

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	25-1326
Introduction Date	6/11/25
Enactment Number	
Enactment Date	



# Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Sondra Aguilera, Chief Academic Officer  
Nicole Knight, Executive Director, English Language Learner, Multilingual Achievement

**Meeting Date** June 11, 2025

**Subject** Bilingual Teacher Professional Development Program

**Ask of the Board** Approval by the Board of Education of a Memorandum of Understanding between Azusa Unified School District and Oakland Unified School District in order to access grant funds to support OUSD teachers' participation in the Bilingual Teacher Professional Development Program (BTPDP) for the term April 15, 2025 through June 30, 2029, at no cost to the District.

**Background** To address the critical issue of having enough highly qualified teachers with bilingual credentials, there is a state-sponsored Bilingual Teacher Pipeline opportunity that was signed into legislation, AB 1127 (Reyes)—Bilingual Teacher Professional Development Program (BTPDP), reestablishing the Bilingual Teacher Professional Development Program. Azusa Unified and SEAL (Sobrato Early Academic Language) partnered and received this grant opportunity to create a consortium of dual-language districts. Oakland Unified was selected to participate due to an ongoing relationship with Sobrato Early Academic Language (SEAL).

**Discussion** Through this Bilingual Teacher Professional Development Program (BTPDP) opportunity SEAL will help build districts' pool of Dual Language teachers by focusing on two groups:

- Teachers **without** their bilingual authorization (but with bilingualism/biliteracy) will be supported to get their bilingual authorization through coursework, test preparation, funds for CSET fees, professional development, as well as coaching/advising support along the way

- Bilingual teachers who have their authorization but are not currently in a dual language/bilingual classroom will receive professional development to support them with the most current DL pedagogy and best practices for bilingual instruction
- Paraprofessionals with bilingualism/biliteracy who intend to enter a pathway to become a credentialed teacher and obtain bilingual authorization

**Fiscal Impact**

No cost to the District.

**Attachment(s)**

- Memo of Understanding reviewed and approved by the legal department
- Appendix A: Sample Reimbursement Form
- Appendix B: Eligible Expenses
- BTPDP 2024 Info Session for LEA Districts

# MEMORANDUM OF UNDERSTANDING (MOU)

This Memorandum of Understanding (MOU) is entered into this date April 15, 2025 and between:

Azusa Unified School District  
546 S. Citrus Ave.  
Azusa, California 91702  
(Hereinafter referred to as "Azusa Unified")

AND

Oakland Unified School District  
1011 Union St.  
Oakland, CA 94607  
(Hereinafter referred to as "Oakland Unified")

Purpose:

The purpose of this MOU is to establish an agreement between Azusa Unified and Oakland Unified regarding the reimbursement process for the Bilingual Teacher Professional Development Program (BTPDP) Grant. This partnership aims to facilitate the professional development of bilingual teachers through eligible grant expenditures (See APPENDIX A) in partnership with the Sobrato Early Academic Language (SEAL), with reimbursement from the BTPDP grant.

## 1. Roles and Responsibilities

### A. Azusa Unified School District

Azusa Unified agrees to:

1. Collaborate with SEAL to oversee the implementation of bilingual teacher professional development programs.
2. Verify participant eligibility for the BTPDP grant.
3. Disburse reimbursements to LEAs in accordance with grant guidelines.
4. Furnish all required documentation to the California Department of Education (CDE) concerning grant-related expenditures and activities.
5. Offer financial and other support to participants for their Individualized Learning Plans (ILPs) following LEA approval.
6. Extend funding and support to participants involved in dual language programs, subject to approval.
7. Organize a quarterly meeting of the Consortium with LEAs

### B. Oakland Unified

## **Oakland Unified Responsibilities**

1. Designate a primary contact person for Azusa/SEAL communication.
2. Attend quarterly Consortium meetings.
3. Sign Letters of Recommendation and verify teacher eligibility for the BTPDP grant.
4. Approve and sign Individual Learning Plans, and monitor participant progress.
5. Maintain records of associated costs for reimbursement.
6. Ensure compliance with all relevant state and federal regulations related to grant fund usage.
7. Provide Azusa Unified with documentation of services rendered, including transcripts, assessment results, invoices, receipts, and progress reports as needed for reimbursement.
8. Provide data and documentation as requested for CDE reporting purposes.
9. Recruit and hire staff for dual language programs.

