

Board Office Use: Legislative File Info.	
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Enactment Date	10/28/2020 If



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

# Memo

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Sondra Aguilera, Chief Academic Officer  
Carla Oden, Teacher, Skyline High School

**Board Meeting Date** October 28, 2020

**Subject** Memorandum of Understanding  
Contractor: Alameda County Office of Education  
Services For: Inclusive Early Education Expansion Program Grant (IEEEP) via the Early Childhood Education Department

**Action Requested and Recommendation** Ratification by the Board of Education of Memorandum of Understanding between the District and Santa Clara County Office of Education (SCCOE), Santa Clara, CA, for a partnership to engage Carla Oden, an OUSD teacher and contributing educator to participate in a CCSESA Module 22 training in order to produce 2 media arts lesson plans for the resources page for CCSESA Arts Module 22 in Creativity at the Core, for the period of September 28, 2020 through October 16, 2020, in an amount not to exceed \$949.00.

**Background** The purpose of the CCSESA Module 22 is orient and introduce educators to the new California Arts Standards that were adopted on January 9, 2019. This MOU is intended to define the use of resources, articulation of monies, and coordination and delivery of professional learning. SCCOE will provide the online course on Canvas and digital materials to complete the CCSESA Module 22 course. SCCOE will provide one (1) Arts Coordinator and two (2) professional experts to facilitate the training and assist with any questions during the course and preparation of the lesson plan.

**Competitively Bid** Was this contract competitively bid? No  
If no, exception: Under the contract amount \$95,200.

**Fiscal Impact** OUSD will invoice SCCOE and SCCOE will pay invoices to OUSD for the total amount. SCCOE will pay OUSD up to \$800.00 per educator, not to exceed \$949.00 total amount The payment covers an \$800 stipend for each educator as well as statutory costs involved in the stipend. The stipend is to be paid by OUSD directly to each participant.

**Attachments**

- Memorandum of Understanding



# CONTRACT / AGREEMENT ROUTING FORM

## NO STUDENT CONTACT

SCCOE Staff Contact	Name	Email	Extension
Questions about this contract should be sent to:	Esther Chong	echong@sccoe.org	x6959

### Directions

Steps listed below must be completed *sequentially*.

**\*Services cannot be initiated until the contract is fully approved.**

- ☒ Check applicable category to verify compliance with AR 3310. Attach Purchasing Verification.
 

<input type="checkbox"/> RFP / Bid	<input type="checkbox"/> Sole Source	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> Best Source (\$3,000 - \$92,600)	<input type="checkbox"/> Verified by Purchasing (required) _____	
- ☒ Contractor and SCCOE contract originator reach agreement about scope of work and compensation.
- ☒ Prepare a contract.
- ☒ Gather initials verifying review of draft contract and identified funding source:
 

<input checked="" type="checkbox"/> Initiator <sup>DS</sup> <i>EC</i>	<input checked="" type="checkbox"/> Director <sup>DS</sup> <i>CD</i>	For Construction/Design and Leases Only:	For Software/Technology Purchases Only:
<input checked="" type="checkbox"/> Manager <sup>DS</sup> <i>SK</i>	<input checked="" type="checkbox"/> Chief <sup>DS</sup> <i>AM</i>	<input type="checkbox"/> General Services Director _____	<input type="checkbox"/> Information Systems Ctr Director _____
- ☒ SCCOE contract originator completes the contract packet and gathers required attachments.
 

<input type="checkbox"/> Auto Liability	<input type="checkbox"/> General Liability Insurance Certificate:
<input type="checkbox"/> W-9	<input type="checkbox"/> Additional Insurance Endorsement
<input type="checkbox"/> Proof of Workers' Compensation Insurance	<input type="checkbox"/> Molestation / Sex Abuse Endorsement
- ☒ Contractor to review and sign the contract.
- ☒ <sup>Initial</sup> *IC* <sup>Date Approved</sup> 9/28/2020 Risk Management to review, initial, and return to contract originator for final contract signature.
- ☒ <sup>DS</sup> *CB* <sup>Date</sup> 9/28/2020 Obtain appropriate signature on contract per thresholds listed below.
 

<input checked="" type="checkbox"/> \$0 - \$2,999: SCCOE Director
<input type="checkbox"/> \$3,000 - \$99,999: SCCOE Chief
<input type="checkbox"/> \$100,000 & Over: Superintendent
- ☒ <sup>DS</sup> *IC* <sup>Date</sup> 9/29/2020 Return to Risk Management to obtain an RM #. Risk Management returns to originator.
- ☐ Contract originator creates the requisition using assigned RM # to generate a PO.

