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# Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Tara Gard, Chief of Talent  
Lisa Rothbard, Director, New Teacher Support & Development

**Meeting Date** June 26, 2024

**Subject** Supplemental Memorandum of Understanding and Interagency Agreement (MOU or Agreement), regarding University Programs—*tuition costs, application and eligibility requirements for Oakland Unified School District employees, and the communications plan concerning those Programs* [as covered in the Master MOU under consideration for the same term for an Intern Partnership Program and Practica Program—applying to credentials in K-12 Teaching, including Multiple Subjects, Single Subjects, Designated Subjects, and Special Education Categories, including Added or Supplementary Authorizations; including Pupil Personnel Services in Communicative Sciences & Disorders, Mental Health & Wellness, Counseling & Guidance, Educational Therapy, Administration, and other Pupil Personnel Services credentials and certifications, as may be specified; including Fieldwork Experience for Master of Arts or Science and other Graduate-Level Degrees or Certifications with Emphasis in Pupil Personnel Services; including Fieldwork Experience for Pre-Credential Candidate Undergraduate Students]—is entered into by and between OAKLAND UNIFIED SCHOOL DISTRICT (District or OUSD), a public school district in the State of California, County of Alameda, and *ALLIANT INTERNATIONAL UNIVERSTIY, INCORPORATED (University or AIU)*, a private, for-profit California Benefit Corporation—for the term January 1, 2024 through June 30, 2029, at no cost to non-categorical general funds of the District. [See Fiscal Impact]

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**Ask of the Board** Supplemental Memorandum of Understanding and Interagency Agreement (MOU or Agreement), regarding University Programs—*tuition costs, application and eligibility requirements for Oakland Unified School District employees, and the communications plan concerning those Programs* [as covered in the Master MOU under consideration for the same term for an Intern Partnership Program and

Practica Program—applying to credentials in K-12 Teaching, including Multiple Subjects, Single Subjects, Designated Subjects, and Special Education Categories, including Added or Supplementary Authorizations; including Pupil Personnel Services in Communicative Sciences & Disorders, Mental Health & Wellness, Counseling & Guidance, Educational Therapy, Administration, and other Pupil Personnel Services credentials and certifications, as may be specified; including Fieldwork Experience for Master of Arts or Science and other Graduate-Level Degrees or Certifications with Emphasis in Pupil Personnel Services; including Fieldwork Experience for Pre-Credential Candidate Undergraduate Students]—is entered into by and between OAKLAND UNIFIED SCHOOL DISTRICT (District or OUSD), a public school district in the State of California, County of Alameda, and *ALLIANT INTERNATIONAL UNIVERSITY, INCORPORATED (University or AIU)*, a private, for-profit California Benefit Corporation—for the term January 1, 2024 through June 30, 2029, at no cost to non-categorical general funds of the District. [See Fiscal Impact]

## Background

In cooperation with institutions of higher education (IHEs), state-approved colleges and universities, the District has traditionally employed Intern Teachers, as teachers-of-record, and placed Student Teachers, for practica, in classrooms in which they can fulfill their credential requirements. In the same vein, college or university students enrolled in other credential programs covered by such MOUs (e.g. administrative services or other pupil personnel services/PPS), or enrolled in MA or MS degree programs requiring Fieldwork Experience in PPS categories, may be placed in practica (Fieldwork Experience) assignments in District departments, school sites, or clinical sites. It is the prerogative of IHEs to award honoraria or other compensation (e.g. continuing education units) to District employees selected as Coaches or Master practitioners (District Supervisors for Internships, Practica, or Fieldwork Experience) for their work with IHE students assigned to Internships, Practica or Fieldwork Experience. If honoraria are awarded, District Supervisors (e.g. Coaches, Master Teachers, Department Supervisors) of IHE interns or practica students receive payments directly from the IHEs.

This Memorandum of Understanding with *Alliant International University* is essentially supplemental to the Master MOU (existing and concurrently under consideration for renewal) between the District and the University, commensurate with and dependent upon that Agreement—also referred to as the Master Agreement or Master MOU—which will remain effective under its terms for five (5) years, July 1, 2024–June 30, 2029. All terms of the Master MOU apply to and remain in effect regarding this supplemental Agreement.