## **2. Reimbursement Process**

### **Eligible Expenses:**

Oakland Unified will submit a list of eligible expenses that qualify for reimbursement under the BTPDP guidelines, including but not limited to: (See APPENDIX B)

1. Professional Learning including materials and resources
2. Assessment preparation
3. Assessment Fees
4. Course work including books
5. Substitute teachers for the purpose of attending professional development
6. Application fees for Bilingual Credential

### **Documentation Required:**

Oakland Unified shall submit detailed invoices, original receipts, itemized receipts, and any other required documents to Azusa Unified for reimbursement on a monthly basis.

### **Reimbursement Timeline:**

Azusa Unified will process reimbursement requests within 45 days of receiving the necessary documentation from Oakland Unified, subject to the availability of grant funds.

### **Grant Fund Limitations:**

All reimbursements will be subject to the availability of funds within the BTPDP grant and in accordance with state guidelines. If the amount requested exceeds the available funds, Azusa Unified will work with Oakland Unified to adjust the reimbursement amount accordingly.

### 3. Financial Terms:

Azusa Unified will reimburse Oakland Unified for the actual, reasonable, and eligible expenses incurred under this MOU, subject to the terms outlined in Section 2 (Reimbursement Process). Maximum reimbursement amount: The maximum amount available for reimbursement under this MOU will be 100% of the eligible expenses.

### 4. Confidentiality

Both parties agree to maintain confidentiality with respect to any proprietary or sensitive information shared during the term of this MOU. This includes, but is not limited to, financial records, teacher personal information, and any other confidential data.

### 5. Terms and Termination

#### Terms:

This MOU will be effective from April 15, 2025 to June 30, 2029 unless terminated earlier as provided below.

#### Termination:

Either party may terminate this MOU upon 90 days written notice to the other party. In the event of termination, Azusa Unified will reimburse Oakland Unified for all eligible expenses incurred up until the termination date, provided that documentation is submitted in accordance with the reimbursement process outlined above.

### 6. Indemnification

Azusa Unified shall indemnify, defend and hold harmless Oakland Unified against and from any and all claims or suits for damages or injury arising from Azusa Unified performance of this MOU or from any activity, work, or thing done, permitted, or suffered by Azusa Unified in conjunction with the performance of this MOU, and shall further indemnify, defend, and hold harmless Oakland Unified against and from all claims or suits arising from any breach or default of any performance of any obligation of Oakland Unified here under, and against and from all costs, attorneys' fees, expenses, and liabilities related to any claim or any action or proceeding brought within the scope of this indemnification, except where such claims or suits arise out of the willful misconduct or negligent acts or omissions of Oakland Unified.

Oakland Unified shall indemnify, defend and hold harmless Azusa Unified against and from any and all claims or suits for damages or injury arising from Oakland Unified's performance of the Agreement or from any activity, work, or thing done, permitted, or suffered by Oakland Unified in conjunction with the performance of this MOU, and shall further indemnify, defend, and hold harmless Azusa Unified against and from all claims or suits arising from any breach or default of any performance of any obligation of Azusa Unified hereunder, and against and from all costs,

attorneys' fees, expenses, and liabilities related to any claim or any action or proceeding brought within the scope of this indemnification, except where such claims or suits arise out of the willful misconduct or negligent acts or omissions of Azusa Unified.

