

File ID Number	25-2569
Introduction Date	11/12/25
Enactment Number	
Enactment Date	
By	



**OAKLAND UNIFIED
SCHOOL DISTRICT**
Community Schools, Thriving Students

**OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Board of Education**

November 12, 2025

To: Board of Education

From: Denise Saddler, Interim Superintendent
Sondra Aguilera, Chief Academic Officer
Vanessa Sifuentes, Deputy Chief of Post-Secondary Readiness
Rebecca Lacocque, Director, High School Linked Learning Office

Subject: Grant Agreement - Tulare County Office of Education - High School Linked Learning Office

ACTION REQUESTED:

Approval by the Board of Education of a Grant Agreement by and between the District and the Tulare County Office of Education, Visalia, CA, in the amount of \$4,100.00, to support the Coordinator College Career Pathway's participation in the 2025-26 Leadership Development Institute, for the period of July 1, 2025 to June 30, 2026, pursuant to the terms and conditions thereof, if any.

BACKGROUND:

Grant Agreement for OUSD schools for the 2025-2026 fiscal year was submitted for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached.

File ID #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
25-2569	Yes	Grant	Oakland Unified School District, High Schools	To support the Coordinator College Career Pathway's participation in the 2025-26 Leadership Development Institute offered through the California Office of Education.	July 1, 2025 - June 30, 2026	Tulare Office of Education	\$4,100.00

DISCUSSION:

The District created a Grant Face sheet process to:

- Review proposed grant projects at OUSD sites and assess their contribution to sustained student achievement
- Identify OUSD resources required for program success

OUSD received a Grant Face Sheet and a completed grant application for the program listed in the chart by the school.

FISCAL IMPACT:

The total amount of grants will be provided to OUSD schools from the funders.

- Grants valued at: \$4,100.00

RECOMMENDATION:

Approval by the Board of Education of a Grant Agreement for OUSD High Schools for fiscal year 2025-2026, pursuant to the terms and conditions thereof, if any.

ATTACHMENTS:

Grant Face Sheet
Grant Agreement #260467

Tulare County Office of Education

Committed to Students, Support & Service

Tim A. Hire
*County
Superintendent
of Schools*

P.O. Box 5091
Visalia, California
93278-5091

(559) 733-6300
tcoe.org

Administration
(559) 733-6301
fax (559) 627-5219

Business Services
(559) 733-6474
fax (559) 737-4378

Human Resources
(559) 733-6306
fax (559) 627-4670

Instructional Services
(559) 302-3633
fax (559) 739-0310

Special Services
(559) 730-2910
fax (559) 730-2511

Main Locations

**Administration
Building & Conference
Center**
6200 S. Mooney Blvd.
Visalia

Doe Avenue Complex
7000 Doe Ave.
Visalia

**Liberty Center/
Planetarium &
Science Center**
11535 Ave. 264
Visalia

September 3, 2025

Oakland Unified School District
1011 Union Street Ste. 912
Oakland, CA 94607

Dr. Denise Saddler,
Attached is your Agency Agreement for 2025 – 2026 from College & Career
Readiness Program.

Please sign and return either by e-mail or by mail to:

E-mail: karla.doyer@tcoe.org

OR

Mail: Tulare County Office of Education
Attn: Karla Doyer, Purchasing & Agreements Manager
P.O. Box 5091
Visalia, Ca 93278-5091

Please feel free to contact me if you have any questions. Thank you.

Sincerely,


Karla Doyer

Purchasing & Agreements Manager | 559-302-3729 | karla.doyer@tcoe.org

SCOPE OF SERVICES - EXHIBIT A

1. RESPONSIBILITIES OF DISTRICT:

(Please provide a detailed description of services and deliverables to be provided by Oakland Unified School District.)

Through an application process, one participant from District has been selected to participate in the 2025–26 Leadership Development Institute (LDI).

District agrees to:

1. Allow the LDI participant to attend all scheduled LDI convenings as outlined below (subject to change; any updates will be communicated via email and/or the California Educators Together platform):

Session 1: September 29 – October 1, 2025 | Santa Clara

Session 2: November 17–19, 2025 | Rancho Mirage (Before CTE Conference)

Session 3: January 12–14, 2026 | Santa Clara

Session 4: February 2–4, 2026 | Fresno

Session 5: March 3–5, 2026 | Sacramento (After Educating for Careers Conference)

Session 6: May 11–13, 2026 | Los Angeles

Final Session: June 8–10, 2026 | Sacramento

2. Follow its internal procedures to arrange all necessary travel for the LDI participant to attend in-person convenings, making sure to keep all travel expenses within approved state rates. (Visit <https://hrmanual.calhr.ca.gov/Home/ManualItem/1/2203> for rates effective October 1, 2024.)

3. Maintain complete records of all travel-related expenditures and provide supporting receipts for each reimbursement request.

4. Submit invoices to Superintendent for reimbursement of approved travel-related expenses, including hotel, flight or mileage, and per diem/incidentals, up to a maximum total of \$4,100. Reimbursement for substitute coverage, if applicable, may also be included.

-Travel, lodging, and per diem will be reimbursed using the state rates as published in the California Department of Human Resources (CalHR).

2. RESPONSIBILITIES OF SUPERINTENDENT:

(Please provide a list of items The Tulare County Superintendent of Schools will furnish.)

