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OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To The Board of Education

From Tony Smith, Ph.D., Superintendent
 Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
 Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date

Subject Memorandum of Understanding - Harvard Graduate School of Education - Deputy Superintendent of Instruction, Leadership & Equity-in-Action

Action Requested Approval of a Memorandum of Understanding between Oakland Unified School District and Harvard Graduate School of Education. Services to primarily provided to the Deputy Superintendent of Instruction, Leadership & Equity-in-Action for the period of July 1, 2013 through April 30, 2014.

Background The Harvard Graduate School of Education residency program will provide a ten-month fellowship in which the resident is expected to have the opportunity to lead one or two major projects on behalf of the organization, such as creation, implementation or evaluation of such current initiatives. At the conclusion of the residency period, the resident will report back to Harvard Graduate School of Education and the partner organization by producing a written “capstone project” discussing outcomes and leadership skills developed and enhanced by the residency experience.

Fiscal Impact Funding Source name: Kellogg in the amount of \$65,000.00.

Recommendation Approval by the Board of Education of the MOU between the District and Harvard Graduate School of Education for the period of July 1, 2013 through April 30, 2014.

Attachments Harvard Graduate School of Education Ed.L.D. Residency Contract 2013-2014



HARVARD GRADUATE SCHOOL OF EDUCATION

DOCTOR OF EDUCATION LEADERSHIP (Ed.L.D.) PROGRAM

Ed.L.D. Residency Contract 2013-2014

This document provides a memorandum of understanding between The Harvard Graduate School of Education's (HGSE) Doctor in Education Leadership (Ed.L.D.) Program, Oakland Unified School District, and the Ed.L.D. student, Jason Yamashiro. It outlines the obligations that each party will fulfill as part of the Ed.L.D. Program's ten month residency requirement.

Ed.L.D. Program Obligations

Preparation for residency: Prior to the start of the residency experience, the Ed.L.D. Program will prepare the students by having him complete four semesters of coursework.

Capstone Project: During the residency, the residents will be expected to produce a "capstone project," a written academic requirement of the Ed.L.D. Program. This project will demonstrate the skills and knowledge gained by the Ed.L.D. resident while completing significant leadership initiatives while at the partner organization. The capstone project will be submitted in written form to an *Ad Hoc* Committee, comprised of HGSE faculty and a partner organization representative. The evaluation of the capstone project will include an on-campus meeting of the committee and the Ed.L.D. resident to review the written submission and to discuss the residency. The final decision concerning the sufficiency of the capstone project toward meeting the HGSE program requirements will be decided by the Ed.L.D. faculty. It will be informed by feedback and inputs from the resident's supervisor and mentor at the partner organization.

Ed.L.D. Faculty and Staff Support and Communication: Each Ed.L.D. resident will be assigned an HGSE advisor and be supported by the Ed.L.D. staff during the residency period. The Ed.L.D. program will create an ongoing dialogue with the resident's supervisor and be available to discuss any questions or concerns that the partner organizations may have regarding the Ed.L.D. resident's participation and professionalism throughout the residency.

Return visits to HGSE during residency: The Ed.L.D. resident will return to the HGSE campus up to three times during the 10 months to meet with his/her advisor and other HGSE faculty. The partner organization supervisor or mentor will accompany the Ed.L.D. residents on up to two of these visits. The funding for this travel will be provided by the Ed.L.D. Program. The purpose of these meetings will be to reflect on their residency experience and get feedback on capstone projects as they are being developed. The 2013-2014 dates include: October 9-11, 2013, which coincides with the HGSE Dean's Leadership Council and the annual Ed.L.D. Celebration Dinner. Additional dates to be determined will be in January and April 2014.