## 7. Insurance

Both Parties shall, at their respective sole cost and expense, procure and maintain, for the duration of this MOU, insurance or self-insurance against claims for injuries to persons or damages to property that may arise from or in connection with this MOU by each Party respectively, and each Party's respective agents, representatives, officers, employees, or subcontractors. The following coverages are required:

Commercial general liability insurance equivalent in scope to Insurance Services Office (ISO) form number CG 00 01 10 93 in an amount not less than \$3,000,000 per occurrence and \$6,000,000 general aggregate. Such coverage shall include but shall not be limited to broad form contractual liability, products and completed operations liability, independent contractor's liability, abuse and molestation liability, and cross liability protection. The other Party, its Board or Council, as may be applicable, and their officials, employees, and agents shall be named as additional insureds by endorsement equivalent in scope to ISO form CG 20 26 11 85.

Commercial automobile liability insurance equivalent in scope to ISO form CA 00 01 06 92 covering symbol 1, "Any Auto" in an amount not less than \$1,000,000 combined single limit.

Workers' compensation insurance as required by the California Labor Code and employer's liability insurance in an amount of not less than \$1,000,000 per accident or occupational illness.

## 8. Miscellaneous Provisions

### Amendments:

This MOU may be amended only in writing and signed by both parties.

### Governing Law:

This MOU will be governed by and construed in accordance with the laws of the State of California.

### Dispute Resolution:

In the event of a dispute, the parties will attempt to resolve the issue through informal discussions. If the matter cannot be resolved, it may be submitted to mediation or other forms of alternative dispute resolution before resorting to litigation.

## 8. Signatures

By signing below, the parties acknowledge and agree to the terms and conditions set forth in this MOU.

For Azusa Unified School District.

Signature: Norma Carvajal Camacho

Name: Norma Carvajal Camacho

Title: Asst. Superintendent of Educational Services

Date: 5/14/2025

**\*\*For Oakland Unified\*\***

Signature: Sondra Aguilera

Name: Sondra Aguilera

Title: Chief Academic Officer

Date: 5/13/2025

Approved As To Form by OUSD Legal Department

Roxanne De La Rocha

04/25/25

Roxanne De La Rocha, Staff Attorney

**\*\*For Oakland Unified\*\***

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix A  
Sample Reimbursement Form  
AUSD BTPDP Budget Reimbursement Request

**<Complete on District Letterhead>**

**To:**  
Azusa Unified School District  
Attn: Norma Camacho, Educational Services  
546 S. Citrus Ave.  
Azusa CA, 91702

**RE:** BTPDP Expenditures and Reimbursement for \_\_\_\_\_ School District

<Details of itemized expenditures here, including description and dates. Work with your Business Departments to get a details. Make sure to attach receipts or invoices for the expenditure.>

**Submitted By:** <name, title, telephone number, address>



## Appendix B: Eligible Expenses

Oakland Unified may submit the following eligible expenses for reimbursement under BTPDP guidelines, up to the maximum allowable amount indicated below:

<b>Category</b>	<b>Maximum Reimbursable Amount</b>
Professional learning <ul style="list-style-type: none"><li>• Dual Language professional development</li></ul>	\$5000/participant
Assessment preparation <ul style="list-style-type: none"><li>• Tutoring</li><li>• Online preparation software</li></ul>	\$500/participant
Assessment fees <ul style="list-style-type: none"><li>• CSET tests</li></ul>	\$300/participant
Coursework <ul style="list-style-type: none"><li>• Bilingual authorization Programs</li></ul>	\$5000/participant
Books for Coursework	\$1000/participant
Substitute teachers for the purpose of attending PD	\$300/substitute/day
Bilingual Credential Application Fees	\$100/applicant
Supplies <ul style="list-style-type: none"><li>• Outreach materials</li></ul>	\$70/participant
Extra Pay for attending PD as outlined in ILP outside of the workday	Hourly rate of LEA

Maximum reimbursable amounts are subject to change with budget revisions to the CDE. Maximum amounts will not be less than the stated amount above.