*Articles 2-4 apply: The Preferred Pricing provisions of this supplemental MOU provide for the following:*

*Employees/members of OUSD are eligible for a 15% tuition reduction when newly enrolled to Alliant, in any University Program, as a full-time student, in a California Teaching Credential program or a Master of Arts in Education with a*

*California Teaching Credential program, excluding Clinical Psychology PhD and Clinical Psychology PsyD programs. Current Alliant students are not eligible for Preferred Pricing. Application fee will be waived. Tuition reduction does not lock tuition and is not retroactive.*

*A current fully executed MOU must be on file with Alliant for employees/members of OUSD to receive Preferred Pricing. If the MOU is not renewed, employees/members of OUSD are no longer eligible for the tuition reduction.*

*Articles 6-7 apply: The Communications Plan provisions of this supplemental MOU formalize the District's current practice regarding all internship partnerships with universities and colleges, as follows:*

*The District will communicate the terms of this supplementary agreement to its employees. Communication will include email announcements, postings on the relevant District internet/website pages, and scheduled informational events.*

*Since such communications already comply with District practices, concerning all District university and college partners, no preferential treatment is granted to the University by this supplementary agreement; it is considered that the provisions of the Communications Plan are essentially in effect by virtue of the Master MOU already enacted and the renewal currently in the Board-approval process (see above).*

\* \* \*

*ALLIANT INTERNATIONAL UNIVERSITY expects to place several of its students for internships, practica, or other fieldwork experience in the Oakland Unified School District in the years covered by this Agreement.*

*The District's affiliation with the University supports efforts to recruit qualified teachers in the areas of need in K-12 Teaching: Multiple Subjects, Single Subjects, Designated Subjects, and Education Specialist, including Added or Supplementary Authorizations; and including School Counselor, Clinical School Psychologist, Marriage and Family Therapist, Educational Therapist, and Administrative Services, and other Pupil Personnel Services credentials and certifications, as may be specified in the Master MOU, Covered Categories (Article 1/F); and Fieldwork Experience for Pre-Credential Candidate Undergraduate Students.*

\* \* \*

*Internship programs are alternative certification programs leading to credentials in Multiple Subjects, Single Subjects, Education Specialist (Special Education), and Designated Subjects categories, including Added or Supplementary Authorizations, and to credentials or certifications for Educational Therapist, School Counselor, Clinical School Psychologist, Marriage and Family Therapist, Administrative Services, and other PPS categories as may be specified. These*

programs are offered by university or college departments of teacher education in collaboration with the District, under the guidelines of the California Commission on Teacher Credentialing and the California Department of Education.

\* \* \*

Fieldwork Experience programs (Article 2/J) refer to Master of Arts or Science (MA/MS) or other Graduate-Level Degrees or Certifications Requiring Fieldwork Experience in a Departmental, Clinical or School-Based Program, with emphasis on Pupil Personnel Services—Specialists in: Communicative Sciences & Disorders [Speech & Language Pathology; Visual Impairment]; Mental Health & Wellness [Clinical School Psychology; Marriage and Family Therapy; Occupational Therapy; Physical Therapy; School Nursing]; Counseling & Guidance [School Counseling; Marriage, Family & Child Counseling; Social Work]; Education Intervention [Educational Therapy]; Administrative Services [School, Department, or Clinical Site Administrator]—refers to activities of University students enrolled in a relevant Graduate-Level Degree or Certification Program at the University—Master of Arts or Master of Science in Psychology (M.Psych); School Psychologist (MAE); Education Specialist in School Psychology (Ed.S); Educational Psychologist (PsyD); Master of School Counseling (MSC); Licensed Professional Clinical Counselor (LPCC); Educational Therapist (ET/P); Marriage and Family Therapist (MFT); Marriage, Family and Child Counselor (MFCC); Master of Social Work (MSW); Licensed Clinical Social Worker, (LCSW); Occupational Therapist (MOT, DOT); Physical Therapist (MPT, DPT); School Nurse (RN, MSN, NP)—who are engaged in District departmental or clinical assignments or placements, which are programmatically neither classroom practica nor employment-based internships, as defined elsewhere in this Agreement, through any other University graduate programs, but rather practica or internships defined by those University programs, which require use of District facilities for practical learning experiences and the provision of services to and for the District in a manner which is mutually beneficial to University students engaged in a graduate-level fieldwork experience program and the District for its strategic talent development in providing services to District students, wherein the affiliated department of the District accepts professional responsibility to assist in the educational experience of the University students enrolled in such programs, and holds interest in providing sites for implementation of the University program, providing for teaching and practical experience of University students, and assisting the University with its relevant curricula. Given the distinction, noted above, regarding the particular programmatic definitions of practica or internship assignments or placements in the District, University students engaged in the Fieldwork Experience Program, whether defined as practica or internships by the University, are not to be considered employees of the District, and for purpose of liability insurance and indemnification shall be specified as such, in the same category as all practica students placed at District sites.

