

Memorandum of Understanding between the Placer County Office of Education and Tahoe Truckee Unified School District

This Memorandum of Understanding ("MOU") is entered into by and between the **Placer County Office of Education**, referred to as "PCOE" and **Tahoe Truckee Unified School District**, referred to as "TTUSD". This document is dated August 8, 2024 for reference purposes only.

I. Recitals

The purpose of this MOU is to outline the roles and responsibilities of PCOE and TTUSD regarding the development and implementation of Tobacco Use Prevention Education ("TUPE"). TUPE involves interventions related to preventing tobacco use within the Multi-Tiered System of Supports ("MTSS") framework. This includes coordinated teams, systems, and evidence-based practices tailored to student and community needs and informed by relevant data.

Outcomes include enhancing the capacity of TTUSD to establish and maintain effective integrated systems that support tobacco use prevention for all students.

II. Terms

This MOU is entered into and effective from July 1, 2024, through June 30, 2025, unless terminated early pursuant to the provisions below.

III. Termination of the MOU

In the event of a material breach of this MOU, an aggrieved party may terminate this MOU by giving a 15-day written notice to cure. If the grievance is not cured within that period, the aggrieved party may terminate the agreement in writing immediately.

In the event of a funding reduction by the California Department of Education (CDE), PCOE may reduce the funding provided under this MOU and/or terminate this MOU with 15 days written notice.

IV. PCOE and TTUSD Obligations

PCOE agrees to:

A. Funding:

- Provide funding to support TTUSD in hiring (1) Community Liaison Interpreter: Attendance & TUPE to collaborate with the TTUSD District Leadership Team ("DLT") in developing and implementing tobacco use prevention initiatives.

B. Professional learning activities for Tobacco Use Prevention Education:

- Provide technical assistance in tobacco prevention education and support services across a multi-tiered system of support to the TTUSD.
- Provide oversight to ensure active participation in county-led Tobacco Use Prevention Education (TUPE) meetings by TTUSD staff to maintain alignment with county initiatives and support the timely completion of project tasks.
- Support the TTUSD District Leadership Team ("DLT") in identifying and completing TUPE related activities that align with PCOE's TUPE agreement with the California Department of Education (Attachment A).

- PCOE will support the TTUSD team with readiness and implementation of TUPE at the TTUSD level through the facilitated activities described in this MOU.
- PCOE will provide facilitation and coaching to the TTUSD Leadership Team ("DLT") to support the following functions:
 - Compile an inventory of tobacco prevention interventions and resources available within the district.
 - Review school and community data to inform tobacco prevention strategies and interventions.
 - Develop procedures for vetting and selecting evidence-based tobacco prevention practices and programs.
 - Create a Universal Request for Assistance form to streamline requests related to tobacco prevention support.
 - Develop a staff development plan for sites to ensure effective implementation of tobacco prevention strategies.
 - Lead co-training sessions for Site Teams to ensure they are well-equipped to implement and sustain tobacco use prevention programs.

TTUSD Agrees to:

- A. Advance TUPE by working towards an integrated system where tobacco prevention efforts are embedded within a comprehensive health and wellness framework, led by a TTUSD Leadership Team ("DLT") that will organize and direct the work.
- B. Align and integrate tobacco prevention efforts across TTUSD resources within the DLT.
- C. Ensure the DLT includes members from the school TTUSD who have the authority to change policy, blend funding streams, and adjust personnel and procedures at the school level.
- D. Ensure DLT members meet the following provisions:
 - Engage families and youth in DLT decision-making and other related activities, where applicable.
 - Adhere to mutually developed timelines.
 - Revise TTUSD and/or organization policies and procedures if needed to align with Tobacco Free Certification guidelines.
 - Serve as a model for implementation to other districts in the County.
- E. TTUSD agrees to utilize Community Liaison Interpreter: Attendance & TUPE appropriately and as outlined below:
 - Facilitate communication and engagement by providing interpretation services and bridging language barriers to support tobacco use prevention and wellness activities.
 - Assist in the delivery of tobacco prevention education by helping to communicate information and resources effectively to families and students.
 - Support students with chronic absenteeism by facilitating communication between the school and families to address barriers and promote regular attendance.
 - Engage in DLT activities to help with the development and implementation of tobacco prevention strategies
 - Provide services based on the request for assistance process.
 - Ensure Community Liaison Interpreters are not used for non-related tasks such as, testing supervision, teacher and classified staff substitutes, or other tasks unrelated to the tobacco prevention.

V. Communication Between Parties

PCOE and TTUSD agree that consistent, clear communication between both parties supports the vision of the program and leads to success for the students we jointly serve. School site administration will regularly attend integrated team meetings. PCOE staff and school administration will check in regularly regarding any program or student needs. The following individuals have been identified as the primary contacts for this project:

- PCOE Program Lead: Amanda Cozington
 - acozington@placercoe.org
- PCOE PSS Executive Director: Luke Anderson
 - luanderson@placercoe.org
- TTUSD Project Contact: Annamarie Cohen
 - acohen@ttusd.org

VII. Suspected Child Abuse Reporting

Neither party will interfere with project staff's requirements to report any suspected child abuse as mandated reporters per California's Penal Code Section 11165.7. In instances where PCOE staff become aware of suspected child abuse, PCOE staff will notify the site administrator and the staff's PCOE supervisor. The PCOE staff will maintain a copy of the report in a separate file from any existing student file, in order to allow the reporter to remain anonymous. The site administrator may request a copy of the report to store in a separate file at his or her discretion.

VIII. Fiscal and Other Reporting

TTUSD will invoice PCOE according to the dates outlined below. PCOE shall pay fees within (30) calendar days after receiving an invoice from TTUSD. PCOE's fiscal contribution is outlined below.

- Fiscal Year 2024-2025
 - PCOE Shall Pay no more than \$82,890 for services rendered during the 2024-2025 school year
 - TTUSD shall invoice PCOE for the period commencing July 1, 2024 and ending June 30, 2025:

Quarter 1 & 2:	Due by Jan 13, 2025
Quarter 3 & 4:	Due by June 30, 2025
 - TTUSD shall submit a yearly fiscal report by June 30, 2025

On behalf of Placer County Office of Education

Signed: 
 Position: Placer County Superintendent of Schools

Date: 1/10/25

On behalf of Tahoe Truckee Unified School District

Signed: _____
 Position: _____

Date: _____