# Info Session 2024

Free Bilingual Teacher Training  
Opportunities and Resources



**Azusa**  
Unified School District

**SEAL**



# Overview

Context

Goals

Educator: *Benefits, Eligibility, & Requirements*

District/LEA: *Benefits, Requirements*

Next Steps/Application

## Bilingual Teacher Professional Development Program



California Department of Education  
March 14, 2024

Funded by the 2023–24 Kindergarten Through Grade Twelve Education Omnibus Trailer Bill, Senate Bill 114 (Chapter 48, Statutes of 2023) Section 44



# Context

The California Department of Education (CDE) funded grant projects to increase the number of highly qualified bilingual teachers:

- Azusa Unified School District
- SEAL (Sobrato Early Academic Language)

## Scope of Grant, 2024-2029

- Coaching to help navigate requirements
- Subsidizing the cost of accessing & receiving authorization
- Professional learning development



# Bilingual Teacher Shortage

Language	Students from Homes Where a Language Other Than English Is Spoken	Bilingual Authorizations Issued from 2012-13 Through 2021-22	Student-to-Bilingual Authorization Ratio
Spanish	1,802,420	7,518	239.7
Vietnamese	68,150	30	2,271.7
Mandarin	67,712	436	155.3
Cantonese	42,081	61	689.9
Filipino	38,453	5	7,690.6
Arabic	32,944	11	2,994.9
Korean	29,675	133	223.1
Punjabi	22,690	2	11,345.0
Russian	21,307	3	7,102.3
Farsi	18,550	2	9,275.0

**Source:** CDE & California Commission on Teacher Credentialing



# Participant Goal

200

New Bilingual Authorization

100

Educators return to bilingual classrooms  
who have their bilingual authorization

The program will target **PK-12 teachers, administrators, and paraprofessionals**, with an emphasis on PK-6th grades.

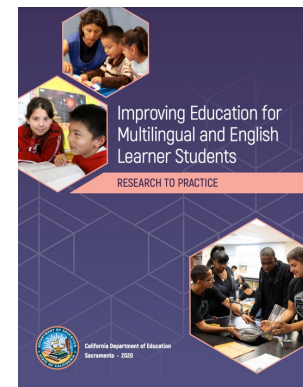
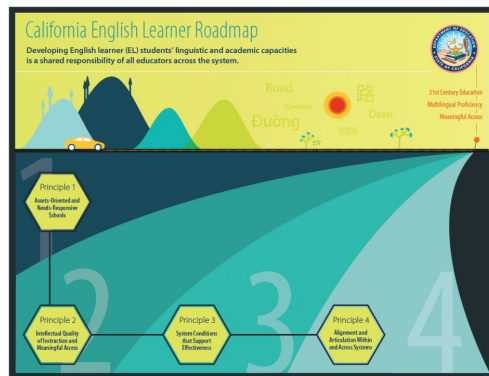






# What are the benefits for educators?

**Be** part of a movement to transform California into a multilingual educational system





# What are the benefits for educators?

**Receive** funding to attain a Bilingual Authorization and participate in high-quality bilingual teacher professional development

**Receive** on-going support from a SEAL BTPDP coach







# Eligibility for Participation

## CERTIFICATED PK- 12th Grade Bilingual Educators

### Group A

- **Hold a BiLa or BCLAD**
- Have taught in English-only classrooms for 3+ years
- Commit to teaching in a bilingual setting

**Goal:** to refresh, strengthen their capacity to support multilingual students

### Group B

- Do not hold a Bila or BCLAD
- Fluent in a language other than English
- Commit to teaching in a bilingual setting

**Goal:** to attain their bilingual authorization



# Eligibility for Participation

## CLASSIFIED PK- 12th Grade Bilingual Paraprofessionals

- Fluent in a language other than English
- Seek to work with EL students or in a multilingual program

**Goal:** to attain their teaching credential with a bilingual authorization



# What are the requirements for educators to participate?

**Attend** Information Session for Participants

**Learn** more about the grant

- Eligibility criteria
- 3 pathways to attain a Bilingual Authorization
- Professional learning opportunities
- Commitment requirements

**Meet** with their BTPDP district lead to **receive a written recommendation statement**

*(I district lead's name acknowledge that candidate's name has the potential to meet our district's language proficiency requirement for bilingual/dual language teachers.)*

**Complete** an online application



# What are the requirements for educators to participate?

**Commit** to teaching in a bilingual classroom in current &/or incoming school year

**Meet** with a SEAL BTPDP coach to:

1. **Develop** an Individual Learning Plan (ILP)