\* \* \*

In cooperation with credential programs within the schools of education at state-approved colleges and universities, the District has maintained the practice of employing and placing university and college students with valid Intern Credentials (or other designated academic degrees-in-progress) as full-time classroom teachers, educational therapists, school counselors, school psychologists, marriage and family therapists, administrators, and practitioners in other PPS positions, as may be specified in Covered Categories, while they pursue course work leading to Preliminary Credentials and academic degrees.

The University and the District expect that under the guidelines of the Commission on Teacher Credentialing (CTC), the District may employ several of the University's students in Internships, in District schools, clinical sites, or departments in the years covered by this Agreement; and the University and the District expect that the District may place several of the University's students in Fieldwork Experience positions (categorized as practica), not as employees of the District, in the years covered by this Agreement.

\* \* \*

The mutual commitment between the District and the Teacher Intern, under guidelines of the CTC, is initially for one year, and, if the Intern Credential is extended for a second year, for two years of employment and service, given satisfactory conditions and professional performance, according to District protocols for evaluation of certificated employees in the covered categories. Upon completion of the term of internship, in most cases at the end of four quarters during which time the Intern completes credential course work and field work, including a supervised (practica) component and issuance of the Preliminary Credential or Certification, continuing employment is generally considered, again given satisfactory conditions and professional performance, according to District protocols for certificated-employee evaluation and the needs of the District. After that time, as with other certificated employees, the District's protocols for evaluation of certificated employees continue to apply.

In addition to supervision under their university or college credential programs, each Intern Teacher may receive support according to guidelines developed by the District Talent Division, the office of Talent Development (TD), and New Teacher Support and Development (NTSD), or otherwise as provided for by District departments in conjunction with the Intern Partnership Program. During the first year of service, each Intern Teacher may be enrolled in an Intern Support Program. During the two subsequent years, following the issuance of a Preliminary Credential, each new teacher (former Intern) will be enrolled in the Oakland BTSA Induction Program (OBIP), as mandated by SB2042, in order to earn the Clear Credential.

In addition to their university or college supervisors, Interns may be served by Support Advisors or Coaches (e.g. teachers, clinicians, or administrators serving as

mentors) at their school sites, and by the Program field support staff, who make regular visits to schools and manage the support network.

The work of on-site advisors, coaches, and field staff is strictly collegial, not in any administrative or evaluative capacity. The intent is to support Interns in their professional development, so that they thrive in the process of learning, work toward their potential, and provide models for others in the profession (e.g. teachers or administrators) in the future. Thereby the Program promotes the general model of whole faculties that are highly developed in their professional capacities and where collaboration is central to the work. This strengthens the ability of schools and the District overall to grow certificated employees (e.g. teachers or administrators) from within, to nurture them, and to attract and retain the finest in the profession.

University students are expected to be employed and placed as Intern Teachers in the Oakland Unified School District. In previous Partnership years, the District has employed as Intern Teachers approximately two hundred (200) teaching credential candidates (Multiple Subjects, Single Subjects, Education Specialist, Designated Subjects, and Bilingual Teachers) from university and college credential programs. This Memorandum of Understanding does not specify the number of University Interns, in any covered category, to be employed by OUSD. Employment will be based upon the needs of the District and the qualifications of University students.

