modified without 60 days prior written notice to the Unity Council.
22. **Notices.** All notices shall be in writing and may be delivered by U.S. mail, postage prepaid. Notices to the Unity Council shall be addressed to: Luis Arenas, Chief Early Learning Officer, 1900 Fruitvale Ave, Oakland, CA 94601. Notices to Contractor shall be addressed to the Contractor's address designated herein.
23. **Nonrenewal.** Contractor understands that there is no representation, implication, or understanding that services provided under this Contract will be purchased by the Unity Council under a new contract following expiration or termination.

24. **Possessory Interest.** Any materials, supplies, and/or equipment purchased by Contractor with Head Start funds must be utilized for Head Start purposes for a minimum of five (5) years. If this contract is terminated before that time, Contractor must return materials and/or pay the current market value to the Unity Council.
25. **No Third-Party Beneficiaries.** It is not the intention of either the Unity Council or Contractor that individuals occupy the position of intended third-party beneficiaries of the obligations assumed by either party to this Contract.
26. **Required Audit.** If Contractor receives $25,000 or more in Federal grant funds in any fiscal year from any source, Contractor shall provide at its expense an audit conforming to 2 CFR Part 200 Subpart F (Single Audit). Contractor shall arrange for the audit annually and submit to the Unity Council in a timely manner.
27. **Severability.** If any provision is invalid or unenforceable, it shall be severed without affecting other provisions.
28. **Attorneys' Fees.** Except as otherwise specified, each party bears its own attorneys' fees and legal costs.

SPECIAL CONDITIONS

1. **Provision for Federally-Funded Contract.** This contract is valid and enforceable only if sufficient funds are made available to the Unity Council by the United States Government. It is subject to any additional restrictions, limitations, or conditions enacted by the Congress. If Congress does not appropriate sufficient funds, this contract shall be amended to reflect such reduction.
2. **Non-Federal Share Reporting.** Contractor agrees to submit a monthly statement of state payments to serve as non-federal match for children enrolled in the Head Start option. Head Start program funds 80% of program costs; Contractor shall provide in-kind or cash contributions equal to 20% of the total grant amount. Reporting of non-federal share may be made available to TUC accounting department with 30 days' notice.
3. **Employee and Contractor Status.** Neither Contractor nor any of its employees shall, under the terms and conditions of this Contract, be considered an employee of the Unity Council for any purpose whatsoever. Contractor shall be deemed at all times an independent contractor and shall be wholly responsible for the manner in which it performs the services required by this Contract.
4. **Special Compliance with Law.** Contractor agrees to abide by and comply with all federal, state, and local laws applicable to its performance hereunder, including Community Care Licensing; zoning and land use; employment and purchasing practices; wages, hours, and conditions of employment; and reporting and record keeping procedures.
5. **Political Prohibition.** Money paid pursuant to this Contract shall not be used for political purposes, sponsoring or conducting candidate meetings, voter registration activity, or propaganda purposes designed to support or defeat legislation pending before any government.
6. **Religious Prohibition.** There shall be no religious worship, instruction, or proselytism as part of or in connection with the performance of this Contract.
7. **Head Start Regulations Regarding Smoking.** Contractor shall comply with Head Start regulations regarding smoking and maintaining a smoke-free environment.
8. **Nondiscrimination Clause.** During the performance of this contract, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition, age, marital status, or sexual orientation. Contractor shall comply with the Fair Employment and Housing Act (Government Code Section 12900 et seq.).
9. **Affirmative Action Compliance.** Each Contractor with 50 or more employees and a contract of $50,000 or more shall develop a written Affirmative Action Compliance Program per 41 CFR §60-1.40.
10. **Drug-Free Workplace.** Contractor certifies that it will provide a drug-free workplace by publishing a statement prohibiting the manufacture, distribution, dispensing, possession, or use of controlled substances in the workplace, and by establishing a drug-free awareness program for employees.
11. **Child Care License.** Contractor shall maintain a current Child Care License issued by the California Department of Social Services for the term of this Contract and shall notify the Unity Council of any changes in license status.
12. **Fingerprint Certification.** Contractor certifies compliance with California fingerprinting and TB screening requirements, and that no employee has felony convictions or active tuberculosis as required under Head Start Performance Standards.
13. **Head Start Act 2007 MOU Requirements.** Contractor and the Unity Council agree to coordinate the following activities as mandated by the Head Start Act of 2007:

Requirement	Implementation
A. Educational activities, curricular objectives, and instruction	TUC and Contractor utilize the Creative Curriculum, a research-based early childhood curriculum aligned with the Head Start Child Outcomes Framework. TUC staff meet regularly with Contractor staff to develop continuity of curricular objectives and shared expectations for children's learning as they transition to school.