- Set professional learning goal
- Identify skills & knowledge to be developed
- Select from a menu of course offerings

**2024 - 2029 Bilingual Teacher Professional Development Program (BTPDP) Individual Learning Plan (ILP) and Agreement to Participate**

Name: \_\_\_\_\_ District: \_\_\_\_\_

Current Position: \_\_\_\_\_ Desired Position: \_\_\_\_\_

ILP Start Date: \_\_\_\_\_

The Bilingual Teacher Professional Development Program (BTPDP) grant provides funding to be used to provide professional development services to teachers or paraprofessionals seeking to provide instruction in bilingual and multilingual settings. The purpose of this program is to ensure that California can meet the demand for bilingual teachers necessary to implement dual language and other bilingual programs, as authorized by the California Education for a Global Economy (CA Ed.G.E) Initiative, and to increase the number of bilingual teachers who speak multiple languages to staff bilingual classrooms.

**Goal:**

**Pathway/Professional Learning Opportunities I commit to completing in order to \_\_\_\_:**

**Agreement to Participate**

By signing below, you agree to:

- Teach or coach in a bilingual/dual immersion setting in the near future,
- Attend/complete the professional learning opportunities listed above,
- Meet on a quarterly basis with a BTPDP coach to discuss progress,
- Complete a pre- and post-survey, and respond to requests for BTPDP updates on a quarterly basis. This data collection is needed to comply with the grant requirements as set forth by the California Department of Education (CDE). Please note, no personal identifiable information will be included in any reports shared with the CDE or with participating districts and schools.

Signature of Participant \_\_\_\_\_ Date: \_\_\_\_\_

Signature of BTPDP District Lead \_\_\_\_\_ Date: \_\_\_\_\_

Signature of BTPDP Coach \_\_\_\_\_ Date: \_\_\_\_\_





# Individual Learning Plan

**Candidate:** Certificated, multiple-subject credential, TK-6<sup>th</sup> grade, *possesses a BiLa or BCLAD*, and has been 3+ years out of a bilingual/Dual Language setting

**Goal:** to strengthen, refresh capacity to support multilingual students





# Individual Learning Plan

**Candidate:** Certificated, multiple-subject credential, TK-6<sup>th</sup> Grade

**Goals:** to attain a Bilingual Authorization

➔ 1.

**CSET II or III,  
IV, & V**

2.

**Required  
Coursework**



**Program Sponsor  
Recommendation**

3.

**Required  
Coursework**



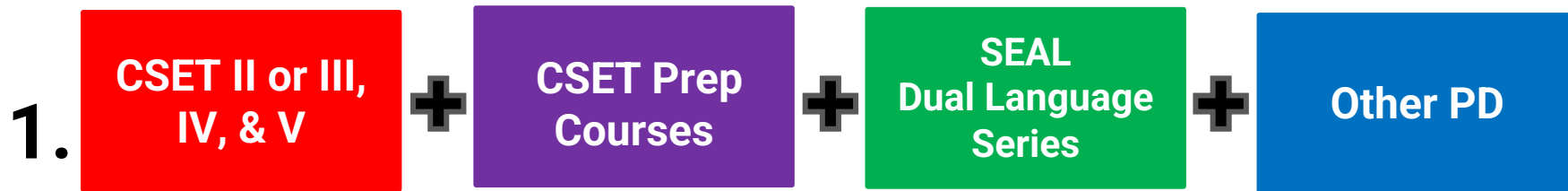
**CSET Subtest**



# Individual Learning Plan

**Candidate:** Certificated, multiple-subject credential, TK-6<sup>th</sup> Grade

**Goals:** to attain a Bilingual Authorization





# Participation Requirements for Educators continued

2. **Review** Individual Learning Plan with BTPDP District Lead & obtain signature of approval
3. **Submit** ILP to SEAL BTPDP Coach
4. **Meet** with SEAL BTPDP Coach on a quarterly basis to provide updates about completion of ILP

