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By	



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Board of Education

To: Board of Education
From: Devin Dillon, Interim Superintendent
Subject: Agreement between Oakland Unified School District and WestEd

ACTION REQUESTED:

Approval and acceptance by the Board of Education of Agreement between Oakland Unified School District and WestEd for the period July 1, 2016 through June 30, 2021.

BACKGROUND:

WestEd has received funding through a contract funded by the National Aeronautics and Space Administration (NASA) to improve learning and career development in science, technology, engineering and math (STEM) fields through implementation of the Global Learning and Observations to Benefit the Environment (GLOBE) program. This is part of a national project called MISSION EARTH: Fusing GLOBE with NASA Assets to Build Systemic Innovation in STEM Education ("MISSION EARTH").

DISCUSSION:

MISSION EARTH supports STEM education in elementary school through middle school, high school, and college by integrating GLOBE/NASA materials into K-12 science instruction. The overarching aim of MISSION EARTH is to produce national systemic change in STEM education through the creation of a recommended curriculum progression for diverse school districts across the United States. MISSION EARTH incorporates design principles that make it appropriate for all student populations, especially those currently underrepresented in STEM careers.

FISCAL IMPACT:

In order to support the District's participation, WestED will provide stipend funding, professional development and a variety of other resources to support implementation.

RECOMMENDATION:

Approval and acceptance by the Board of Education of Agreement between Oakland Unified School District and WestEd for the period July 1, 2016 through June 30, 2021.

ATTACHMENTS:

Agreement



MEMORANDUM OF UNDERSTANDING ROUTING FORM 2016-2017

Basic Directions

Services cannot be provided until the MOU is fully approved and a Purchase Order has been issued.

1. Contractor and OUSD Administrator reach agreement about scope of work and compensation.
2. Contractor and OUSD Administrator agreed upon terms are reflected in the Memorandum of Understanding.
3. OUSD Administrator verifies contractor does not appear on the Excluded Parties List.
4. OUSD contract originator creates the requisition on IFAS.
5. Within 2 weeks of creating the requisition, the OUSD Administrator submits completed MOU packet to Legal for approval.

Agency Information

Agency Name	WestEd	Agency's Contact Person	Svetlana Darche, MBA
Street Address	300 Lakeside Drive, 25th Floor	Title	Senior Research Associate
City	Oakland	Telephone	(510) 302-4304
State	CA	Zip Code	94612-3534
		Email	sdarche@wested.org
OUSD Vendor Number	V054918		
Attachments	<input type="checkbox"/> Proof of general liability and workers' compensation insurance <input type="checkbox"/> Statement of qualifications <input type="checkbox"/> Printout showing this vendor does not appear on the Excluded Parties List. (www.sam.gov/portal/public/Sam/)		

Compensation and Terms – Must be within OUSD Billing Guidelines

Anticipated Start Date	July 1, 2016	Date work will end	June 30, 2021	Total Contract Amount	\$ 0.00
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Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount	Req. #
			5825	\$	
			5825	\$	
			5825	\$	
			5825	\$	

OUSD Contract Originator Information

Name of OUSD Contact	Gretchen Livesey	Email	gretchen.livesey @ousd.org		
Telephone	(510) 879-4118	Fax	(510) 879-4112		
Site/Dept. Name	Post Secondary Readiness/ High School Linked Learning Office	Enrollment Grades	9	through	12

Approval and Routing (in order of approval steps)

Services cannot be provided before the MOU is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

OUSD Administrator verifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov>)

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator			4/6/17
2. Resource Manager			
3. Network Superintendent / Executive Director			
4. Cabinet (CCO, CFO, CSO, Deputy Chief)			
5. Board of Education or Superintendent			
Procurement	Date Received		

APPROVED FOR FORM & SUBSTANCE

By: THIS FORM IS NOT A CONTRACT
Attorney at Law

**LETTER OF AGREEMENT between
Oakland Unified School District
and WestEd**

**Regarding
Participation of Teachers and Students in the NASA-Funded
MISSION EARTH Program
July 1, 2016-June 30, 2021**

I. PURPOSE

This Letter of Agreement (this "LOA"), entered into on December 9, 2016, outlines the agreement between WestEd and Oakland Unified School District (hereinafter "District") to implement the MISSION EARTH: Fusing GLOBE with NASA Assets to Build Systemic Innovation in STEM Education program (hereinafter the "Project") in participating high schools. In order to support the District's participation, WestEd will provide stipend funding, professional development and a variety of other resources to support implementation.