Requirement	Implementation
B. Public information dissemination and access to programs	Head Start staff leverages community resources and makes them available to partner programs. Referrals are made between programs as openings become available. TUC works with Contractor to coordinate enrollment outreach for underserved populations.
C. Selection priorities for eligible children	Selection criteria are established based on need and eligibility for both federal and state program funding requirements. Enrollment staff reflect the languages of the community. Additional criteria are set following the triennial community assessment and annual updates.
D. Definition of service areas	Service areas are defined. Referrals are made from program to program as needed to best serve families in their community.
E. Staff training opportunities	Joint staff training is organized on topics including academic content standards, instructional methods, curricula, and social-emotional development. Staff participates in state and local training activities as funds are available.
F. Program technical assistance	Services are coordinated between TUC and Contractor. Staff training resources are shared as appropriate to build Contractor capacity.
G. Services for working parents	All programs provide full-day, full-year services to meet the needs of working parents. Activities are coordinated with CCDBG-funded projects.
H. Transitions to kindergarten	Systematic procedures are in place for transferring, with parental consent, Head Start records to receiving schools. Outreach to parents and elementary teachers is conducted annually. Transition materials are provided in English, Spanish, and other languages as needed.
I. Provision and use of facilities and transportation	TUC and Contractor staff meet regularly to coordinate services between programs, reduce service duplication, and exchange information on non-educational services available to enrolled children.
J. Other elements mutually agreed upon	[To be completed mutually by TUC and Contractor.]

14. **Additional Conditions.** Contractor agrees to abide by and comply with all DHHS/HDS/ACF Project Head Start Terms and Conditions, which by this reference are incorporated herein and made a part hereof as if fully set forth.

EXHIBIT A

Scope of Work — Head Start Program Service Requirements

Supplemental Services Provided by **Pittsburg Unified School District (PUSD)**

General Requirements

- Maintain compliance with all Head Start Performance Standards and TUC Program Plans.
- Participate in the yearly agency self-assessment and correct areas of non-compliance.
- Provide a Code of Ethics for all staff.
- Provide staff orientation and ongoing training/staff development.
- Provide for Contractor staff participation in TUC staff meetings, trainings, and agency events.
- Designate a Contractor Supervisor to monitor Head Start requirements and activities.
- Forward all records (copies) for Head Start children who leave Contractor to TUC for storage and auditing.
- Provide for TUC Monitoring Team to review records, documents, and files of Head Start children and families.
- Submit Monthly Summary of Contractor's Head Start Program Activities to TUC to document and support monthly payment for supplemental services.
- Operate for a minimum of 6.5 hours per day, a minimum of 180 days between August and June, totaling no less than 1,170 hours per program year.

Child Development Services

- Implement and use the *Creative Curriculum* (Preschool or Family Childcare edition, as applicable).
- Conduct 3 DRDP Assessments per year per child enrolled.
- Conduct ASQ-3 and ASQ:SE screeners for each enrolled child within required timelines.
- Maintain mandated group size and teacher-child ratio per Performance Standards.
- Certify staff qualifications per Performance Standards requirements.
- Provide developmentally appropriate, individualized classroom experiences.
- Complete at least 2 home visits and 2 parent-teacher conferences per year per Head Start family.
- Submit Unusual Incident Reports to TUC within 3 days of occurrence.
- Implement and maintain CLASS system as required.
- Maintain current Family Childcare / Center License per Community Care Licensing and Head Start Performance Standards.

Parent and Family Services

Parent and family engagement activities are carried out in partnership with TUC. TUC will assign a Family Advocate (FA) or designated liaison to coordinate family services with Contractor staff, provide outreach support, and maintain required documentation.

- Provide orientation on the Head Start program for all enrolling families, in coordination with the TUC Family Advocate.
- Initiate and maintain a Family Assessment and Family Partnership Agreement for each Head Start family, with TUC FA support as needed.
- Provide referrals for community services for families needing assistance; document all referrals and share with TUC FA.
- Provide regular parent education and training activities; coordinate with TUC on scheduling and topics.
- Provide for parent representation on TUC Policy Council and Advisory Committees; support parent participation with TUC outreach staff.
- Report all suspected cases of child abuse or neglect per CPS regulations, and notify TUC immediately upon filing a report.

Health and Mental Health Services

Health and mental health services are delivered in partnership with TUC. TUC will assign a staff liaison — such as a Health Aide, Health Services Manager, or Family Advocate with health coordination responsibilities — to coordinate health activities, track compliance timelines, and support Contractor staff in meeting all Head Start health requirements.