**2024 - 2029 Bilingual Teacher Professional Development Program (BTPDP) Individual Learning Plan (ILP) and Agreement to Participate**

Name: \_\_\_\_\_ District: \_\_\_\_\_

Current Position: \_\_\_\_\_ Desired Position: \_\_\_\_\_

ILP Start Date: \_\_\_\_\_

The Bilingual Teacher Professional Development Program (BTPDP) grant provides funding to be used to provide professional development services to teachers or paraprofessionals seeking to provide instruction in bilingual and multilingual settings. The purpose of this program is to ensure that California can meet the demand for bilingual teachers necessary to implement dual language and other bilingual programs, as authorized by the California Education for a Global Economy (CA Ed.G.E) Initiative, and to increase the number of bilingual teachers in multiple languages to staff bilingual classrooms.

**Goal:**

**Pathway/Professional Learning Opportunities I commit to completing in order to \_\_\_\_:**

**Agreement to Participate**

By signing below, you agree to:

- Teach or coach in a bilingual/dual immersion setting in the near future,
- Attend/complete the professional learning opportunities listed above,
- Meet on a quarterly basis with a BTPDP coach to discuss progress,
- Complete a pre- and post-survey, and respond to requests for BTPDP updates on a quarterly basis. This data collection is needed to comply with the grant requirements as set forth by the California Department of Education (CDE). Please note, no personal identifiable information will be included in any reports shared with the CDE or with participating districts and schools.

Signature of Participant \_\_\_\_\_ Date: \_\_\_\_\_

Signature of BTPDP District Lead \_\_\_\_\_ Date \_\_\_\_\_

Signature of BTPDP Coach \_\_\_\_\_ Date \_\_\_\_\_





# Questions?





# What are the types of Subsidized and In Kind Supports?

<b>*Coaching</b>	Individual Learning Plans (ILP), Quarterly Check – Ins, moral support
<b>Bilingual Authorization</b>	CSET test prep, test fees, course work (virtual or in person)
<b>Bilingual Pedagogy</b>	SEAL Dual Language Series
<b>Language Development in LOTE</b>	LMU-CEEL Certification
<i>May include</i>	<i>Sub release days, registrations for professional development that are outlined in ILP</i>

\*all participants





# MOU and Reimbursements



**Azusa**  
*BTPDP Fiscal Agent*

**IHE**  
**Organizations**  
**Other Providers**  
**District/LEA *NOT***  
**individual participants**



# What are the district/LEA requirements to participate?

Identify point of contact(s) that will be primarily responsible for

**Endorsing** applicants language other than English (LOTE)

**Submitting** reimbursements for participants and ensure that amount allocated for participants in expensed

**Attending** quarterly consortium meetings

**Monitoring** and celebrating participants milestones



# What are the district/LEA benefits?

**Participate** and offer unique professional development experience

**Strengthen** the hiring and *retaining* highly qualified bilingual staff

**Build** a bilingual teacher pipeline

**Grow** your network of bilingual educators and programs across CA





# Process

- Recruitment of LEA/District: Now Open and Ongoing
- District/LEA Commits
- LEA/District Recruitment of eligible participants
- Applications open in January
- Educators will be notified within three weeks of submitting application
- SEAL BTPDP Coaches Connect with Participants to develop ILP  
(individual learning plans)

# Next Steps for LEA and Districts

**Complete** the Commitment Form

**Connect** with HR, Finance, Site principals and build your internal team

**Complete** the MOU process with Azusa USD

**Stay** in contact with us  
InfoBTPDP@seal.org

**Azusa** **SEAL**  
Bilingual Teacher Professional Development Program (BTPDP)

**BTPDP District LEA Request To Partner**

We are Please complete this form as an indicator that you are prepared to partner with us and become a member of the consortium.

judith@seal.org [Switch account](#)

Not shared

Name of District /LEA  
Your answer

Name and Title of Main Point of Contact  
Your answer

# Questions?







# In Kind Supports



# How do I get more information?

[InfoBTPDP@seal.org](mailto:InfoBTPDP@seal.org)