II. OVERVIEW OF THE MISSION EARTH PROJECT

WestEd has received funding through a contract funded by the National Aeronautics and Space Administration (NASA) to improve learning and career development in science, technology, engineering and math (STEM) fields through implementation of the Global Learning and Observations to Benefit the Environment (GLOBE) program. This is part of a national project called MISSION EARTH: Fusing GLOBE with NASA Assets to Build Systemic Innovation in STEM Education ("MISSION EARTH").

National Program Overview

MISSION EARTH supports STEM education in elementary school through middle school, high school, and college by integrating GLOBE/NASA materials into K-12 science instruction. The overarching aim of MISSION EARTH is to produce national systemic change in STEM education through the creation of a recommended curriculum progression for diverse school districts across the United States. MISSION EARTH incorporates design principles that make it appropriate for all student populations, especially those currently underrepresented in STEM careers.

The goals of MISSION EARTH are to help learners build critical skills over time and to build community among teachers and thereby promote deeper learning and innovation. Through field-based science using high quality research protocols, students have the opportunity to collect environmental data, interact with scientists, carry out local projects, and connect with students in countries throughout the world. This form of "real world" learning strengthens students' facility with science practices while providing opportunities for civic engagement and for the development of critical 21st century skills in preparation for future careers in STEM fields and beyond.

The implementation team consists of partners committed to working with urban and rural school districts in the northeast, midwest, southwest, and northwest, as listed under "Partnering Organizations" below.

Specifically, MISSION EARTH will:

1. Develop vertically-integrated activities and materials to support program implementation
2. Provide K-12 professional development (PD) and year-long as well as multi-year support for teachers with scaling through Train-the-Trainer models
3. Enhance STEM experiences for undergraduate students
4. Engage the public by supporting and enhancing GLOBE, MY NASA DATA, NASA Wavelength, and S'COOL citizen science initiatives.
5. Disseminate the program through the GLOBE Partner Network and other relevant networks.

Local MISSION EARTH Team Activities (Mission Earth-West)

The GLOBE Mission Earth program in California and New Mexico — called MISSION EARTH-West — will be implemented through a collaboration between WestEd and its partners CCASN (University of California, Berkeley, through its College and Career Academy Support Network) and, in New Mexico, with the added collaboration of the New Mexico Public Education Department (NMPED) and a New Mexico GLOBE Coordinator.

Mission Earth-West will focus primarily on the middle and high school grades, working with teachers and students in the 6th – 12th grades. In California, teachers and students will be from schools with "green" career academies, small Big Picture Learning Network schools, and charter schools. In New Mexico, teachers and students will be from science, career technical education, and/or other classrooms in three-to-five high schools, some of which have career themes.

WestEd, CCASN, the NMPED and the NM GLOBE Coordinator will provide support to teachers, who in turn will engage their students in data collection, data analysis, and environmental research and projects. Teachers will be supported through professional development, GLOBE trainings, webinars, and ongoing interactions. Other components may include career exploration opportunities and classroom speakers. Implementation will begin with teacher training during the 2016-17 school year.

High school students who participate in the MISSION EARTH-West project will be involved with the following activities:

- Collecting environmental data using GLOBE protocols and learning activities
- Interpreting data and creating visualizations of the data
- Doing projects that support development of science and engineering practices and other "21st century skills," in some cases, including engagement with the community
- Understanding STEM education and careers directly from scientists and other professionals
- Collaborating with schools in other parts of the country or in other countries, as possible

The end-of-year projects may be presented in project-sponsored or GLOBE-sponsored science fairs or research symposia.

Implementation Partners

The Partnering Organizations for MISSION EARTH-West in California are WestEd and CCASN. Additional partners in New Mexico include the New Mexico Public Education Department and a consultant to coordinate the New Mexico work.

The Partnering Organizations for the Project will collaborate with additional partners of the MISSION EARTH program including:

- University of Toledo
- Boston University
- Tennessee State University
- NASA Langley Research Center
- GLOBE Implementation Office

III. RESPONSIBILITIES

The parties agree to participate in the Project as follows:

A. WestEd Responsibilities

WestEd, and its subcontractor CCASN, will make every effort to accommodate teacher schedules, minimize burdens on existing programs at the school, and solicit input from teachers in the implementation of various program components so that each participating MISSION EARTH school district, through its participating schools and teachers, will fully participate in the program.