Residency Termination: The HGSE Ed.L.D. Program, the partner organization and the Ed.L.D. resident will work together to create a successful ten month residency experience and to resolve any and all issues that may arise during this designated time. If after extensive discussion and intervention it is determined that the residency experience does not fulfill the Ed.L.D. Program requirements, and/or meet the professional standard and obligations expected of Ed.L.D. students and partner organizations, the decision may be made to terminate the residency. The circumstances leading to the decision to terminate will be well documented, and the decision will be finalized in writing.

Partner Organization Obligations

Dates of 2013-2014 Residency: Ed.L.D. resident Jason Yamashiro will begin his residency on July 1, 2013 and will complete it on April 30, 2014.

Compensation and health benefits: Ed.L.D. residents will be considered employees of their sponsoring partner organizations for the duration of this ten month period. They will be compensated at the rate of pay of \$65,000 for the ten month residency period (July 1, 2013 – April 30, 2014) and will be eligible for health coverage through the partner organization's health insurance plan. Partner organizations will pay the resident in accordance with their standard payroll practices.

Potential Student Projects: Partner organizations will provide their Ed.L.D. residents with various opportunities to engage in internal strategic initiatives in which the organization is actively focused. The resident is expected to have the opportunity to lead one or two major projects on behalf of the organization, such as the creation, implementation or evaluation of such current initiatives. At the conclusion of the residency period, the resident will report back to HGSE and the partner organization by producing a written "capstone project" discussing outcomes and leadership skills developed and enhanced by the residency experience. It is understood that the Ed.L.D. resident may work on the capstone project during work time and that the topic of the capstone project will be approved by the Ed.L.D. Program. The capstone project shall not be based on or include any confidential information that the Ed.L.D. resident had access to during his/her employment with the partner organization without prior written consent from the partner organization.

Role of Supervisor: Partner organizations will designate a supervisor who will oversee the major project assignments and day-to-day work in which the resident is engaged.

Role of Mentor: Partner organizations will designate a mentor who will provide guidance, insights and professional feedback to the Ed.L.D. resident during the residency period. The role of the mentor is to support the student's leadership development.

Partner organization mentors are expected to accompany the Ed.L.D. resident on up to two return HGSE campus visits. The purpose of these meetings will be to reflect on the residency experience and provide feedback on capstone projects as they are being developed. The 2013-2014 dates include: October 9-11, 2013, which coincides with the HGSE Dean's Leadership Council and the annual Ed.L.D. Celebration Dinner. Additional dates to be determined will be in January and April 2014.

Role of Supervisor/Mentor in Capstone Project: The partner organization supervisor or mentor will participate in the evaluation of the Ed.L.D. resident's capstone project in the following two ways: 1.) to give inputs and feedback on the capstone project and its relevance to the ongoing goals and mission of the organization. 2.) to participate in a meeting with HGSE faculty and the Ed.L.D. resident to review their written capstone project and to discuss their overall residency experience. The final decision concerning the sufficiency of the capstone project in meeting the HGSE academic requirements will be decided by the Ed.L.D. faculty.

Partner organization and Ed.L.D. Program communication: The partner organizations and the Ed.L.D. Program will engage in ongoing communication during the ten month period. The Ed.L.D. faculty and staff expect the partner organizations to contact them at any time should questions or concerns arise in regard to the Ed.L.D. resident's participation and professionalism throughout the residency.

Participation in the Harvard Education Network: Partner participation may vary from year to year and does not guarantee an Ed.L.D. residency placement in 2014 or any particular future years.

Residency Termination: The HGSE Ed.L.D. Program, Oakland Unified School District and the Ed.L.D. resident will work together to create a successful ten month residency experience and to resolve any and all issues that may arise during this designated time. The partner organization should contact the Ed.L.D. Program at any time should questions or concerns arise in regard to the Ed.L.D. resident's participation and professionalism in the residency. If after extensive discussion and intervention between the Ed.L.D. Program and the partner organization it is determined that the residency experience does not fulfill the Ed.L.D. Program requirements, and/or meet the professional standard and obligations expected of Ed.L.D. students and partner organizations, the decision may be made to terminate the residency. The circumstances leading to the decision to terminate will be well documented, and the decision will be finalized in writing.

