

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
YUBA COUNTY OFFICE OF EDUCATION  
AND  
WHEATLAND SCHOOL DISTRICT – BEAR RIVER SCHOOL**

This Memorandum of Understanding stands as evidence that the Yuba County Office of Education (YCOE) and Wheatland School District (WSD) – Bear River School intend to work together to implement and enhanced and expanded Tobacco Use Prevention Education (TUPE) for a three-year period beginning July 1, 2020. All agencies agree that such a plan funded by the California Department of Education's Educator Excellence and Equality Division will further the primary focus to provide students with the knowledge and skills to enable youth to be tobacco free. Through collaboration, needs analysis education, monitoring, youth development and enforcement of tobacco-free policies we will cultivate the next generation of tobacco-free advocates. Each agency agrees to participate in the program by coordinating/providing the following services through June 30, 2023:

**YCOE** will provide the following:

- Training materials and consumables for all curriculum;
- Tracking tools and evaluation forms;
- CHKS materials and site level reports for grades 6<sup>th</sup> and 7<sup>th</sup> in 2021 and 2023;
- Youth development training materials/activities;
- Quarterly Yuba County Community Health Action Team (CHAT) meetings;
- Support Youth Development, PLUS Program, Advocacy Policy change;
- Collect and report to CDE all required deliverables;
- Provide training and support for Brief Intervention;
- Tobacco cessation programs, one on one or group setting.

**WSD – Bear River School (TUPE Site Coordinator)** will:

- Designate a Site Coordinator to support all aspects of the program;
- Designate a teacher or staff person to receive training and deliver the Project Alert to 7<sup>th</sup> and 8<sup>th</sup> grade students;
- Designate a 6<sup>th</sup> grade teacher to conduct Stanford Tool Kit;
- Designate a teacher or staff person to receive training in PLUS Program with up to 60 students to conduct PLUS forums, annually;
- Attend and participate in Quarterly CHAT meetings and provide program updates;
- Complete and submit all required deliverables by April 30<sup>th</sup> annually;

- Maintain Tobacco policy including "No Tobacco Products" signs at all school entrances and key area;
- Inform school staff of tobacco cessation programs, through handbooks, flyers and other site communication;
- Provide alternative to suspension- Provide students as needed for Brief Intervention (BI); 1 to 2 day In House Suspension with Stanford Tool Kit, 3 days in house suspension with Stanford Tool Kit;
- Conduct California Healthy Kids Survey (CHKS) Analyze and release CHKS results to governing board and committee;
- Coordinate on going analysis with YCOE of data and make any accommodations for program improvement;
- Site Coordinate will do curriculum, conduct observation and complete observation logs.

**Payment Schedule:**

*Yuba County Office of Education will pay WSD – Bear River School \$4000 per year for a total of \$12,000 for 3 years.*

- 50% (\$2000) upon receipt of executed Grant Agreement and MOU: Invoice YCOE November 1<sup>st</sup> for payment in December 2020, 2021, and 2022
- 50% (\$2000) upon receipt of executed Grant Agreement and MOU: Invoice May 1<sup>st</sup> for payment in June 2021, 2022, and 2023

**Summary Form Schedule:**

- **Quarterly CHAT check-ins**
- **Fiscal Grant Summary Reports:**
  - FY 2020-2021: May 31, 2021 due date for receipt of fiscal grant summary report for the period of July 1, 2020 through May 31, 2021.
  - FY 2021-2022: May 21, 2022 due date for receipt of fiscal grant summary report for the period of July 1, 2021 through May 31, 2022.
  - FY 2022-2023: May 31, 2023 due date for receipt of fiscal grant summary report for the period of July 1, 2022 through May 31, 2023.

My signature below certifies that I understand the terms and conditions of this agreement and will fully participate in the implementation of the program and services described herein.

\_\_\_\_\_  
Francisco Reveles, Ed.D.  
YCOE Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Craig M. Guensler  
WSD Superintendent

\_\_\_\_\_  
Date

*This MOU may be updated annually and is contingent upon receiving the full grant amount.*