WestEd, and its subcontractor CCASN, and, in New Mexico, also NMPED and the GLOBE COORDINATOR, will provide schools with the following:

- Training on the MISSION EARTH Program, GLOBE protocols, activities, visualization tools, data entry and website resources.
- Access to GLOBE and/or NASA scientists currently doing research in the MISSION EARTH fields of study
- Access to resources, trainings, and professional development offered by NASA
- Support and resources to integrate the GLOBE protocols and activities into existing science curricula and other academy curricula, as appropriate
- Ongoing support in integrating MISSION EARTH into their curricula, through professional development events, conference calls, a project web site, peer-to-peer learning opportunities, and direct access to program staff and peers
- Support from program staff and partners on the implementation of local environmental projects generated as a result of GLOBE data collection and MISSION EARTH activities
- Link to other schools and students in the international GLOBE and MISSION EARTH communities
- Access to tools that will measure students' science knowledge, interest in science careers, and other skills

- Travel expenses for invited in-person events, to be provided by WestEd
- Stipends provided by WestEd to participating schools and teachers, as follows:
 - School Stipend: A stipend of \$2,000 per school for the first year a school participates in the project, and \$1,000 for each subsequent year of participation in the funded project.
 - Teacher Stipend:
 - A training stipend of up to \$500 for each new teacher (up to two teachers per school) upon completion of the teacher's first training, and \$250 per year for completed trainings in subsequent years.
 - An implementation stipend of up to \$500 per teacher per year, (up to two teachers per school) broken up as follows: \$250 for ongoing implementation and \$250 for completion of student projects

Participating districts, schools, and teachers will be provided with a stipend schedule, a copy of which is attached as Exhibit 1. The stipend schedule is subject to change according to the program schedule.

B. School, Teacher, and School District Responsibilities

1. Implementation

For 2016-17, the following District schools will participate in the MISSION EARTH-West Program:

- Skyline High School
- MetWest High School
- ARISE High School

In subsequent years, one to three additional schools may be invited to participate. We will inform the District of which schools are joining the Project.

The District, through its participating schools and teachers, will participate in the following training and professional development activities:

- MISSION EARTH Program trainings
- GLOBE protocol trainings
- Individual school and/or classroom support
- Periodic convenings and conference calls (schedule to be determined with teacher input)

The District, through its participating teachers, will also:

- Participate in timely check-ins via phone or webinar with MISSION EARTH project staff to ensure communication and coordination of GLOBE and NASA resources.
- Consistently implement at least one MISSION EARTH-related GLOBE protocol, including uploading of data into the GLOBE database; provide feedback on the process and outcome.
- Facilitate the implementation of at least one student project per year that enables students to use and analyze GLOBE data.
- Join with their colleagues in selecting one or more projects each year that can be used/adapted across all schools.
- Contribute to curriculum integration activities, time permitting.

- Work with project staff to enable engagement with a scientist in the classroom.
- Work with project staff to link students with a GLOBE classroom in another country or in the United States, as time allows (timing TBD; most likely beginning with 11th graders).
- Facilitate linkage to academy or school advisory boards, as appropriate, to share information about the project and enlist their support in obtaining equipment or other resources.

2. Soliciting Input from Teachers and Determining the Results of the Project for Teacher and Student Learning and Project Improvement

This component of the MISSION EARTH-West project will examine implementation and outcomes. Most data will be collected through simple online surveys, with summaries of the data provided to the external evaluator contracted by the University of Toledo. Other data, such as publicly available school demographics, and summaries of interviews, will also be shared with the evaluator.

The District, through its MISSION EARTH-West Teachers and staff, will be asked to participate in the following activities:

Activities Related to Teacher Input and Outcomes

- Participate in a capacity discussion each year that will enable program staff to tailor services to teachers' interests, strengths, and needs
- Complete brief surveys providing feedback on trainings and materials (Professional Development Survey and "three questions" each day of professional development).
- Complete an online survey on background, interests and needs, at the beginning of each school year (Needs Assessment Survey)
- Complete a survey on interests and needs, combined with questions on comfort with GLOBE, program implementation, and perceived student outcomes, at the end of each school year (Post-Implementation Survey).
- Allow for a single two-hour classroom observation in the spring of each year to help inform evaluators and program staff about teacher comfort and facility with the GLOBE protocols and activities and any needs for further professional development or training. Observations will be conducted by project staff and/or GLOBE-trained consultants.
- Participate in a one-hour telephone or face-to-face interview, each school year.
- Complete a Teacher Consent form allowing WestEd and the MISSION EARTH evaluator to examine and summarize the above-listed data as required by NASA.

Activities Related to Student Outcomes

- Facilitate the distribution and collection of Student Assent and Parent Opt-Out forms, and Student Consent forms (for those aged 18 during the school year) to be provided by WestEd to ensure that all students and parents agree to the completion of the assessments and allowing WestEd to examine and summarize data as required by NASA; track the completion of the forms and ensure that students who have not completed assent forms or consent forms and Parent Opt-Out forms do not complete the assessments or surveys.
- Facilitate students' completion of a brief online "Student Alignment Form", including the name of their school, student ID number, grade level in school, class subject, teacher name, and period to allow for analysis of data by grade, subject, and class, if needed.

