

**LEADERSHIP, CURRICULUM and INSTRUCTION**

**Talent Development Office**

McClymonds Educational Complex, 2607 Myrtle Street, Room 118, Oakland, CA 94607

Dr. **Rachelle Rogers-Ard, Program Manager** / rachelle.rogers-ard@ousd.k12.ca.us

Kelly Leonard, Administrative Assistant / kelly.leonard@ousd.k12.ca.us



**OAKLAND UNIFIED SCHOOL DISTRICT**

*Community Schools, Thriving Students*

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	12-1093
Introduction Date	5-9-12
Enactment Number	12-1312
Enactment Date	5-9-12 (R)

# Memo

**To** Anthony Smith, Superintendent  
Board of Education

**From** Rachelle Rogers-Ard, Ed.D, Program Manager  
Kyla Johnson-Trammel, Director, Talent Development Office

**SUBJECT:** Memorandum of Understanding with Oakland Alliance of Community Partnerships under the federal Transition to Teach STEM Grant

### ACTION REQUESTED

Approval by the Board of Education of a Memorandum of Understanding between the Oakland Unified School District and Oakland Alliance of Community Partnerships (OACP) for the implementation of the Transition to Teach STEM grant under the Teach Tomorrow in Oakland program for the term July 1, 2011 through June 30, 2016, in an amount not to exceed \$150,000 annually during the five-year term.

### SUMMARY

Teach Tomorrow in Oakland (TTO) is a unique partnership between former Mayor Ronald Dellums' office and the Oakland Unified School District, committed to recruiting and retaining outstanding teachers who reflect the ethnic and cultural diversity of our city. TTO uses multi-faceted communication strategies to attract high-quality, prospective teacher candidates who demonstrate persistence and resilience in their approach to working in an urban school setting and are committed to the following: ensuring that all students achieve at high levels; professional development; long-term employment within OUSD, and a long-term commitment to the Oakland community. This Memorandum of Understanding with OACP reflects a commitment to developing STEM teachers for OUSD's classrooms.

### BACKGROUND

The Transition to Teach STEM program falls under Teach Tomorrow in Oakland's umbrella to provide continuity and cohesion for Oakland Unified classrooms towards the creation of a diverse, local STEM-focused teaching workforce committed to teaching in Oakland for at least five years.

The Transition to Teach (TTT) program provides a wonderful opportunity to implement OUSD's goal of creating a local, diverse, permanent teacher workforce, a goal that is currently missing within our National recruiting partnership. Under TTO's umbrella, the Transition to Teaching STEM program builds on current recruitment and support efforts through the previous TTT grant. Beginning with a cohort of 15 STEM teachers and increasing each year, Teach Tomorrow in Oakland will place more than 100 local math and science teachers by 2016, all of whom reflect the diversity of Oakland's student population and who are committed to teaching in any Oakland school for at least five years as a result of resources, support, mentoring and professional development received through the Teach Tomorrow in Oakland program.

While Teach Tomorrow in Oakland has been successful in reaching community members who want to enter the teaching profession, it is important to note that ***disenfranchised and under-represented groups need additional support to navigate the hurdles associated with preparing to teach***. The main hurdles are passing two teaching tests designed to demonstrate basic skills and subject matter competency: CBEST and CSET, and having the financial resources to pay for the tests, pay for prep courses and pay for credential classes. This is even more of a barrier for those community members who desire to become math and science teachers because of the additional content needed to be prepared to teach these subjects to Oakland's children.

Further, Teach Tomorrow in Oakland will provide professional development support for STEM interns as they prepare to enter the classroom around developing culturally-responsive pedagogical techniques to ensure effectiveness with students of color (of which OUSD's students are 92%), and particularly, African American males, i.e. using music to teach the physics of sound; using sports to teach statistics and probability.

In addition, Teach Tomorrow in Oakland has developed a 360 degree observation model that is strictly collegial, not administrative or evaluative. The intent is to support TTO STEM interns in their professional development so that they thrive in the process of learning, work toward their potential, and provide models for other teachers. This strengthens the ability of schools and the District overall to grow teachers from within, to nurture them, and to retain local educators.

## **STRATEGIC ALIGNMENT**

This strategy of employing local, diverse, effective, permanent STEM teachers aligns with OUSD's strategic plan and Federal legislation as evidenced by the five-year Transition to Teach STEM grant award. For local prospective teachers, the existence of the Teach Tomorrow in Oakland program provides a vehicle by which local residents can receive desperately needed support towards becoming an effective STEM educator.

## **DISCUSSION**

The purpose is to recruit, support and retain local, permanent, diverse, effective math and science teachers.

## **FISCAL IMPACT**

There is no fiscal impact on general, non-categorical funds the District receives; all funds are from the Federal Transition to Teach STEM grant (\$400,000 for five years: 2011 – 2016). Oakland Alliance of Community Partnerships, as a vendor for OUSD, will invoice OUSD for test fee reimbursements, tutoring fees, and other expenses related to recruiting and retaining local, diverse STEM teachers under the guidelines of the Transition to Teach STEM grant.