University students placed for Fieldwork Experience, as noted above, will be supervised by professional District personnel in the relevant departments, and at clinical sites or school sites, according to District protocols for such placements, and by University personnel, according to operational guidelines and protocols of the University programs in which they are enrolled.

\* \* \*

Overall, it should be noted that the District's partnerships with colleges and universities support District efforts to recruit qualified teachers and administrators or other certificated educators or service providers in pupil personnel services. The existence of CCTC-approved internship programs in credential categories, in particular, provides viable alternatives for qualified graduate students requiring full-time employment — those either already enrolled in credential programs, seeking enrollment in credential programs, or considering teaching or pupil personnel services as a profession.

The Talent Division and office of Talent Development, with New Teacher Support and Development, projects that in the school year 2024-25, and each year continuing through the term of this Agreement, the District will employ approximately 200 Teacher Interns under all its Partnership Programs with state-approved colleges and universities.

District departments making assignments of University students for Fieldwork Experience in PPS categories expect that in the school year 2024-25, and each year continuing through the term of this Agreement, the District will place several advanced-degree candidates from the University in clinical or school-site settings to provide services to District students and families. In any case, the number of such placements will depend upon the needs of the District and the qualifications of University students seeking those placements.

**Discussion**

Approval of Supplemental Memorandum of Understanding and Interagency Agreement (MOU or Agreement), regarding University Programs—*tuition costs, application and eligibility requirements for Oakland Unified School District employees, and the communications plan concerning those Programs* [as covered in the Master MOU under consideration for the same term for an Intern Partnership Program and Practica Program—applying to credentials in K-12 Teaching, including Multiple Subjects, Single Subjects, Designated Subjects, and Special Education Categories, including Added or Supplementary Authorizations; including Pupil Personnel Services in Communicative Sciences & Disorders, Mental Health & Wellness, Counseling & Guidance, Educational Therapy, Administration, and other Pupil Personnel Services credentials and certifications, as may be specified; including Fieldwork Experience for Master of Arts or Science and other Graduate-Level Degrees or Certifications with Emphasis in Pupil Personnel Services; including Fieldwork Experience for Pre-Credential Candidate Undergraduate Students]—is entered into by and between OAKLAND UNIFIED SCHOOL DISTRICT (District or OUSD), a public school district in the State of California, County of Alameda, and *ALLIANT INTERNATIONAL UNIVERSITY, INCORPORATED (University or AIU)*, a private, for-profit California Benefit Corporation—for the term January 1, 2024 through June 30, 2029, at no cost to non-categorical general funds of the District. [See Fiscal Impact]

**Fiscal Impact**

The Teacher Intern Partnership Program, in general, as a program for the recruitment and employment of teachers, will carry no fiscal impact on the District—that is, funding of the University program is not covered as a guarantee under this Agreement, as noted below—except insofar as Teacher Interns are employees of the District, and thereby the District allocates funds associated with their employment.

Funding by the District of the University Intern Program, derived from any categorical or non-categorical grants of the California Department of Education (CDE) or Commission on Teacher Credentialing (CTC), or from any District divisions or departments, that do not regard scholarships or stipends awarded to District employees for teacher education, as in the Oakland Teacher Residency Program, is not guaranteed under this Agreement. There will be no fiscal oversight, unless funding is determined available by the District, serving as Fiscal Agent. If District funds are determined available, by the Fiscal Agent, for the purpose of Intern Partnership Program support at the University, the District may provide the University with Program funding from a reallocation of categorical grant funds or other categorical District funds. [Article 13, Program Sponsorship].



If an honorarium is to be paid by the University to a District Supervisor for the assignment of a University student to Practica or Field Experience in a Covered Category, an honorarium form and a vendor form will be sent directly to the District Supervisor to be completed, signed, and returned to the *University*. The *University* will process the honorarium form at the end of the semester in which the *University* student was supervised. Any honoraria of payment provided in the Agreement will be transmitted by the *University* directly to Supervisors.

