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

# Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Josh Daniels, Chief Governance Officer  
Jenine Lindsey, Executive Director of Labor Relations & ADR

**Meeting Date** January 11, 2023

**Subject** Tentative Agreement between between Service Employees International Union (“SEIU Local 1021”) and Oakland Unified School District (“District”) on school site Safety Training and the City of Oakland’s Affordable Connectivity Plan

**Ask of the Board** Approval of Tentative Agreement between School Employees International Union Local 1021 (“SEIU Local 1021”), and the Oakland Unified School District (“OUSD”) pending compliance with Government Code section 3547.5, all applicable AB 1200 disclosure requirements, and all necessary follow-up actions as determined by the Alameda County Office of Education (“ACOE”).

**Background & Discussion** OUSD and SEIU Local 1021 are committed to supporting both a comprehensive and complete training experience of SEIU members, and equitable access to technology for students in OUSD. The subject Tentative Agreement has been reached to support these shared interests. Attached to this memo and legislative file is the Tentative Agreement which includes two Memorandum(s) of Understanding (“MOU”): (1) MOU Regarding Safety Training for SEIU Members; and (2) MOU Regarding the City of Oakland’s Affordable Connectivity Plan (“ACP”) Supported by Administrative Assistants.

SEIU Local 1021 unit members who opt-in will participate in school site safety training and/or perform additional duties to support the ACP. Both MOUs include additional compensation to Administrative Assistants for performing additional duties related to the City of Oakland’s Affordable Connectivity Plan, and/or additional compensation for attending Safety Training during the 2022-23 school year.

**Fiscal Impact** Government Code 3547.5(a) states: “Before a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a

public meeting of the public school employer in a format established for this purpose by the Superintendent of Public Instruction.” The Agreement, including all major provisions, is attached in its entirety.

AB 1200 (specifically Government Code section 3540.2) requires: “A school district that has a qualified or negative certification . . . shall allow the county office of education in which the school district is located at least 10 working days to review and comment on any proposed agreement made between the exclusive representative and the public school employer, or designated representatives of the employer, pursuant to this chapter. The school district shall provide the county superintendent of schools with all information relevant to yield an understanding of the financial impact of that agreement.” In response, “[t]he county superintendent of schools shall notify the school district, the county board of education, the district superintendent, the governing board of the school district, and each parent and teacher organization of the district within those 10 days if, in his or her opinion, the agreement reviewed pursuant to subdivision (a) would endanger the fiscal well-being of the school district.”

One time compensation for safety training will be funded by the general fund for a total amount not to exceed \$32,000. Additional compensation paid to a select number of Administrative Assistants appointed to support the ACP, is funded by grant dollars awarded by the City of Oakland to support affordable access to technology not to exceed \$60,000. Additional information, details and updates to the projections above, if any, will be provided through the *AB 1200 Public Disclosure and Certification of Cost*.

**Attachment(s)**

- *Tentative Agreement Between SEIU Local 1021 and OUSD*

**Memorandum of Understanding  
Safety Training January 3, 2023  
between the  
Service Employees International Union Local 1021  
and the  
Oakland Unified School District**

This Memorandum of Understanding is entered into between the Service Employees International Union Local 1021 ( "SEIU") and Oakland Unified School District ("District") (hereinafter jointly referred to as "the Parties") concerning safety training offered to employees during the 2022-23 school year.

Whereas, the Parties agree and affirm that unit member training can support school site safety in OUSD;

Whereas, on January 3, 2023 safety training will be available to unit members who opt-in to participate;

Whereas, it is not an instructional day for students, January 3, 2023 is a non-workday for many ten (10) month SEIU unit members.

Whereas, many twelve (12) month SEIU unit members who opt-in to participate will have access to this valuable training during their normal workday; and

Whereas, both Parties seek to ensure that ten (10) month SEIU unit members for which January 3, 2023 is a non-workday have the option of participating in this valuable training and are compensated;

Therefore, the Parties agree to the following:

1. Registration for the January 3, 2023 safety training shall be open to twelve (12) and ten (10) month SEIU unit members.
2. As training participation slots are limited, SEIU unit member participation shall be determined on a "first come" (first registered) " first serve" (participation slot reserved) basis.
3. Ten (10) month participants who opt-in to participate in the training (on a non-workday) shall be provided a \$180 stipend for the completion of all training sessions shown in (**Attachment A**) below (\$60 for completion of each of the three (3) training sessions). A list of all participants who complete the training shall be maintained and used for proof of completion and documentation to support payment.
4. To support a comprehensive and complete training experience, SEIU unit members must commit to completing **all** three (3) training sessions.
5. Subject to available funding, to the extent additional safety trainings are offered during the 2022-2023 school year, sections one through four above shall apply.