## **RECOMMENDATIONS**

Approval by the Board of Education of a Memorandum of Understanding between the Oakland Unified School District and Oakland Alliance of Community Partnerships (OACP) for the Transition to Teach STEM grant under the management of Teach Tomorrow in Oakland through June 30, 2016, in an amount not to exceed \$150,000 annually during the five-year term.

## MEMORANDUM OF UNDERSTANDING

between  
OAKLAND UNIFIED SCHOOL DISTRICT,  
TEACH TOMORROW IN OAKLAND  
and  
OAKLAND ALLIANCE OF COMMUNITY PARTNERSHIPS

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the Oakland Unified School District, a public school district in the State of California, hereinafter referred to as "OUSD" or "District," with the Agreement to be managed by the Teach Tomorrow in Oakland Program, hereinafter referred to as "TTO," and the Oakland Alliance of Community Partnerships, hereinafter referred to as "OACP."

### A. PURPOSE:

The purpose of this MOU is to develop and expand a framework of cooperation between TTO and OACP to recruit, retain and support local STEM teachers who reflect the diversity of Oakland's students and will commit to teaching in OUSD in for at least five years. The TTO program, projects and activities comprise part of OACP's mission and serves Oakland's community.

Term of Agreement—Amendment, Renewal, Termination: The term of this Agreement shall be five (5) years, from August 1, 2011 through June 30, 2016, effective upon execution by the authorized representatives of both parties. This Agreement shall be reviewed annually, and may be amended and renewed, in whole or in part, by mutual written consent. This Agreement shall continue in force, provided that either party may terminate this Agreement, with or without cause, at any time, upon thirty (30) days prior written notice to the other party.

### B. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

OACP benefits include an active partnership with TTO to plan, facilitate and support TTO cohort members towards greater retention of local, diverse teachers within OUSD and there is a MOU in place already between the two entities. The benefits for OUSD through this cooperative effort are provided through OACP's bookkeeping services, particularly for those persons who are not yet employees of the Oakland Unified School District. The mutual benefit for both parties is to provide a service to facilitate and support TTO cohort members as outlined in the federal Transition to Teach STEM grant.



**C. OAKLAND ALLIANCE OF COMMUNITY PARTNERSHIPS SHALL:**

1. Work with TTO to identify opportunities and jointly pursue recruiting opportunities for STEM teachers.
2. Invoice Oakland Unified School District for amounts not to exceed one hundred-fifty thousand dollars (\$150,000.00) annually from the Transition to Teaching STEM grant to facilitate payments to identified TTO teachers for retention incentives, tutoring and fee reimbursements.
3. Facilitate payments to CBEST and CSET tutors, support personnel and the TTO STEM federal program evaluator.
4. Facilitate payments to non-OUSD employees to reimburse CSET and CBEST test fees and incentives from the Transition to Teach (TTT) STEM grant.
5. Provide TTO with monthly expenditure and income statements.
6. Review this agreement with TTO at least annually and modify as necessary.
7. Develop a yearly budget to utilize resources generated under the Agreement in accordance with the Transition to Teach program funding guidelines. This budget will focus on adequate support of prospective local, diverse STEM teachers for increased supervision and coaching, additional training, or other professional development and resources.

**D. TTO SHALL:**

1. Work with OACP to identify appropriate partnership opportunities and pursue projects.
2. Manage and track reimbursements, test fees and tutors and support personnel payments.
3. Manage and track cohort members' incentives from the Transition to Teach STEM grant.
4. Reconcile monthly expenditures, income statements and statement of financial positioning.
5. Review this agreement with OACP at least annually and modify as necessary.

**E. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

1. MODIFICATION. Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being implemented.
2. PARTICIPATION IN SIMILAR ACTIVITIES. This instrument in no way restricts TTO or OACP from participating in similar activities with other public or private agencies, organizations, and individuals.
3. ALLOCATION OF FUNDS. The annual budget reallocation of funds from TTO's Transition to Teach STEM grant to OACP shall not exceed one hundred-fifty thousand dollars (\$150,000.00) annually. OACP will submit an invoice to TTO according to information and instructions. Invoices will be payable within each fiscal year. Funds allocated to OACP under the terms of this agreement become immediately payable to non-OUSD employees for services indicated in section C.



- 4. TERM OF AGREEMENT AND TERMINATION. The term of this Agreement shall be five (5) years, from August 1, 2011 through June 30, 2016, effective upon execution by the authorized representatives of both parties. This Agreement shall be reviewed annually, and may be amended and renewed, in whole or in part, by mutual written consent. This Agreement shall continue in force, provided that either party may terminate this Agreement, with or without cause, at any time, upon thirty (30) days prior written notice to the other party.
- 5. INSURANCE. This Agreement acknowledges that the District is permissibly self-insured for all required coverage.