It should be noted that regarding the Fieldwork Experience program (Article 2/J), *University* students placed for Fieldwork or Practica Learning as non-teaching interns (Article 6/#6), who are not employees of the District, may be allocated stipends drawn from non-profit organizational grants to the District (e.g. Ed Fund), administered by departments of the District—PPS categories, e.g. Clinical School Psychologist, or Social Worker, under operations of the department of Special Education or associated departments—through which *University* students are placed.

**Attachment(s)**

- Supplemental Memorandum of Understanding and Interagency Agreement (MOU or Agreement), regarding University Programs—*tuition costs, application and eligibility requirements for Oakland Unified School District employees, and the communications plan concerning those Programs* [as covered in the Master MOU under consideration for the same term for an Intern Partnership Program and Practica Program—applying to credentials in K-12 Teaching, including Multiple Subjects, Single Subjects, Designated Subjects, and Special Education Categories, including Added or Supplementary Authorizations; including Pupil Personnel Services in Communicative Sciences & Disorders, Mental Health & Wellness, Counseling & Guidance, Educational Therapy, Administration, and other Pupil Personnel Services credentials and certifications, as may be specified; including Fieldwork Experience for Master of Arts or Science and other Graduate-Level Degrees or Certifications with Emphasis in Pupil Personnel Services; including Fieldwork Experience for Pre-Credential Candidate Undergraduate Students]—is entered into by and between OAKLAND UNIFIED SCHOOL DISTRICT (District or OUSD), a public school district in the State of California, County of Alameda, and ALLIANT INTERNATIONAL UNIVERSITY, INCORPORATED (*University or AIU*), a private, for-profit California Benefit Corporation—for the term January 1, 2024 through June 30, 2029, at no cost to non-categorical general funds of the District. [See Fiscal Impact]
- ALLIANT INTERNATIONAL UNIVERSITY Insurance Certification/Endorsement
- District Routing Form
- NOTE on DATA SHARING AGREEMENT: The process for approval and enactment of this Memorandum of Understanding does not include a



separate *Data Sharing Agreement* (DSA). All the provisions for “Confidentiality and Data Privacy,” drawn from that DSA, as developed by OUSD Legal, are contained in the body of the Master MOU (*Article 1/E*), as noted above, regarding this Supplemental MOU, and the inclusion of *Article 1/E* in the Master MOU, as coverage in substitution for a separate DSA, is approved by OUSD Legal.

## **TALENT DIVISION**

### **Talent Development**

Oakland Unified School District

1011 Union Street • Oakland, CA 94607

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**OAKLAND UNIFIED  
SCHOOL DISTRICT**

*Community Schools, Thriving Students*

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## **MEMORANDUM of UNDERSTANDING**

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### **Oakland Unified School District and Alliant International University, Incorporated**

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#### **Supplemental Agreement** **University Program Support for Participating District Candidates** *Preferred Tuition Pricing — Application & Eligibility Requirements — Communications Plan*

This Supplemental Memorandum of Understanding and Agreement (MOU or Agreement), regarding Alliant University Programs, applying to tuition costs, application and eligibility requirements for Oakland Unified School District employees, and the communications plan concerning those Programs—dependent upon the Master Memorandum of Understanding of the same term between the District and the University, covering recitals, definitions, and provisions for all programs for Teacher Education credentials, TK-12, Internships and Practica, and all programs for Fieldwork Experience in Pupil Personnel Services, Credentials and Certificates, and Undergraduate Pre-Credential Fieldwork Experience—is entered into by and between the OAKLAND UNIFIED SCHOOL DISTRICT (District or OUSD), a public school district in the State of California, County of Alameda and ALLIANT INTERNATIONAL UNIVERSITY, INCORPORATED (University, Alliant or AIU), a private, for-profit California Benefit Corporation.

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### **ARTICLE 1: TERMS OF AGREEMENT**

Term of Agreement — Amendment, Renewal, Termination: The term of this Agreement will be five (5) years, from July 1, 2024 through June 30, 2029, effective upon execution by the authorized representatives of both parties. This Agreement will be reviewed annually, and may be amended and renewed by mutual written consent. This Agreement will 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.

