

**Memorandum of Understanding (MOU) between
Contra Costa County Office of Education and
Mt. Diablo Unified School District**

Purpose:

The purpose of this MOU is to clearly identify roles and responsibilities as they relate to implementing a comprehensive Tobacco-Use Prevention Education (TUPE) program from July 1, 2020 – June 30, 2023. The goal of the TUPE Program is to prevent and/or reduce student tobacco-use and nicotine addiction through tobacco-specific, evidence-informed educational instruction and activities that build knowledge, social skills, and youth development assets.

Proposed Project:

The proposed project includes the following required elements:

- Student Services including evidence-informed curriculum, tobacco-free focused youth development, intervention, and cessation programs and services.
- Family and Community Engagement
- Staff Professional Development
- Interagency Partnerships
- Local Education Agency (LEA) Technical Assistance
- Tobacco-Free Policy Development and Implementation
- Project Monitoring and Evaluation

To support the successful implementation of the proposed project, each LEA agrees to the following:

Contra Costa County Office of Education (Consortia Lead) will:

- Provide overall leadership of all proposed project activities including planning, implementation, and evaluation.
- Retain a Project Coordinator who provides overall coordination of all project staff and activities, as well as all Clerical and Direct Service Staff.
- Ensure that all project funds expended or obligated are allowable costs and in compliance with the approved budget.
- Maintain all required documentation of all project services, activities, accomplishments, and program records.
- Coordinate ongoing data collection for evaluation, process and outcome measure tracking, and continuous program improvement purposes.
- Develop and provide mandatory grant implementation and annual evaluation reports, maintain and/or monitor any budget and project modifications, project claim invoices, and fiscal reports.
- Convene and facilitate quarterly, countywide TUPE Collaborative meetings.
- Coordinate and/or provide all staff professional development, including administrator and educator presentations and trainings.
- Provide annual, one-day *TUPE Site Coordinator* trainings and quarterly

meetings.

- Provide teacher/instructor trainings and provide all materials necessary for implementing evidence-informed curricula with fidelity.
- Provide annual, one-day *TUPE Peer Educator* trainings and ongoing on-site “booster” trainings for students.
- Assist staff and students in creating anti-tobacco advocacy projects and connect staff and students with community-based tobacco prevention efforts.
- Provide intervention and cessation trainings for school and community-based organization staff.
- Provide intervention and cessation facilitators to work with students, as needed.
- Coordinate and/or support family and community engagement opportunities.
- Provide an annual stipend to designated TUPE Site Coordinators at all participating school sites.
- Reimburse the district for substitute costs for teachers who attend any TUPE-related trainings and other events.
- Provide California Healthy Kids Survey (CHKS) administration, data analysis, and data communication training. Assist with CHKS administration, data analysis, and reporting.
- Provide additional countywide, district-level, and on-site support, training, technical assistance, and direct-service, as needed to fully implement the proposed TUPE project.

Mt. Diablo Unified School District will:

- Maintain and enforce existing Tobacco-Free School Policy as authorized by California *Health and Safety Code (HSC)* Section 104420(n)(2).
- Administer the California Healthy Kids Survey (CHKS) core module a minimum of once every two years. Individual school sites, if selected, will participate in the California Student Tobacco Survey (CSTS).
- Retain a District Coordinator or site designee who attends quarterly TUPE Collaborative meetings and provides district-level support for the implementation of the proposed project.
- Recruit/retain a teacher and/or other school staff at each site to serve as the TUPE Site Coordinator who will provide on-site coordination of the TUPE program and who will attend trainings and meetings.
- Work closely with district and site administrators to maintain support for the program.
- Support teachers/instructors implementing evidence-informed curricula with fidelity.
- Facilitate campus clearance for students participating in youth development opportunities, such as *TUPE Peer Educator* trainings and regional Teens Tackle Tobacco conferences.
- Support the implementation of intervention and cessation services, and the distribution of cessation resources.
- Assist with ongoing data collection for evaluation, process and outcome measure tracking, and continuous program improvement purposes. Provide feedback on process and outcomes measure reports shared at quarterly TUPE Collaborative meetings.

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.

Mt. Diablo Unified School District

Dr. Robert Martinez Superintendent (or Designee)

Date

Contra Costa County Office of Education

Superintendent (or Designee)

Date