The District shall defend, indemnify and hold OACP, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorney fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the District, its officers, employees, or agents.

OACP shall defend, indemnify and hold the District, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorney fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the College, its officers, employees, or agents.

- 6. PRINCIPAL CONTACTS. The principal contacts for this instrument are:

***Teach Tomorrow in Oakland Contact***

Kyla Johnson-Trammel, Director  
 Talent Development Office, OUSD  
 McClymonds Educational Complex  
 2607 Myrtle Street, Room 118  
 Oakland, CA 94619  
 Phone: 510.273.2338  
 FAX:  
 E-Mail: [kyla.johnson@ousd.k12.ca.us](mailto:kyla.johnson@ousd.k12.ca.us)

***Oakland Alliance of Community Partnerships Contact***

Dr. Kimberly Mayfield, President  
 Dr. Wilner Ash, CPA, Treasurer  
 PO Box 29804  
 Oakland, CA 94604  
 Phone: 510.693.0211  
 FAX:  
 E-Mail: [kmayfieldlynch@gmail.com](mailto:kmayfieldlynch@gmail.com)



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

**EXECUTION of AGREEMENT**

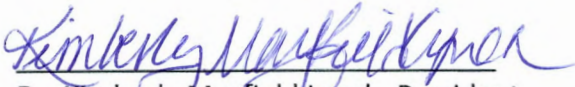
**MEMORANDUM of UNDERSTANDING**

**Oakland Unified School District  
Teach Tomorrow in Oakland  
and  
Oakland Alliance of Community Partnerships**

Term of Agreement—Amendment, Renewal, Termination: The term of this Agreement shall be five (5) years, from August 1, 2011 through June 30, 2016, effective upon execution by the authorized representatives of both parties. This Agreement shall be reviewed annually, and may be amended and renewed, in whole or in part, by mutual written consent. This Agreement shall continue in force, provided that either party may terminate this Agreement, with or without cause, at any time, upon thirty (30) days prior written notice to the other party.

**Oakland Alliance of Community Partnerships**


**Oakland Unified School District/TTO**

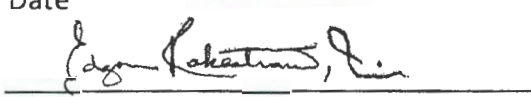
  
Dr. Kimberly Mayfield Lynch, President

  
Jody London, President, OUSD Board of Education

2/22/12  
Date

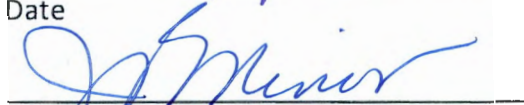
5/10/12  
Date

  
Dr. Wilner Ash, CPA, Treasurer

  
Edgar Rakestraw, Jr., Secretary, OUSD Board


2-21-12  
Date

5/10/12  
Date

  
Jacqueline Minor, General Counsel

3/1/12  
Date

**LEGISLATIVE FILE**

File ID Number 12-1093  
Introduction Date 5-9-12  
Enactment Number 12-1312  
Enactment Date 5-9-12 



## MEMORANDUM OF UNDERSTANDING ROUTING FORM 2011-2012

### 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 (<https://www.epls.gov/epls/search.do>)
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	Oakland Alliance, Community Partnerships		Agency's Contact Person	Kimberly Mayfield, Ed.D.	
Street Address	5481 Crittenden Street		Title	President	
City	Oakland		Telephone	(510) 693-0211	
State	CA	Zip Code	94601	Email	kmayfieldlynch@gmail.com
OUSD Vendor Number	V058778				
Attachments	<input type="checkbox"/> Proof of general liability and workers' compensation insurance <input type="checkbox"/> Statement of qualifications <input checked="" type="checkbox"/> Program Planning Tool and Budget <input type="checkbox"/> Printout showing this vendor does not appear on the Excluded Parties List. ( <a href="http://www.epls.gov/epls/search.do">www.epls.gov/epls/search.do</a> )				

### Compensation and Terms – Must be within OUSD Billing Guidelines

Anticipated Start Date	07/01/2011 <i>[Signature]</i>	Date work will end	06/30/2012	Total Contract Amount	\$150,000.00
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### Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount	Req. #
5838	Transition To	9099170204	5825	\$ 150,000.00	R0203346
	Teach STEM		5825	\$	
			5825	\$	
			5825	\$	

### OUSD Contract Originator Information

Name of OUSD Contact	Kelly Leonard	Email	kelly.leonard@ousd.k12.ca.us		
Telephone	(510) 273-2339	Fax	(510) 874-7232		
Site/Dept. Name	909/Talent Development Off	After School Program Enrollment Grades		through	

### 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.epls.gov/epls/search.do>)

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator	<i>[Signature]</i>		2-22-2012
2. Oakland After School Programs Office			
3. Network or Executive Officer	<i>[Signature]</i>		2-22-12
4. Cabinet (CAO, CCO, CFO, CSO, Asst Sup)			
5. Board of Education or Superintendent			
Procurement	Date Received		