This Memorandum of Understanding is considered *supplemental* to any existing Agreement between the District and the University, as described above, commensurate with and dependent upon that Agreement—also referred to as the Master Agreement or Master MOU, which will remain effective under its own terms for five (5) years, July 1, 2024 through June 30, 2029. All terms of the Master Agreement apply to and remain in effect regarding this *supplemental* Agreement.

## **ARTICLE 2: PREFERRED PRICING**

- A. Employees of OUSD are eligible for a 15% tuition reduction\* when newly admitted and enrolled to Alliant after the effective date of this agreement. Application Fee will be waived.
- B. The Preferred Pricing does not lock tuition, which is subject to increase at any time.
- C. The 15% reduction applies to the tuition rate that is prevailing in any term or semester.
- D. Alliant Clinical Psychology PhD and Clinical Psychology PsyD programs are not eligible for the tuition reduction.
- E. Tuition reduction is not retroactive.

*\*Only one Preferred Pricing benefit may be applied to tuition. Preferred Pricing is not guaranteed. Limitations and Exclusions apply. Students who receive Alliant tuition waivers, Alliant-issued grants and/or Alliant scholarships are not eligible to receive this Preferred Pricing benefit.*

## **ARTICLE 3: APPLICATION REQUIREMENTS**

All employees of OUSD who apply for admission to Alliant are required to meet all admission, academic, professional and behavioral standards, as well as any additional program requirements. All admissions decisions will be at the sole discretion of Alliant International University.

## **ARTICLE 4: ELIGIBILITY REQUIREMENTS**

- A. Must submit a completed Application for Preferred Pricing to the Alliant Admissions Department during the term of this or any renewed MOU and one (1) week prior to the start of class.
- B. For new MOUs, students from OUSD who were admitted to Alliant prior to the effective date of the MOU are not eligible for Preferred Pricing.
- C. A current fully executed MOU must be on file with Alliant for employees of OUSD to receive Preferred Pricing.
- D. Provide proof of employment to receive Preferred Pricing.
- E. Must adhere to their Master Plan of Study and be continuously enrolled for continued eligibility for the preferred pricing.
- F. Students who go on approved academic absence and re-enter their program within 1 year of start of absence will retain the preferred pricing upon completion of a new Preferred Pricing Application confirming their eligibility.

## **ARTICLE 5: DISCLAIMERS/NOTICES**

- A. All applicants are subject to Alliant University's program availability in the country/state where they will be located when attending classes. Alliant programs are not available to residents in every country/state, and eligibility shall be determined by Alliant.
- B. Successful completion of any program alone does not qualify for or guarantee licensure or certification in any state or jurisdiction, regardless of concentration or specialization. Students seeking licensure or certification in a particular profession must carefully research the requirements for their state prior to enrollment as requirements may vary by state and are updated at the discretion of the state licensing authority. Further, Alliant does not guarantee that any professional organization will accept a graduate's application to sit for any exam for the purpose of professional certification.
- C. If the MOU is not renewed or otherwise terminated, employees of OUSD seeking admission to Alliant will not be eligible for the tuition reduction.
- D. Students enrolled at the time of an active MOU will retain the preferred pricing following termination or non-renewal of the MOU.

## **ARTICLE 6: COMMUNICATIONS PLAN**

OUSD will promote the MOU to its employees. This communication includes an email announcement for employees and posting on OUSD's intranet/employee benefits page (it may include hyperlinks to the Alliant website, tentative schedule for events, etc.) \*\*. Events will be scheduled for employees of OUSD and include but are not limited to one email communication to employees per quarter, quarterly information sessions, and/or webinars.

*\*\*It is the responsibility of OUSD to notify its employees of the current partnership with Alliant.*

## **ARTICLE 7: MARKETING**

Subject to provisions herein requiring prior approval of marketing materials to be used, each party grants the other party a limited, non-exclusive license to use the name, logos, or service marks of the other in promotion of the partnership/MOU to include social media posts, press releases or other written/electronic promotions. Proposed marketing materials from Alliant for employees of OUSD must be approved by OUSD and OUSD's proposed use of Alliant's name, logo, academic and Preferred Pricing programs must be approved by Alliant prior to publication or dissemination.

