Memorandum of Understanding
Construction Trades Workforce Initiative & San Leandro Unified School District
Alternate Pathways to Career Success: MC3 Pre-Apprenticeship Program and Placement Support
August 2021 - June 2023

This Memorandum of Understanding (MOU), established on August 1st, 2021 between San Leandro Unified School District (SLUSD) and Construction Trades Workforce Initiative (CTWI), will be effective from August 1st, 2021 through June 30, 2023. It outlines the roles of SLUSD and CTWI in the Alternate Pathways to Career Success: MC3 Pre-Apprenticeship Program and Placement Support.

In this document "we", "us", "our", "CTWI" refers to Construction Trades Workforce Initiative. "You", "your" "yours" "client" and "SLUSD" refers to the client organization listed below. "Program" refers to the program listed in the title above.

1. Client Information:
San Leandro Unified School District
Joanne Clark
Joanneclark@slusd.us
(510) 693-5394

2. Grant Schedule and Program Description:

August 2021 - June 2023

Over the course of the grant period, SLUSD and CTWI will engage in planning, development and continual improvement of the MC3 pre-apprenticeship year-long capstone course at Lincoln Continuation School.

a) SLUSD and CTWI will develop and implement a comprehensive plan to educate and expose students, school staff, and families to careers in the union construction trades.
b) SLUSD and CTWI will place pre-apprenticeship graduates into union apprenticeship programs or post-graduation pathways leading to careers in union construction through:
    i) Expanding partnerships with union apprenticeship programs
    ii) Developing schoolwide systems that support placement into union construction apprenticeship
    iii) Leveraging San Leandro city and school district PLAs to place SLUSD MC3 graduates
c) Through building and promoting a robust MC3 capstone course at Lincoln Continuation School, SLUSD and CTWI will lay the groundwork to make MC3 available to all district high school students in the next iteration of our work together.

3. SLUSD (Lead Partner) Project Staffing and Scope of Work:

1. During the duration of this grant, SLUSD shall provide a lead program manager and core team dedicated to the development and implementation of the MC3 program. The lead person will manage the program on behalf of SLUSD and be the point person that shall:

a) coordinate monthly meetings/calls with partners.
b) serve as the liaison between MC3 instructor(s) and CTWI
c) plan and co-lead workshops/trainings that support the implementation of the MC3 program.
d) maintain and adhere to MC3 program requirements in a timely manner set by CTWI/NABTU as outlined in previously approved MC3 MOU.
e) lead and oversee activities listed below.

2. During the 2021-22 and 2022-23 school years, SLUSD shall co-lead planning and ensure participation of all appropriate parties to develop systems that place MC3 graduates on pathways to careers in union construction.

3. During each of the two school years, SLUSD shall plan and co-lead a minimum of three (3) professional development and school community workshops to educate SLUSD community members (families, staff and students in 9th-11th grades) about career pathways into the full range of union construction trades and attract students to join the MC3 program.

4. SLUSD shall ensure that MC3 instructors participate in all professional development training offered by CTWI and that any new instructors go through MC3 curriculum training and deliver the MC3 curriculum meeting the obligations set in the previously approved MC3 MOU.

5. During the Summer of 2022 and 2023, SLUSD shall outreach, plan and lead a 3-5 week Summer Construction Trades Program to ensure that at least 15 students each year are provided with the opportunity to tour union apprenticeship training centers, gain hands on construction experience, receive OSHA and First Aid training through partnerships with Cypress Mandela Training Center and 4 (or more) union construction trades.

6. During each of the two school years of the grant period, SLUSD shall outreach, recruit and enroll 24 students in the MC3 course.

7. SLUSD shall do everything possible - through expanded credit recovery and other measures - to ensure that students enrolled in the MC3 capstone course at Lincoln High School are able to complete the full program.

8. SLUSD shall budget for and purchase construction tools, MC3 certificates, equipment and safety materials to ensure that students receive quality and safe hands-on construction training during each of the two school years covered by the grant, including the following:

a) Skill Saws
b) Reciprocal Saws
c) Impact Drills

d) Tape Measures
e) Hard hats
f) 2x4 2x6 2x8 2x10 2x12 USB Plywood (depends on what you are building)
g) 8 inch sinkers 16 inch sinkers-nails
h) Screws (depends on what you are building)
i) Hammers
j) Speed Squares
k) Levels (small and large)
l) T-squares (small and large)
m) Steel-toe construction boots
n) Safety gloves
o) Chalk Lines or boxes
p) Safety Glasses
q) Vests

10. During each of the two school years (2021-22 and 2022-23), SLUSD shall implement the MC3 program at Lincoln High School and ensure that graduating students have a clear and actionable plan for next steps in pursuing a career in the union construction industry.

11. After each school year referenced above, SLUSD shall coordinate with CTWI to track student outcomes and inform CTWI of student's eventual job placement results. SLUSD will make a good faith attempt to provide CTWI with the student's official test scores if they are released.

4. CTWI (Supporting Partner) Project Staffing & Scope of Work

1. During the duration of this grant, CTWI shall provide a lead program manager and a placement coordinator dedicated to the development and implementation of the MC3 program at SLUSD. The lead program manager shall manage the program on behalf of CTWI and be the point person that shall:

f) attend monthly meetings/calls with internal and external partners.
g) establish agendas and timelines with specific deliverables for internal and external meetings.
h) meet specific deliverables for internal and external meetings.
i) serve as the liaison between SLUSD and union construction trades partners.
j) plan and facilitate workshops/trainings that support the implementation of the MC3 program.
k) support and oversee activities listed below.

