



Santa Barbara
SCHOOL DISTRICTS

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Date: September 14, 2009
To: Dr. J. Brian Sarvis, Superintendent
From: David J. Hetyonk, Director of Facilities and Operations
Subject: Approval of Memorandums of Understanding between Orfalea Fund, Santa Barbara City College, and the School Districts for s'Cool Gradens at Adams Elementary School, Cesar Chavez Charter School, Cleveland Elementary School, Franklin Elementary School, and Open Alternative School.

September 22, 2009 Consent Agenda

Background:

The Orfalea Foundation and SBCC have partnered to create gardens in elementary schools for the purpose of education in healthy food practices. My office is in the process of reviewing site plans for numerous sites. For the 2009-2010 school year gardens are being planned at various elementary sites.

Issue:

A Memorandum of Understanding (MOU) has been drafted which outlines the commitment of the involved parties. Monroe Elementary school is the first to come before the board for approval and on August 25, 2009 the board approved a MOU for Monroe Elementary School and authorized Brent Millhollen to sign the MOU.

Fiscal Impact & Funding Source:

N/A

Recommendation:

That the board approve the Memorandums of Understanding between Orfalea Fund, Santa Barbara City College, and the School Districts for s'Cool Gradens at Adams Elementary School, Cesar Chavez Charter School, Cleveland Elementary School, Franklin Elementary School, and Open Alternative School and authorize the site principals and lead teacher (OAS) to sign the MOU's.

Attachment(s)?	<input checked="" type="checkbox"/>	Yes (if so, please attach)	<input type="checkbox"/>	No	<input type="checkbox"/>	Powerpoint	<input type="checkbox"/>	Overhead	<input type="checkbox"/>	Consultant
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Adams Elementary School Cesar Chavez Charter School Cleveland Elementary School Franklin Elementary School Harding Elementary School	McKinley Elementary School Monroe Elementary School Open Alternative School Peabody Charter School	Roosevelt Elementary School Santa Barbara Charter School Santa Barbara Community Academy Washington Elementary School	Goleta Valley Junior High School La Colina Junior High School La Cumbre Junior High School Santa Barbara Junior High School	Dos Pueblos High School La Cuesta Continuation High School San Marcos High School Santa Barbara High School Home School Santa Barbara
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s'Cool Gardens Memorandum of Understanding Supplement

Lead Teacher Agrees to:

1. Support and dedicate teaching behavior to standards-based curriculum integration of garden-food based education, guided by and in cooperation with SBCC s'Cool Gardens Coordinators and s'Cool Food Initiative objectives during the 2009-2010 school year.
2. Be actively involved, as a role model for other teachers, in garden-food based curriculum integration. Be open to sharing positive outcomes, opportunities and materials. Openly communicate needs, challenges, successes, and discoveries to s'Cool Gardens Coordinators.
3. Attend teacher training provided throughout the 2009-2010 school year regarding curriculum integration and garden-food based education.
4. Document and collect data of s'Cool Gardens activities to participate in overall program evaluation. Such data collection may include activities like student journaling, completing a survey, recording successes and challenges of activities, etc.
5. Participate in selection of materials for program implementation (materials will be purchased by the s'Cool Garden program).
6. Sharing successful lesson plans with s'Cool Gardens Coordinators to be accessible to other teachers interested in garden-food based project integration.

Garden Manager Agrees to:

1. Serve as the primary point of contact for garden-related communication with s'Cool Gardens Coordinators, volunteers, interested teachers, staff, etc.;
2. Oversee and assist with watering and watering schedules. Report any irrigation problems that are not easily fixed to school grounds staff and Ramsey Cronk (s'Cool Gardens Coordinator);
3. Assist with weeding, composting and green waste, as necessary;
4. Assist s'Cool Gardens Coordinators and "lead garden teachers" with the scheduling of garden site use for other educational activities;
5. Assist with deliveries of materials needed for garden development and use;
6. Assist with care and storage of garden tools and equipment;
7. Assist with record keeping efforts regarding the use of the garden for evaluation purposes; and
8. To the extent feasible, participate in learning activities provided by the s'Cool Gardens: *Cultivating the Future* Program.