The parties acknowledge this MOU is not precedential and is intended for the specific circumstances and during the specific time in which it is approved.

## Tentative Agreement Between SEIU Local 1021 and OUSD

In witness whereof the parties hereto have executed this agreement effective as of the date of execution by all Parties and expires without precedent on June 30, 2023.

# OUSD SEIU

## SAFETY TRAININGS



JANUARY 3, 2023

### MERIT Active Assailant Training

This course is specifically designed to train civilians how to respond to active assailant situations by raising awareness of pre-incident indicators and characteristics of active shooters.

### Critical Issues in Campus Safety

This course is designed to both refresh and train your campus emergency management team and to give them the tools that will enable them to manage a wide variety of emergency situations.

### Reunification Training

This course will provide information on the latest methods and technology to assist school personnel during a potential crisis that requires a student release and reunification process.

Register and find resources at [dprepsafety.com/oakland](https://dprepsafety.com/oakland)  
pw: oakland1

Question? Contact Vilma Bermudez at [vilma.bermudez@ousd.org](mailto:vilma.bermudez@ousd.org)



Signature: Phyllis Copes  
Phyllis Copes (Jan 5, 2023 12:27 PST)

Email: [phyllis.copes@ousd.org](mailto:phyllis.copes@ousd.org)

Signature: Jenine A. Lindsey

Email: [jenine.lindsey@ousd.org](mailto:jenine.lindsey@ousd.org)

**Memorandum of Understanding  
City of Oakland Affordable Connectivity Plan Pilot  
between the  
SEIU Local 1021  
and the  
Oakland Unified School District**

This Memorandum of Understanding is entered into between the Oakland Education Association (the "Association") and Oakland Unified School District ("District"), regarding support for the implementation of the City of Oakland's Affordable Connectivity Plan ("ACP") effective July 1, 2022 through June 30, 2023 subject to available grant funding to the District. The Pilot shall be implemented by site based Administrative Assistants as shown in *Attachment 1- Affordable Connectivity Plan Supported by Administrative Assistants*.

The parties acknowledge this MOU is not precedential and is intended for the specific circumstances and during the specific time in which it is approved.

In witness whereof the parties hereto have executed this agreement effective as of July 1, 2022.

**OAKLAND EDUCATION ASSOCIATION**

By: *Phyllis Copes*  
Phyllis Copes (Jul 1, 2022 16:03 PDT)  
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Phyllis Copes, President

**OAKLAND UNIFIED SCHOOL DISTRICT**

By: *Shelia White*  
Shelia White (Jul 3, 2022 11:48 EDT)  
\_\_\_\_\_  
Shelia White, Coordinator, PreK-12 Systems  
& Operations & LCFF

By: *Jenine A. Lindsey*  
\_\_\_\_\_  
Jenine Lindsey, Executive Director Labor  
Relations & ADR



## Part I: Clerical Addendum Scope

- A. Compensation: Site based Administrative Assistants shall receive a stipend for supporting the donation distribution to students in the 2022-23 school year as follows:
  - a. Tiered Stipend Based on School Size paid twice annually (December of 2022 and May of 2023):
    - i. Small (population under 200 student) receives \$500;
    - ii. Medium (population 201 to 500 students) receives \$750;
    - iii. Large (population 501 to 900) receives \$1000;and
    - iv. Extra Large (population >901) receives \$1250.
- B. Eligibility and Participation in the Program: Each Site based Administrative Assistant will participate in the ACP and perform the associated duties outlined below, unless the Administrative Assistant completes the ACP Opt Out Form to be distributed to school sites no later than July 30, 2022. One Administrative Assistant will be assigned to participate when there is more than one Administrative Assistant at each school site.
- C. Responsibilities include:
  - a. Anticipated responsibilities to begin the week before students return to school (i.e., training) and extend to the end of the year (i.e., device collection)
  - b. Attend beginning of year training on the following:
    - i. Device Distribution Procedures;
    - ii. Referral Process for Broken/Lost or Tech Troubleshooting;
    - iii. ACP awareness and outreach.
  - c. Receive, distribute, and check out all home-based devices
  - d. Collect school-loaned devices from certain cohorts (e.g., promoting grades, transferring students)
  - e. Refer students and families to resources for Tech Support & Digital Literacy
  - f. Support Affordable Connectivity Plan (home broadband benefit) awareness efforts and support streamlined enrollment through comms and distribution of eligibility documentation
  - g. **Maintain an inventory of computers.** Loaned devices should be checked out in Aeries under Device Assets and checked back in once returned. If you are unable to scan devices into Aeries or the loaner Chromebook does not have an asset tag, complete [this spreadsheet](#) and submit a HelpDesk ticket.