Superintendent agrees to:

1. Provide professional development through the LDI project's modules to support current, new, and aspiring career technical education (CTE) leaders in administering CTE programs across California during the convenings listed above.
2. Coordinate with hotels in each location to secure group rates and provide lodging information to LDI participants in a timely manner so they may arrange their own travel.
3. Process reimbursement requests submitted by District in accordance with this agreement and within the limits specified.

FEE SCHEDULE

The contract total for services to be provided are estimated to be

District shall document and track all travel-related expenditures and submit invoices with supporting receipts to Superintendent within thirty (30) days of each LDI session. Invoices must be submitted by the following due dates:

Session 1: September 29 – October 1, 2025 | Santa Clara
Invoice Due: November 3, 2025

Session 2: November 17–19, 2025 | Rancho Mirage
Invoice Due: December 19, 2025

Session 3: January 12–14, 2026 | Santa Clara
Invoice Due: February 16, 2026

Session 4: February 2–4, 2026 | Fresno
Invoice Due: March 4, 2026

Session 5: March 3–5, 2026 | Sacramento
Invoice Due: April 6, 2026

Session 6: May 11–13, 2026 | Los Angeles
Invoice Due: June 15, 2026

Final Session: June 8–10, 2026 | Sacramento
Invoice Due: July 10, 2026

All invoices with supporting documentation should be emailed to:
Therese Arnold
Email: theresea@tcoe.org
Final Deadline: Invoices received after July 31, 2026 will not be accepted.

including travel or other expenses.

Payment will be by the job or day unless specified otherwise in a fee schedule attached to this document.

Exhibit (A)

Exhibit (B)

AGENCY AGREEMENT 260467

THIS AGREEMENT, is entered into between the **Tulare County Superintendent of Schools**, referred to as **SUPERINTENDENT** and **Oakland Unified School District**, referred to as **DISTRICT**.

ACCORDINGLY, IT IS AGREED:

1. TERM: This Agreement shall become

effective as

7/1/2025

and shall expire on .

6/30/2026

2. **SERVICES:** DISTRICT shall provide services as set forth: (See attached Scope of Services - Exhibit A for details. The Exhibit A is made part of this Agreement by reference.)

3. **COST OF SERVICES:** SUPERINTENDENT shall pay DISTRICT for the actual cost of such services to the extent they are allowable not to exceed the sum of

sum of \$ 4,100.00

4. METHOD OF PAYMENT:

- a. DISTRICT must submit itemized invoices to SUPERINTENDENT for the cost of the services.
- b. DISTRICT is responsible for maintaining verifiable records for all expenditures.

5. **INDEMNIFICATION:** SUPERINTENDENT and DISTRICT shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of SUPERINTENDENT or DISTRICT or their agents, officers and employees under this Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.

6. **TERMINATION:** Either party may terminate this Agreement without cause by giving thirty (30) calendar days advance written notice to the other party.

THE PARTIES, having read and considered the above provisions indicate their agreement by their authorized signatures below.

DISTRICT
Dr. Denise Saddler
Oakland Unified School District
1011 Union Street, Site 912
Oakland,, CA 94607

SUPERINTENDENT
Tim A. Hire, Superintendent
Tulare County Superintendent of
Schools
Tulare County Office of Education
P.O. Box 5091
Visalia CA 93278-5091

SUPERINTENDENT

Signature

Tim A. Hero

Date

9/3/2025

DISTRICT

Signature

Sondra Aguilera

Sondra Aguilera, Chief Academic Officer

Date

10/15/2025

TCOE Program Information

Contact Person:

Maria Castro

Telephone:

5597336101

Department/Program: College and Career

Please return an original copy to:

Tulare County Office of Education
ATTN: Internal Business Services Secretary
P.O. Box 5091
Visalia, CA 93278-5091

Approved As To Form by OUSD Legal Department

Roxanne De La Rocha

10/02/25

Roxanne De La Rocha, Staff Attorney



LDI 2025–26 Reimbursement Cheat Sheet

Leadership Development Institute (LDI) Travel Reimbursement Guidelines

Invoice Submission Instructions

- Districts may request reimbursement for approved travel expenses (hotel, flight/mileage, per diem/incidentals, and substitute coverage if applicable).
- Maximum reimbursement amount: **\$4,100** per participant.
- Submit one invoice per session within **30 days** of the session end date.
- All invoices must include receipts and any required supporting documentation.
- Email invoices to: **Therese Arnold** | theresea@tcoe.org

LDI Session	Dates	Location	Invoice Due
Session 1	Sept 29 – Oct 1, 2025	Santa Clara	Nov 3, 2025
Session 2	Nov 17–19, 2025	Rancho Mirage	Dec 19, 2025
Session 3	Jan 12–14, 2026	Santa Clara	Feb 16, 2026
Session 4	Feb 2–4, 2026	Fresno	Mar 4, 2026
Session 5	Mar 3–5, 2026	Sacramento	Apr 6, 2026
Session 6	May 11–13, 2026	Los Angeles	Jun 15, 2026
Final Session	Jun 8–10, 2026	Sacramento	Jul 10, 2026

Important Notes

- Invoices **must** be emailed to theresea@tcoe.org by the due dates listed above.
- Invoices submitted **after July 31, 2026** will **not** be accepted.
- Please keep a copy of all submitted invoices and receipts for your records.