Junior Chef Day Checklist for Schools

School Qualifications for Event – Needed Equipment and Facilities:

- Maximum of 24 classes in school with up to 30 students per class (up to 720 students). Each class will take one 15 minute time slot in the schedule; 24 classes = 6 hours of instruction.
- Self-contained physical space with sink to create kitchen for the day- a classroom can be used.
- At least 6 round tables that can seat 6 to 8 students, plus chairs.
- 2- 3 rectangular tables for production section of kitchen.
- Central operational cafeteria/dining space for serving recipe on Day Two.
- Refrigeration space in cafeteria kitchen to hold produce for event the day before and up to six 22- 30 quart stockpots after production, walk-in preferable.
- Storage space to hold equipment prior to Day One (not essential but helpful).
- Freezer space in cafeteria kitchen for ice wands.
- Use of several rolling carts on both days.
- Network of parent volunteers available to work both days.

Timeline of event:

- Prepare School Community for Jr. Chef Day as follows:
 - Introduce Food Service Director and Kitchen Manager to event;
 - Introduce custodial staff to event and our possible needs;
 - Recruit volunteers, sign-up sheet will be provided;
 - Identify interested school personnel or faculty member, to train/shadow for event as facilitator of future events. Culinary experience a plus;
 - Arrange for storage space for produce and equipment with food service personnel; and
 - Arrange to have classroom kitchen space set up with round tables and chairs, rectangular tables, sound system, and garbage cans ready for s'Cool Food arrival on Day One;
- In Preparation, Promote Event as follows:
 - Introduce event to school through Junior Chefs summary materials and video (Materials will be provided);
 - Review Information sheet and distribute (in English and Spanish) (Materials will be provided)
 - Send out information to parent community- newsletters, backpack mail, emails, website posts to publicize event. Information sheet can be used as publicity materials itself or as text for other school notices such as a newsletter or website etc.
- Follow up on Event as follows:
 - Distribute recipe in English and Spanish in newsletter or backpack mail, to students and families as appropriate (Recipe will be provided)
 - Encourage teachers to incorporate experience into other classroom activities (A list of ideas will be provided)
 - Please find out what creative ways teachers have done this and share with the s'Cool Food team so successful curriculum ideas can be shared with other schools.

Two weeks before:

- Sign up volunteers for both days (A sign-up sheet will be provided)
- Schedule class rotation/participation. (A Recommended Grade Level sheet for class scheduling will be provided)
- Inform s'Cool Food team of the following: 1) Number of classes 2) Number of students in largest class 3) Time of lunch period 4) Start and end times of school day 5) Total school population



Cultivating the Future

Memorandum of Understanding - s'Cool Gardens program Agreement dates: June 2009 to June 2010

Program Overview:

The Orfalea Fund's s'Cool Food Initiative (SFI) and the Santa Barbara City College Center for Sustainability have partnered to create the "s'Cool Gardens: Cultivating the Future" program (s'Cool Gardens) which will install and/or enhance gardens in local elementary schools throughout Santa Barbara County. These gardens are a component of larger goals to educate and engage children and families in healthy food practices. The school gardens are intended to be an experiential, hands-on tool for student learning during both classroom and unstructured time and will be tailored to each school's unique culture and circumstances.

The s'Cool Food Initiative and Center for Sustainability agree to:

1. Develop garden plans together with school administration input; Take the lead on garden installation, renovation tasks and necessary repairs; Ensure curriculum integration is taking place at each campus; Ensure there is storage for garden equipment and emergency preparedness supplies with district facilities approval for work and storage unit placement.
2. Provide training and support to lead teachers. This includes purchase of teaching materials. Our program coordinators have planned and will facilitate two special training sessions for which a stipend will be offered to school staff directly involved with garden-nutrition education and garden maintenance. For these two after hour training sessions, s'Cool Gardens will provide a \$40 stipend for participation.
3. Provide support and stipend of \$500 for the year to the designated Garden Manager.
4. Sponsor and arrange logistics for two (2) SFI educational programs during the school year: Jr. Chef Day (an all-school cooking event) in the Fall 2009 and an interactive assembly during the Spring 2010.
5. Support school efforts to celebrate garden achievements through a recognition event, such as a Harvest Festival. Planning and creation of event will be in collaboration with the school by the s'Cool Gardens Coordinators.
6. Provide information and resources to parent groups, such as "guest speaking" or informational Q&A sessions.
7. Not use agrochemicals or pesticides of any kind.
8. Communicate early with Adams Elementary School any challenges and work towards a resolution.