- Identify and/or establish a Medical Home for all Head Start families upon enrollment, with TUC liaison support.
- Ensure physical examinations, TB clearances, and immunizations are completed per Head Start requirements; forward all documentation to TUC Health liaison within required timelines.
- Complete required health screenings (vision, hearing, dental) per required timelines in coordination with TUC; make and document referrals for follow-up services as needed.
- Complete Mental Health Observation for each child and family in coordination with TUC Mental Health Consultant; provide follow-up referrals as needed.
- Participate in monthly mental health consultation sessions facilitated by TUC with classroom staff to case conference about individual children and families.
- Post emergency medical/dental procedures and evacuation procedures in each classroom; conduct required safety drills and report completion to TUC.
- Provide for Contractor staff and parents to participate on the TUC Health/Nutrition Advisory Committee.

Nutrition Services

- Complete a nutrition assessment per required timeline for each Head Start child with referrals as needed.
- Provide daily snacks and lunches according to CACFP guidelines in a family meal style setting.
- Provide monthly menus to Head Start families and forward copies to TUC.
- Provide nutrition education activities for children and families.

Disabilities Services

Disabilities services are delivered in partnership with TUC. TUC will assign a Disabilities Coordinator or designated content area specialist to work alongside Contractor staff, support IEP processes, and ensure compliance with Head Start Performance Standards Section 1308 and IDEA.

- Maintain and monitor IEPs for all Head Start children served under Section 1308 of the Head Start Performance Standards; provide copies to TUC Disabilities Coordinator.
- Involve TUC Disabilities Coordinator in all IEP planning meetings, parent conferences, and transition meetings for children with disabilities.
- Provide referrals for needed services as identified through screenings and assessments, in coordination with TUC staff.
- Notify TUC staff promptly of any new suspected disability or developmental concern identified through observation or assessment.
- Ensure any child with a suspected disability is referred for evaluation within timelines required by IDEA and Head Start Performance Standards.

Staff Licensing and Background Check Requirements

All Contractor staff who work with or have access to Head Start children and families must meet California Community Care Licensing (CCL) requirements and Head Start Performance Standards for background clearances.

- **Livescan Fingerprinting.** All staff must complete a criminal background check through the California DOJ/FBI LiveScan fingerprinting process prior to beginning work with children. No staff member may work unsupervised with Head Start children until clearance has been received and documented.
- **New Hire Submission.** Contractor must submit LiveScan clearance documentation to TUC for every new hire who will work with Head Start children or families, within 5 business days of the staff member beginning employment.

- **TB Clearance.** All staff must provide a current TB clearance upon hire and as required by CCL thereafter.
- **Sex Offender Registry Check.** Contractor shall verify that no staff member is listed on the California Sex Offender Registry (Megan's Law) prior to hire and annually thereafter.
- **Ongoing Monitoring.** Contractor is responsible for ensuring that all staff, volunteers with unsupervised access, and contractors maintain current clearances for the duration of their assignment. TUC reserves the right to review clearance documentation during monitoring visits.
- **Disqualifying Convictions.** Any staff member with a disqualifying conviction under California Health and Safety Code §1596.871 or applicable Head Start regulations may not work with Head Start children and families.

— End of Contract Template —

Memorandum of Understanding (MOU)

Between the
Pittsburg Education Association (PEA)
And
Pittsburg Unified School District (District)

June 10, 2026

Headstart Preschool

The Pittsburg Unified School District ("District") plans to start a CSPP/Headstart Preschool class at HeightsElementary School ("Heights") in the 2026-2027 school year. The current contract between Pittsburg Education Association ("PEA") and the District does not align with some of the requirements of Headstart preschool. Specifically, Headstart requires a full day schedule of 6.5 hours for scholars while the current agreed upon schedule in the contract is for a preschool program with two 3 hour sessions. To allow for the Headstart preschool program, PEA and the District, hereafter "the Parties," enter into this MOU (Agreement) for PUSD School-Break School.

1. Heights may utilize the following alternative schedule:
   - 8:00-8:15 Prep
   - 8:15-2:45 Full-day session (6.5 hours) with a 30 minute lunch
   - 2:45-3:00 Pick up
   - 3:00-3:30 Prep
2. This Agreement sunsets on June 30, 2028, unless both parties mutually agree in writing to extend the Agreement. The parties shall meet and confer to consider altering the contract to align with Headstart preschool. Nothing contained in this Agreement shall constitute a past practice.

For Pittsburg Education Association (PEA):

_____ date: _____

Celia Medina-Owens, PEA President

For Pittsburg Unified School District (PUSD):

_____ date: _____

Kristen Ugrin, Assistant Superintendent of Human Resources