## **ARTICLE 8: NOTICES**

All notices, demands, or other communications given under this Agreement shall be in writing and sent to the addresses listed below (unless a party has changed its address by giving notice), and will be effective upon receipt if delivered by personal or overnight mail or facsimile, or effective three (3) days after mailing if by United States certified mail, return receipt requested. Electronic mail and telephone contact, given that e-mail or voicemail messages are acknowledged as received, are considered acceptable for ordinary communications concerning the daily execution of the terms of this agreement.

### **UNIVERSITY**

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## MEMORANDUM of UNDERSTANDING

### **Oakland Unified School District and Alliant International University, Incorporated**

This Supplemental Memorandum of Understanding and Agreement (MOU or Agreement), regarding Alliant University Programs, applying to tuition costs, application and eligibility requirements for Oakland Unified School District employees, and the communications plan concerning those Programs—dependent upon the Master Memorandum of Understanding of the same term between the District and the University, covering recitals, definitions, and provisions for all programs for Teacher Education credentials, TK-12, Internships and Practica, and all programs for Fieldwork Experience in Pupil Personnel Services, Credentials and Certificates, and Undergraduate Pre-Credential Fieldwork Experience—is entered into by and between the OAKLAND UNIFIED SCHOOL DISTRICT (District or OUSD), a public school district in the State of California, County of Alameda and ALLIANT INTERNATIONAL UNIVERSITY, INCORPORATED (University, Alliant or AIU), a private, for-profit California Benefit Corporation.

**Term of Agreement — Amendment, Renewal, Termination:** The term of this Agreement will be five (5) years, from July 1, 2024 through June 30, 2029, effective upon execution by the authorized representatives of both parties. This Agreement will be reviewed annually, and may be amended and renewed by mutual written consent. This Agreement will 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.

#### **Alliant International University, Incorporated**

*Brandon Jouganatos*

Brandon J. Jouganatos, EdD  
Chief Operating/Innovation Officer

**Apr 30, 2024**

Date

#### **Oakland Unified School District**

*Benjamin Davis*

Benjamin Davis, President  
Board of Education

Date 6/27/2024

*Kyla Johnson-Trammell*

Kyla Johnson-Trammell, Superintendent  
Secretary, Board of Education

Date 6/27/2024

*Rexanne De La Rocha*

Rexanne De La Rocha  
Staff Attorney, OUSD

05/23/2024

Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/26/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> MARSH USA, LLC. 1166 AVENUE OF THE AMERICAS NEW YORK, NY 10036 Attn: NewYork.Certs@marsh.com Fax: 212-948-0500	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No. Ext):</b>	<b>FAX (A/C, No):</b>
<b>INSURED</b> Alliant International University, Inc. Attn: Afshin Afrookhteh 10455 Pomerado Road San Diego, CA 92131	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Greenwich Insurance Company	
	<b>INSURER B:</b> XL Insurance America, Inc.	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		
<b>NAIC #</b>		

**COVERAGES** **CERTIFICATE NUMBER:** NYC-009528126-21 **REVISION NUMBER:** 6

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			RGG943702220	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			RAG943702520 (AOS)	07/01/2023	07/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			US00029026LI23A	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input checked="" type="checkbox"/> N	N / A	RWD943502920 (AOS) RWR943502820 (WI)	07/01/2023 07/01/2023	07/01/2024 07/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
RE: All operations regarding provisions of any approved Memorandum of Understanding for Intern Partnership and Practica programs, as described in the MOU, covering University students (credential candidates) as may be placed for internships or practica at school sites or offices of the Oakland Unified School District, in all covered categories outlined in the MOU, and covering University faculty assigned to supervise said candidates.  
Oakland Unified School District is included as additional insured (except workers compensation) where required by written contract.