Adams Elementary School agrees to:

1. Engage at least two teachers who will work with the s'Cool Gardens Coordinators to incorporate garden-food based project learning into their current curriculum (as outlined in the Responsibilities List



Cultivating the Future

Memorandum of Understanding - s'Cool Gardens program Agreement dates: June 2009 to June 2010

Program Overview:

The Orfalea Fund's s'Cool Food Initiative (SFI) and the Santa Barbara City College Center for Sustainability have partnered to create the "s'Cool Gardens: Cultivating the Future" program (s'Cool Gardens) which will install and/or enhance gardens in local elementary schools throughout Santa Barbara County. These gardens are a component of larger goals to educate and engage children and families in healthy food practices. The school gardens are intended to be an experiential, hands-on tool for student learning during both classroom and unstructured time and will be tailored to each school's unique culture and circumstances.

The s'Cool Food Initiative and Center for Sustainability agree to:

1. Develop garden plans together with school administration input; Take the lead on garden installation, renovation tasks and necessary repairs; Ensure curriculum integration is taking place at each campus; Ensure there is storage for garden equipment and emergency preparedness supplies with district facilities approval for work and storage unit placement.
2. Provide training and support to lead teachers. This includes purchase of teaching materials. Our program coordinators have planned and will facilitate two special training sessions for which a stipend will be offered to school staff directly involved with garden-nutrition education and garden maintenance. For these two after hour training sessions, s'Cool Gardens will provide a \$40 stipend for participation.
3. Provide support and stipend of \$500 for the year to the designated Garden Manager.
4. Sponsor and arrange logistics for two (2) SFI educational programs in conjunction with Franklin Elementary School during the school year: Jr. Chef Day (an all-school cooking event) in the Fall 2009 and an interactive assembly during the Spring 2010.
5. Support school efforts to celebrate garden achievements through a recognition event, such as a Harvest Festival. Planning and creation of event will be in collaboration with the school by the s'Cool Gardens Coordinators.
6. Provide information and resources to parent groups, such as "guest speaking" or informational Q&A sessions.
7. Not use agrochemicals or pesticides of any kind.
8. Communicate early with César Chávez Charter School any challenges and work towards a resolution.

César Chávez Charter School agrees to:

1. Engage at least two teachers who will work with the s'Cool Gardens Coordinators to incorporate garden-food based project learning into their current curriculum (as outlined in the Responsibilities List

in MOU Supplement) as well as someone on school grounds to take-on the responsibilities of Garden Manager (as outlined in the Responsibilities List in MOU Supplement).

2. Participate in s'Cool Food Initiative Educational Programming in conjunction with Franklin Elementary School:
 - a. Jr. Chef Day (all-school cooking event) during Fall 2009 (see Jr. Chef Checklist in MOU Supplement)
 - b. Host an interactive assembly during Spring 2010
3. Generally support s'Cool Garden program through positive participation, on-going interaction, maintenance, scheduling, program and event promotion, evaluative process involvement, facility use such as program space needs, copy room access, restroom availability, etc. Provide designated space in Library for materials to be accessible to entire school.
4. Connect SFI and Center for Sustainability with helpful resources (materials and personnel) both on site and within the community to support and promote sustainability of the program. Examples include connecting s'Cool Gardens Coordinators with facilities, food services and teaching personnel; recruiting parents and volunteers; outreach to local businesses and organizations.
5. Publicize s'Cool Food Initiative and s'Cool Gardens happenings at César Chávez Charter School. Encourage staff, student, parent and community awareness and active participation through announcements, newsletter articles, and other types of communication and publicity. Share all written promotional material with Orfalea Fund and s'Cool Gardens Coordinators.
6. Determine and promote the best ways to involve and engage families in these efforts.
7. Not use agrochemicals or pesticides of any kind.
8. Communicate early with the s'Cool Gardens Program any challenges and work towards resolution.

We agree to follow these participation guidelines in order to help implement the s'Cool Food Initiative and s'Cool Gardens Program offered by the Orfalea Fund and Santa Barbara City College Center for Sustainability.

Principal Eva Neuer Date
César Estrada Chávez Dual Language Immersion Charter School

Laurel Anderson, Youth & Schools Manager Date
Orfalea Fund, 805-565-7550 ext. 104, laurel@orfalea.org

Adam Green, Center for Sustainability Date
Santa Barbara City College

Marilynn Spaventa, Center for Sustainability Date
Santa Barbara City College



Cultivating the Future

Memorandum of Understanding - s'Cool Gardens program Agreement dates: June 2009 to June 2010

Program Overview:

The Orfalea Fund's s'Cool Food Initiative (SFI) and the Santa Barbara City College Center for Sustainability have partnered to create the "s'Cool Gardens: Cultivating the Future" program (s'Cool Gardens) which will install and/or enhance gardens in local elementary schools throughout Santa Barbara County. These gardens are a component of larger goals to educate and engage children and families in healthy food practices. The school gardens are intended to be an experiential, hands-on tool for student learning during both classroom and unstructured time and will be tailored to each school's unique culture and circumstances.

