

## **Memorandum of Understanding**

This Memorandum of Understanding describes the collaborative relationship between Los Angeles County Office of Education and the members of the Los Angeles County Tobacco Consortium in providing Tobacco Use Prevention Education programs and services.

Los Angeles County Office of Education will provide the following:

- Consortium leadership for the Tobacco Use Prevention Education (TUPE) Tier 2 2020-2023 Grant
- All tobacco-use prevention, intervention, cessation and youth development curricula and support materials described in the grant application
- Technical assistance and training to implement all tobacco use prevention, intervention, cessation curricula and youth advocacy activities described in the grant application
- Reimbursement for salary and benefits for district coordinator and clerical support staff described in the grant application
- Reimbursement for the cost of substitute teachers needed to release classroom teachers for program-related training as described in the grant application
- Reimbursement for the cost of contracts, equipment, transportation, stipends and other costs described in the grant application
- Materials, supplies, and movie passes to support youth involvement activities
- The annual Youth Advocacy Leadership Conference
- All contracts and materials needed to implement the California Healthy Kids Surveys (CHKS) to students in grades 7, 9, and 11 during the duration of the grant
- District and school-level reports of CHKS data
- Process evaluation instruments needed to measure implementation of project activities
- Annual reports of activities required by California Department of Education

Consortium members will provide the following

- District-level program coordinator, clerical support staff, and other personnel needed to coordinate and implement all tobacco use prevention curriculum, intervention, cessation, youth development, youth advocacy, and services for pregnant and parenting minors described in the grant application
- Opportunities for inservice training of staff to implement program activities
- Implementation of the tobacco use prevention curriculum selected
- If randomly selected, participation in the California Student Tobacco Survey administered by the California Department of Public Health
- Implementation and submission of evaluation and financial accounting instruments
- Adherence to all assurances and certifications indicated by the grant cycle
- Agreement to the following:
  - a. Enforce the tobacco-free school district policy
  - b. Neither receive nor apply for funds, materials, or services from the tobacco industry or any agency which has received funding from the tobacco industry
  - c. Administer CHKS Core Module to students in grades 7, 9, and 11 during the duration of the grant cycle and publicly report CHKS data
  - d. Implement a systemic and ongoing process to collect data, implement program as planned, and measure the effectiveness of the program
  - e. Implement the program as described in the approved application
  - f. Submit all the required deliverables by the designated due dates
  - g. Expend funds as detailed in the approved application

A contract based on this Memorandum of Understanding will continue after the issuance of the grant award letter until June 30, 2023.

## Los Angeles County Office of Education

Debra Duardo, M.S.W.,Ed.D     Superintendent  
Name and title

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Signature

\_\_\_\_\_  
Date

## Palos Verdes Peninsula Unified School District

Linsey Gotanda, Ed.D., Assistant Superintendent, Educational Services  
Name and title

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Signature

\_\_\_\_\_  
Date