<b>CERTIFICATE HOLDER</b>  Oakland Unified School District ATTN: Risk Management 1011 Union Street, Site 987 Oakland CA 94607	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <i>Marsh USA LLC</i>
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## ENDORSEMENT #003

This endorsement, effective 12:01 a.m., 07-01-2023 forms a part of  
Policy No. RGG9437022-20 issued to Bertelsmann, Inc.  
by Greenwich Insurance Company

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

### AUTOMATIC ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

#### COMMERCIAL GENERAL LIABILITY COVERAGE PART

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

The following provision is added to **SECTION II - WHO IS AN INSURED**

- A. Any entity you are required in a written "Insured Contract" (hereinafter called additional insured) to name as an insured is an insured but only with respect to liability arising out of your premises, "Your Work" for the additional insured, or acts or omissions of the additional insured in connection with the general supervision of "Your Work" to the extent set forth below:
  - (1) The limits of insurance provided on behalf of the additional insured are not greater than those required by such contract.
  - (2) The coverage provided to the additional insured(s) is not greater than that customarily provided by the policy forms specified in and required by the contract.
  - (3) All insuring agreements, exclusions and conditions of this policy apply.
  - (4) In no event shall the coverages or limits of insurance in this coverage form be increased by such contract.
- B. Except when required otherwise by "Insured Contract", this insurance does not apply to:
  - (1) "Bodily Injury" or "Property Damage" occurring after:
    - (A) All work on the project (other than service, maintenance or repairs) to be performed by or behalf of the additional insured(s) at the site of the covered operations has been completed; or
    - (B) That portion of "Your Work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engages in performing operations for a principal as part of the same project.
  - (2) "Bodily Injury" or "Property Damage" arising out of any act or omission of the additional insured(s) or any of their employees, other than the general supervision of work performed for the additional insured(s) by you.

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Where required by written agreement signed prior to loss.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

**(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)**

Endorsement Effective  
Insured  
Bertelsmann, Inc.  
Insurance Company  
XL Insurance America, Inc.

Policy No.  
RWD9435029-20

Endorsement No.  
Premium Included

Countersigned by \_\_\_\_\_

(3) "Property Damage" to:

(A) Property owned, used or occupied by or rented to the additional insured(s)

(B) Property in the care, custody, or control of the additional insured(s) or

property for which the additional insured(s) is for any purpose exercising physical control; or

(C) "Your Work" for the additional insured(s).

C. Any coverage provided hereunder shall be excess over any other valid and collectible insured available to the additional insured(s) where primary, excess, or contingent or any other basis unless a contract specifically requires that this insurance be primary, or you request that it apply on a primary basis.

All other terms and conditions remain unchanged.

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Authorized Representative

## WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

### SCHEDULE

**Name Of Person Or Organization:**

Where required by written contract or agreement executed prior to loss (except where not permitted by law).

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – Conditions:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE**

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM  
BUSINESS AUTO COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

**Named Insured:** BERTELSMANN, INC.

**Endorsement Effective Date:** July 1, 2023

### **SCHEDULE**

**Name Of Person(s) Or Organization(s):**

Where required by written contract or agreement executed prior to loss (except where not permitted by law).

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.



## MEMORANDUM OF UNDERSTANDING ROUTING FORM 2023-24

### 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	Alliant International University			Agency's Contact Person	Johnna Sangster, MBA
Street Address	10455 Pomerado Road			Title	Assistant Vice President
City	San Diego			Telephone	(858) 635-4633
State	CA	Zip Code	92131	Email	johnna.sangster@alliant.edu
OUSD Vendor Number					
Attachments	<input checked="" 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. ( <a href="http://www.sam.gov/portal/public/Sam/">www.sam.gov/portal/public/Sam/</a> )				

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

Anticipated Start Date	7/1/2024	Date work will end	6/30/2029	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	Lisa Rothbard, Director	Email	sarah.glasband @ousd.org		
Telephone	(510) 879-1188 / (415) 515-1737	Fax			
Site/Dept. Name	New Teacher Support & Development	Enrollment Grades	K	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				5/31/24
2. Resource Manager				
3. Network Superintendent / Executive Director				
4. Cabinet (SBO, CFO, CSO, Deputy Chief)				5/31/24
5. Board of Education or Superintendent				
Procurement	Date Received			