3. During the 2021-22 and 2022-23 school years, CTWI shall co-lead planning with all appropriate parties to develop systems that place MC3 graduates on pathways to careers in union construction.

4. During each of the two school years, CTWI shall plan and co-lead a minimum of three (3) professional development and school community workshops to educate SLUSD community members (families, staff and students in 9th-11th grades) about post-graduation career pathways into the full range of union construction trades and attract students to join the MC3 program.

4. CTWI shall provide technical assistance and input into program design including additional math and mechanical reasoning resources and training and co-teaching select MC3 modules.

6. During the 2021-22 and 2022-23 School Years, CTWI shall invite union apprenticeship representatives to lead hands-on workshops and/or coordinate field trips - or virtual visits as needed - to union apprenticeship training centers in order to expose participants to different crafts.

5. During the Summers of 2022 and 2023, CTWI shall co-lead the Summer Trades Program and coordinate visits to 4 (or more) union construction trades apprenticeship centers.

8. Throughout both school years, CTWI shall provide updates regarding which trades will be bringing on new apprentices in the coming months in order to help guide participants' employment goals.

9. During the duration of the grant, CTWI shall leverage the school district's Project Labor Agreement and city-wide PLA to position SLUSD MC3 graduates as candidates to fulfill local hiring goals.

10. CTWI will work with unions and contractors to hire MC3 SLUSD graduates (assisting contractors in meeting local hire goals set in workforce agreements) and work with the building trades and affiliate apprenticeship programs to place qualified MC3 graduates into registered apprenticeship programs.

11. In concert with SLUSD, CTWI will document and track all SLUSD MC3 graduate placement data in order to assist with placement onto union career pathways or directly into union apprenticeship programs.

12. CTWI will promote SLUSD MC3 program at Bay Area Apprenticeship Coordinators Association Meetings, San Leandro Joint Advisory Committees and Pre-Jobs.

4. Program Cost:

1. In Year 1 (September 2021-July 2022 School Year), CTWI shall receive payment of $40,000 for supporting the implementation of the MC3 program at SLUSD and assisting with placement in union career pathways for successful MC3 graduates.

2. In Year 2 (August 2022-June 2023 School Year), CTWI shall receive payment of $40,000 for supporting the implementation of the MC3 program at SLUSD and assisting with placement in union career pathways for successful MC3 grads.

5. Billing and Payment

1. In Year 1, (September 2021-July 2022 School Year) SLUSD shall make 2 payments of $20,000. The first payment of $20,000 will be made by November 1st, 2019. The second payment of $20,000 will be made by May 1st, 2020. CTWI shall submit an invoice on the 1st of the month. SLUSD shall make payments within thirty (30) days of receipt of invoice.

2. In Year 2, (August 2022-June 2023 School Year) SLUSD shall make 2 payments of $20,000. The first payment of $20,000 will be made by November 1st, 2022. The second payment of $20,000 will be made by May 1st, 2023. CTWI shall submit an invoice on the 1st of the month. SLUSD shall make payments within thirty (30) days of receipt of invoice.

Payment can be made by check to:

Construction Trades Workforce Initiative
Attention: Beli Acharya
7750 Pardee Lane Suite 100
Oakland, CA 94621

6. Changes to the Program or Services Planned

1. Cancellation or Reduction of Program or Services Planned:

a.Once a contract has been signed, should you decide to cancel or reduce the contracted services, CTWI requests that we be given a minimum of two (2) weeks notice of such changes. In the absence of such notice CTWI will hold SLUSD responsible for payment for contracted services equal to the notice period.

2. Early Start Dates or Additional Services Planned:

a. CTWI can only guarantee a start date two weeks following the signing of a Memorandum of Understanding. If an earlier start date is proposed we will make every effort to accommodate your request and will keep you informed of the program's status.

b. Any requests for additional services, increases in staff or additional days or times of the program will be accommodated to every extent possible and will be covered under an addendum to the program's Memorandum of Understanding.

7. Student Data

1. CTWI will be informed of students' eventual job placement results. SLUSD will make a good faith attempt to provide CTWI with the student's official test scores if they are released.

2. CTWI shall maintain strict confidentiality of all information about individual students received and will not disseminate such information without the express written consent of SLUSD.

3. CTWI will have rights to publish aggregate data about the program for publicity reasons.

4. Only with the express written consent of SLUSD, CTWI will have rights to publish group photos of the students for publicity reasons. However, CTWI will ask for permission beforehand.

8. Insurance

1. CTWI is covered by general liability insurance ($1,000,000) and workers' compensation through Marsh & McLennan Insurance Agency. A proof of insurance certificate can be shared with the client upon request.

9. Cross Indemnification

Each party to the contract shall indemnify, defend and hold harmless, the other party, and its officers, agents and employees, from any and all liabilities and claims of any nature or damages of any character whatsoever, including death, sickness or injury to persons or property from any cause whatsoever arising from or connected with the operations or services of the Contractor, resulting from the conduct, negligent or otherwise, in whole or in part, of the Contractor, its agents, representatives, or employees to the extent permitted by law.
The Contractor, and the agents and employees of the Contractor, in the performance of this Contract, shall act in an independent capacity and not as officers or employees or agents of CTWI.

Signatures:
By signing below, all parties agree to the program plan as partners in the implementation of this program. Failure to abide by this MOU may cause partnership to become void. In the event that this MOU is breached, San Leandro Unified School District and Construction Trades Workforce Initiative will convene a meeting to discuss any issues and necessary changes to this MOU.

Client Representatives: _____ _____
Joanne Clark Date
Senior Director, Educational Services Division
San Leandro Unified School District

Construction Trades Workforce Initiative: _____ _____
Beli Acharya Date
Executive Director