## ACP Awareness and Enrollment

### Training:

- Beginning of Year:
  - Attend a one-hour virtual training on the ACP and ACP enrollment
  - Review resources on internet benefits and ACP enrollment
- During Year:
  - Attend once-a-trimester 30-minute check in to share challenges/successes, receive resources, updates and opportunities

### Awareness:

- Share collateral through site-based communication channels including: Parent Square messages, fliers, posters, school social media, packets, in-person visits to office. Note: Everything will be pre-prepared.

### Outreach and Enrollment:

- Direct families to where they can receive enrollment assistance, including sharing information about enrollment support event calendar

## Needs Assessment

- Support families in completion of Back to School forms (Tech Check embedded in data confirmation) \*\*Note: Current clerical responsibility.

## Distribution and Check Out

### Beginning of Year

- **Training:** Attend brief beginning of year training on device distribution and check out procedure

### Throughout the Year

- **Receive Devices:** Most devices will be shipped in the first two months of school. Receive the devices and ensure that they are stored in a secure, dry, and temperature controlled environment.
- **Contact Families:** With the devices, OUSD will share (1) manifest of students with unmet need, (2) stickers for devices, and (3) sample language for messages home. Contact households of elementary and middle school students to pick up devices. Contact high school households that devices are being sent home with students.
- **Provide Loaner Agreement (does not need to be signed)**
- **Check Out Devices:** Before sending a device home with students, confirm pre-assigned device has been distributed to students in Aeries.

## Tech Support (troubleshooting shooting, repair, lost/stolen)

## Tentative Agreement Between SEIU Local 1021 and OUSD

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- **Broken/Repair:** Refer students with broken devices to a repair hub
- **Lost/Stolen:** Report device as lost/stolen in Aeries AND refer students to centrally-hosted tech check survey for new device

## Part III: Tentative Schedule/Calendar

<b>Commitment</b>	<b>Date &amp; Time (<a href="#">OUSD Cal</a>)</b>	<b>Tasks</b>
Beginning of Year Training	8/5 @ 1-2:15PM	<ul style="list-style-type: none"> <li>- ACP Awareness training</li> <li>- Inventory Management</li> </ul>
ACP Comms Week #1 - Awareness and Documentation	Week of 8/15	<ul style="list-style-type: none"> <li>- Send out pre-approved ACP site-based comms (email, parent square)</li> </ul>
Cohort #1 (Early Grade Band - K&1; 6; 9) Device Distribution	Week of 8/22	<ul style="list-style-type: none"> <li>- Receive devices</li> <li>- Comms with household</li> <li>- Check out devices</li> </ul>
Cohort #2 (Middle Grade Band - 2&3; 7; 10) Device Distribution	Week of 9/5	<ul style="list-style-type: none"> <li>- Receive devices</li> <li>- Comms with household</li> <li>- Check out devices</li> </ul>
Cohort #3 (Upper Grade Bands - 4&5; 8; 11-12)	Week of 9/19	<ul style="list-style-type: none"> <li>- Receive devices</li> <li>- Comms with household</li> <li>- Check out devices</li> </ul>
Ongoing as-needed distribution	Ongoing	<ul style="list-style-type: none"> <li>- Receive devices</li> <li>- Comms with household</li> <li>- Check out devices</li> </ul>
Lost/Broken Replacement Process	Ongoing	<ul style="list-style-type: none"> <li>- Report lost/stolen and refer to Tech Check</li> <li>- Refer student to repair hub</li> </ul>
Trimester 1 Check In	10/12 at 3:30PM	<ul style="list-style-type: none"> <li>- Updates, Troubleshooting, Course Correction</li> </ul>
ACP Awareness Week #2 - Awareness and Documentation	Week of 12/12	<ul style="list-style-type: none"> <li>- Send out pre-approved ACP site-based comms (email, parent square, packet)</li> </ul>

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Trimester 2 Check In	2/1 at 3:30PM	- Updates, Troubleshooting, Course Correction
ACP Awareness Week #3 - Awareness and Documentation	Week of 2/6	- Send out pre-approved ACP site-based comms (email, parent square, packet)
Trimester 3 Check In	4/26 at 3:30PM	- Updates, Troubleshooting, Course Correction
Device Return	Week of 5/15	- Comms with households to return devices - Safely Store Devices