### Contract Information

Contract Type	<input type="checkbox"/> Professional Services Agreement <input checked="" type="checkbox"/> MOU <input type="checkbox"/> Construction / Design <input type="checkbox"/> Technology	<input type="checkbox"/> Amendment <input type="checkbox"/> Lease Agreement: <input type="checkbox"/> New <input type="checkbox"/> Renewal
Contractor's Name	Oakland Unified School District	
Service Type / Brief Description	CCSESA Module 22 Pilot Course and Lesson Plans	

### Compensation & Terms

*Anticipated Start Date	9/28/20	End Date	10/16/20
Total Contract Amount	\$ 949.00		



Oakland Unified School District  
and  
Santa Clara County Office of Education

Memorandum of Understanding

September 3, 2020

This is a memorandum of understanding between **Oakland Unified School District (OUSD)** and the **Santa Clara County Office of Education (SCCOE)**. The goal of this partnership is to engage Carla Oden, a teacher at OUSD to participate in a CCSESA Module 22 training in order to produce 2 media arts lesson plans for the resources page for CCSESA Arts Module 22 in Creativity at the Core.

The purpose of the CCSESA Module 22 is orient and introduce educators to the new California Arts Standards that were adopted on January 9, 2019.

**Start Date:** September 28, 2020

**End Date:** October 16, 2020

This memorandum of understanding is intended to define

- Use of resources
- Articulation of monies
- Coordination and delivery of professional learning

### **1.0 Use of Resources**

- 1.1 SCCOE will provide the online course on Canvas and digital materials to complete the CCSESA Module 22 course.
- 1.2 SCCOE will provide one (1) Arts Coordinator and two (2) professional experts to facilitate the training and assist with any questions during the course and preparation of the lesson plan.

### **2.0 Articulation of Monies-Reimbursement Plan**

- 2.1 SCCOE has received grant monies from CCSESA to design the online module course and pilot with educators.
- 2.2 SCCOE will communicate with OUSD the amount of monies to be paid for each teacher's stipend and OUSD will process the payment through their payroll department.
- 2.3 SCCOE will provide the names and information of each educator receiving the stipend.



- 2.4 OUSD will invoice SCCOE and SCCOE will pay invoices to OUSD for the total amount.
- 2.5 SCCOE will pay OUSD up to \$800 per educator, not to exceed \$949 total amount. The payment covers an \$800 stipend for each educator as well as statutory costs involved in the stipend. The stipend is to be paid by OUSD directly to each participant. The educator will receive the full \$800 upon completion of the following:
- Participation and completion of the CCSESA Module 22 course on Canvas.
  - Completion of two (2) standards-based media arts lesson plans using the California Arts Standards and strategies learned through Module 22.
- 2.6 SCCOE is the Local Education Agency (LEA) for this project.

### 3.0 Coordination and Delivery of Professional Learning

- 3.1 SCCOE will provide the services of two (2) professional experts to facilitate the professional learning on dates TBD between September 14-30, 2020.
- 3.2 OUSD educators will be provided the link to complete the course virtually on the online platform, Canvas.
- 3.3 The project will use a distance learning model to deliver instruction.

### 4.0 Other Conditions

- 4.1 Insurance: Oakland Unified School District and the Santa Clara County Office of Education shall maintain a certificate of insurance in the business office of each respective office.
- 4.2 Indemnity: Oakland Unified School District and the Santa Clara County Office of Education shall be held harmless from and against any and all claims arising from a default in the performance of any obligation of the memorandum of understanding.

DocuSigned by:  
By: Craig Blackburn, Ed.D  
Signature of Authorized SCCOE Official

Date: 9/28/2020

Name: Craig Blackburn, Ed.D

Title: Director of ISTEAM

Address: 1290 Ridder Park Drive, MC 237

San Jose, CA 95131

Phone: (408) 453-6524

DocuSigned by:  
By: Kyla Johnson-Trammell  
Signature of Authorized OUSD Official

Date: 9/28/2020

Name: Kyla Johnson-Trammell

Title: Superintendent

Address: 1000 Broadway, Suite 300

Oakland, CA 94607

Phone: 510-879-8200

Jody London 10/29/2020  
Jody London  
President, Board of Education

Risk Management: 9/29/2020  
Reviewer: IC  
RM #: 21-0377

Kyla Johnson-Trammell 10/29/2020  
Kyla Johnson Trammell  
Secretary, Board of Education