The s'Cool Food Initiative and Center for Sustainability agree to:

1. Develop garden plans together with school administration input; Take the lead on garden installation, renovation tasks, and necessary repairs; Ensure curriculum integration is taking place at each campus; Ensure there is storage for garden equipment and emergency preparedness supplies with district facilities approval for work and storage unit placement.
2. Provide training and support to lead teachers. This includes purchase of teaching materials. Compensation will be provided for trainings in the form of either paying for a substitute teacher (if training is during time when students are present) or compensating the teachers commensurate with the substitute teaching rate of the school district for training during times when students are not present.
3. Provide support and stipend of \$500 for the year to the designated Garden Manager.
4. Sponsor and arrange logistics for two (2) SFI educational programs during the school year: Jr. Chef Day (an all-school cooking event) in the Fall 2009 and an interactive assembly during the Spring 2010.
5. Support school efforts to celebrate garden achievements through a recognition event, such as a Harvest Festival. Planning and creation of event will be in collaboration with the school by the s'Cool Gardens Coordinators.
6. Provide information and resources to parent groups, such as "guest speaking" or informational Q&A sessions.
7. Not use agrochemicals or pesticides of any kind.
8. Communicate early with Cleveland Elementary any challenges and work towards a resolution.

Cleveland Elementary School agrees to:

1. Engage at least two teachers who will work with the s'Cool Gardens Coordinators to incorporate garden-food based project learning into their current curriculum (as outlined in the Responsibilities List



Cultivating the Future

Memorandum of Understanding - s'Cool Gardens program Agreement dates: June 2009 to June 2010

Program Overview:

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The s'Cool Food Initiative and Center for Sustainability agree to:

1. Develop garden plans together with school administration input; Take the lead on garden installation, renovation tasks and necessary repairs; Ensure curriculum integration is taking place at each campus; Ensure there is storage for garden equipment and emergency preparedness supplies with the district facilities approval for work and storage unit placement.
2. Provide training and support to lead teachers. This includes purchase of teaching materials. Our program coordinators have planned and will facilitate two special training sessions for which a stipend will be offered to school staff directly involved with garden-nutrition education and garden maintenance. For these two after hour training sessions, s'Cool Gardens will provide a \$40 stipend for participation.
3. Provide support and stipend of \$500 for the year to the designated Garden Manager.
4. Sponsor and arrange logistics for two (2) SFI educational programs in conjunction with Cesar Chavez Charter School during the school year: Jr. Chef Day (an all-school cooking event) in the Fall 2009 and an interactive assembly during the Spring 2010.
5. Support school efforts to celebrate garden achievements through a recognition event, such as a Harvest Festival. Planning and creation of event will be in collaboration with the school by the s'Cool Gardens Coordinators.
6. Provide information and resources to parent groups, such as "guest speaking" or informational Q&A sessions.
7. Not use agrochemicals or pesticides of any kind.
8. Communicate early with Franklin Elementary School any challenges and work towards a resolution.

Franklin Elementary School agrees to:

1. Engage at least two teachers who will work with the s'Cool Gardens Coordinators to incorporate garden-food based project learning into their current curriculum (as outlined in the Responsibilities List



Cultivating the Future

Memorandum of Understanding - s'Cool Gardens program Agreement dates: June 2009 to June 2010

Program Overview:

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The s'Cool Food Initiative and Center for Sustainability agree to:

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3. Provide support and stipend of \$500 for the year to the designated Garden Manager.
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5. Support school efforts to celebrate garden achievements through a recognition event, such as a Harvest Festival. Planning and creation of event will be in collaboration with the school by the s'Cool Gardens Coordinators.
6. Provide information and resources to parent groups, such as "guest speaking" or informational Q&A sessions.
7. Not use agrochemicals or pesticides of any kind.
8. Communicate early with Open Alternative School any challenges and work towards a resolution.

Open Alternative School agrees to:

1. Engage at least two teachers who will work with the s'Cool Gardens Coordinators to incorporate garden-food based project learning into their current curriculum (as outlined in the Responsibilities List