Ed.L.D. Resident Obligations

Preparation for Residency: The Ed.L.D. resident will prepare for the residency experience by completing four semesters of coursework prior to his departure from HGSE.

Capstone Project: During the residency, residents will be expected to produce a "capstone project," a written academic requirement of the Ed.L.D. Program. This project will demonstrate the skills and knowledge gained from the significant leadership initiative in which the Ed.L.D. resident engages while at the partner organization. The evaluation of the capstone project will include a meeting with the Ed.L.D. faculty, a partner organization representative and the Ed.L.D. resident to review the written submission and to discuss the overall residency experience. The final decision concerning the sufficiency of the capstone project toward meeting the HGSE program requirements will be decided by the Ed.L.D. faculty. It will be informed by feedback and inputs from the partner organization's supervisor and mentor.

Return visits to HGSE during residency: The Ed.L.D. resident will return to the HGSE campus up to three times during the 10 months to meet with his/her advisor and other HGSE faculty. Partner organization supervisors or mentors are expected to accompany the Ed.L.D. resident on up to two of these visits. The purpose of these meetings will be to reflect on the residency experience and get feedback on capstone projects as they are being developed. The 2013-2014 dates include: October 9-11, 2013, which coincides with the HGSE Dean's Leadership Council and the annual Ed.L.D. Celebration Dinner. Additional dates to be determined will be in January and April 2014.

Professionalism and engagement at Partner Organization: Ed.L.D. residents are expected to abide by and act in accordance with federal, state and local laws as well as policies and standards of the partner organization.

Ed.L.D. Program and Resident communication: The Ed.L.D. resident will participate in an ongoing dialogue during the residency with Ed.L.D. classmates, faculty and staff. The Ed.L.D. faculty and staff will be available to discuss any questions or concerns that may arise with the partner organizations in regard to the Ed.L.D. resident's participation and experience throughout the residency.

Residency Termination: The HGSE Ed.L.D. Program, Oakland Unified School District and the Ed.L.D. resident will work together to create a successful ten month residency experience and to resolve any and all issues that may arise during this designated time. If after extensive discussion and intervention it is determined that the residency experience does not fulfill the Ed.L.D. Program requirements, and/or meet the professional standard and obligations expected of Ed.L.D. students and partner organizations, the decision may be made to terminate the residency. The circumstances leading to the decision to terminate will be well documented, and the decision will be finalized in writing. The resident consents to permit the named partner organization to discuss any and all information regarding his/her performance with the Ed.L.D. Program. The resident also consents to permit the named partner organization to provide copies of any and all documents regarding his/her performance to the Ed.L.D. Program.

Ed.L.D. Residency Agreement Signatures

I, Maria Santos (Deputy Superintendent of Instruction, Leadership, and Equity-in-Action) and Perry Chen (Chief of Staff to the Superintendent), agree to the terms of the residency agreement with the Harvard Graduate School of Education on behalf of our organization for the dates of July 1, 2013 - April 30, 2014.

Oakland Unified School District (OUSD)
Partner Organization

Maria Santos
Signature (Maria Santos)

Date

Perry Chen
Signature (Perry Chen)

David Kakishiba
President, Board of Education

Edgar Rakestraw, Jr.
Edgar Rakestraw, Jr., Secretary

Board of Education
OAKLAND UNIFIED SCHOOL DISTRICT
Office of General Counsel
APPROVED FOR FORM & SUBSTANCE

By: [Signature]
Attorney at Law

Elizabeth City
Elizabeth City
Co-Director, Ed.L.D. Program

4/29/13
Date

I, Jason Lustig Yamashiro, Ed.L.D. student, Harvard Graduate
School of Education, agree to the terms of this residency agreement for the dates of July 1,
2013 - April 30, 2014.

Jason Lustig Yamashiro
Signature

4/24/13
Date