- Facilitate student completion of online surveys on science attitudes at the beginning and end of the school year (Test of Science Related Attitudes – TOSRA2).
- Facilitate student completion of online assessments of content knowledge, at the beginning and end of the school year, in the atmosphere, hydrosphere investigation areas, and a spatial reasoning assessment, for those students learning and using those protocols. Students will only be assessed in the areas taught in a given school year. (Atmosphere, Hydrosphere and Spatial Reasoning Pre- and Post- Assessments)
- Participate in scoring of any student project presentations, using a rubric to be provided by program staff (with agreement of the teachers), and any training needed to ensure reliability in scoring. (Project Assessment Rubric – High School Version).

IV. CONFIDENTIALITY

A. WestEd agrees to take all necessary precautions to safeguard all student-level data received and comply with all applicable Federal, State, or local laws, ordinances, regulations, and directives relating to confidentiality. These include, but are not limited to, the Family Educational Rights and Privacy Act (FERPA), the California Information Practices Act, and the Privacy Act of 1974, as amended.

B. WestEd may have access to student ID numbers, however WestEd will not be provided with a key or other information used to link student ID numbers with the corresponding student names. For teacher surveys, the teachers will be assigned an identification number which will be used only for the purposes of this study, the key to which will be stored in separate secure location, accessible only by the researchers.

C. WestEd will take reasonable steps to maintain the confidentiality and security of PII, if any, at all stages of the Project. If PII is received, it will only be used for the purposes of the Project. If received, PII will be destroyed at the earlier of: (1) when the PII is no longer needed for purposes of the Project, (2) December 31, 2021, or (3) within 60 days of the termination of this LOA and delivery to WestEd of District’s written demand for destruction of the PII.

V. GENERAL TERMS

A. Term. This Letter of Agreement (“Agreement”) is effective as of July 16, 2016 and expires on June 30, 2021. Either party may terminate this agreement upon 30 days’ written notice to the other party.

B. Notices. Any notice provided related to this agreement shall be made in writing and delivered to:

If to WestEd:
 WestEd
 Attn: Virgilio Tinio
 730 Harrison Street
 San Francisco, CA 94107
contracts@wested.org

If to District:
 Oakland Unified School District
 Attn: Antwan Wilson,
 Superintendent
 1000 Broadway, Suite 680
 Oakland, CA 94607
superintendent@oused.org


C. Relationship between the parties. The District and WestEd are independent contractors to one another. This Agreement does not create any joint venture or employment relationship between District and WestEd, or employment relationship between one party and the employees of the other party.

D. Dispute resolution. In the event that a dispute arises, District and WestEd will make their respective best efforts to settle any claim, controversy, or dispute relating to this Agreement through informal negotiations. If the parties are unable to reach a resolution through negotiation within 30 days of one party giving notice of the dispute to another party, District and WestEd agree that any such dispute will be finally settled through arbitration by JAMS, in San Francisco, California.

E. Entire agreement. This Agreement is the entire agreement between WestEd and District with respect to the MISSION EARTH program and may only be modified or amended by a writing signed by both parties.

IN WITNESS WHEREOF, each of the parties hereto, through its duly authorized representative, has executed this Letter of Agreement.

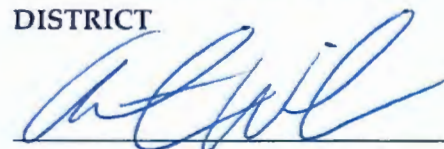
WESTED




Michael Neuenfeldt
Director of Finance & Contracts

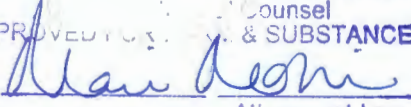
Date: Feb 24, 2017

OAKLAND UNIFIED SCHOOL
DISTRICT



Antwan Wilson
Superintendent, or Designee 

Date:

OAKLAND UNIFIED SCHOOL DISTRICT
APPROVED BY COUNSEL
& SUBSTANCE
By: 

Attorney at Law

Username

Password

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By Record

Status

By Record

Type

Entity **WESTED**

Status: **Active**

[View Details](#)

DUNS: 074653882

Has Active Exclusion?: No

Expiration Date: 04/03/2017

Purpose of Registration: All Awards

CAGE Code: 084N1

DoDAAC:

Delinquent Federal Debt? No



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