

File ID Number	22-0799
Introduction Date	5/11/22
Enactment Number	22-0793
Enactment Date	5/25/2022
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**OAKLAND UNIFIED
SCHOOL DISTRICT**
Community Schools, Thriving Students

**OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Board of Education**

May 11, 2022

To: Board of Education

From: Kyla Johnson-Trammell, Superintendent
Sondra Aguilera, Chief Academic Officer
Tom Felix, English Language Learner and Multilingual Achievement (ELLMA)
Nathaniel Dunstan, Program Manager, Refugee & Newcomers

Subject: **Grant Letter Agreement - District and Refugee Transitions**

ACTION REQUESTED:

Approval by the Board of Education of a Letter Agreement between Refugee Transitions (RT) and Oakland Unified School District's Refugee and Newcomer Program (RNP) to work together for the Newcomer Community Engagement Program (NCEP). If awarded, RNP will receive \$19,695.00 of Oakland Fund for Children and Youth (OFCY) funds, as described in Agreement, for the term of July 2021 through June 2022.

BACKGROUND:

Grant proposal for OUSD schools for the FY19-20 fiscal year was submitted for funding as indicated in the chart below. The grant face sheet and grant proposal packets are attached.

File ID#	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
22-0799	Yes	Grant	All Oakland Unified School District Schools	Support newcomer refugee and unaccompanied minor students in OUSD	July 2021 – June 2022	Refugee and Immigrant Transitions	\$19,695.00

DISCUSSION:

The district created a Grant Face sheet process to:

- Review proposed grant projects at OUSD sites and assess their contribution to sustained student
- Identify OUSD resources required for program success

OUSD received a Grant Face Sheet and a completed grant application for the program listed in the chart by the school.

FISCAL IMPACT:

The total amount of grants will be provided to OUSD schools from the funders.

- Grants valued at: \$19,695.00

RECOMMENDATION:

Approval by the Board of Education of a Letter Agreement between Refugee Transitions (RT) and Oakland Unified School District's Refugee and Newcomer Program (RNP) to work together for the Newcomer Community Engagement Program (NCEP). If awarded, RNP will receive \$19,695.00 of Oakland Fund for Children and Youth (OFCY) funds, as described in Agreement, for the term of July 2021 through June 2022.

ATTACHMENTS:

Grant Face Sheet
Agreement Letter

OUSD Grants Management Face Sheet

Title of Grant: Refugee Transitions	Funding Cycle Dates: July 2021 – June 2022
Grant's Fiscal Agent: Oakland Unified School District	Grant Amount for Full Funding Cycle: \$19,695
Funding Agency: Refugee Transitions/ Oakland Fund for Children and Youth 870 MARKET ST STE 558, SAN FRANCISCO, CA 94102	Grant Focus: Support newcomer refugee and unaccompanied minor students in OUSD
List all School(s) or Department(s) to be Served: All Schools	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	The grant's primary focus is to assist refugee and unaccompanied minor school age students paying for 3 OUSD summer school teachers to provide newcomer-specific ELD programming at 3 school sites without existing newcomer curriculum or support. Each teacher allows us to enroll up to 22 students.
How will this grant be evaluated for impact upon student achievement? (Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including OUSD's indirect rate of 5.56% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant's budget for evaluation.)	We have a flag for refugee and unaccompanied minor students and a tracking system in place to measure and track attendance, CELDT scores, grades, and other test scores.
Does the grant require any resources from the school(s) or district? If so, describe.	We are currently using office space at the Lakeview campus.
Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU? (If yes, include the district's indirect rate of 5.56% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	No
Will the proposed program take students out of the classroom for any portion of the school day? (OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)	No
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Nate Dunstan 746 Grand Ave, Room E, Oakland CA 94610, (510) 273-1661, Nathaniel.dunstan@ousd.org

Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Principal/Administrator	Nicole Knight		10/28/21
Chief Academic Officer	Sondra Aguilera		3/24/2022

Grant Office Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Senior Business Officer	Lisa Grant-Dawson		
Superintendent	Kyla Johnson-Trammell		



Letter of Agreement for Oakland Fund for Children and Youth (OFCY)

This Agreement (“Agreement”) is made and is effective on 10/1/2021:

BETWEEN: **REFUGEE & IMMIGRANT TRANSITIONS** (the “RIT”), a nonprofit 501(c)3 and existing under the laws of the state of California, with its head office located at:

870 MARKET ST STE 558, SAN FRANCISCO, CA 94102

AND: Oakland Unified School district’s **Refugee and Newcomer Program (RNP)**

1000 Broadway, Suite 300, Oakland, CA 94607

Refugee & Immigrant Transitions (RIT) has been partnering with the OUSD **Refugee and Newcomer Program (RNP)** on the Newcomer Community Engagement Program (NCEP), funded by OFCY, since 2016. In the 2016-19 grant cycle, NCEP greatly surpassed projections for both units of service and number of youth served. Our collaborative partnership included cross-program referrals of youth clients, data sharing, and collaboratively offering various program components, such as summer camps, field trips, and community events which will take place either in person or virtually depending on federal, state and district rules in light of the COVID pandemic.

Through the expansion of the successful **NCEP, RIT and partners will engage at least 550 newcomer children and youth annually** in Oakland. NCEP students are newcomer youth who have sought refuge in the U.S. due to war, violence, persecution, or economic duress. Individual services will include: home-based tutoring/mentoring and Mam youth support. Group services will include: leadership opportunities, school-year and summer soccer programming, leadership opportunities, field trips, summer camps, community building and literacy/academic support at Fremont High School, workshops, and summer school classes at several OUSD schools; which will take place either in person or virtually depending on federal, state and district rules in light of the COVID pandemic.

1. REFUGEE & IMMIGRANT TRANSITIONS WILL FULFILL THE FOLLOWING RESPONSIBILITIES:

(Responsibilities of each party detailing administrative and operational duties including staffing, service delivery specifics, facility space, data management, evaluation, etc.)

- 1.1. Oversee the OFCY grant, including ensuring program compliance, maintaining accurate fiscal and management practices.
- 1.2. With partners, engage at least 550 newcomer children and youth.
- 1.3. Provide a Program Director and Program and Volunteer Manager to ensure leadership, program and service quality.
- 1.4. Ensure all hiring criteria and procedures such as fingerprint clearances, criminal background checks, and TB testing are completed with approval for all program staff and volunteers.

- 1.5. Conduct outreach and recruitment, and enroll an adequate number of student participants.
- 1.6. Collect and analyze data on student enrollment, attendance, academic performance, student and parent satisfaction; and ensure data are being entered into the OFCY database. RIT will be responsible for obtaining parental consent for analysis/collection of data and/or administration of any surveys, as required by law.
- 1.7. Create and adhere to a transparent enrollment policy including maintaining an active wait list.

2. RIT PROGRAM RESPONSIBILITIES:

- 2.1. Continue to match students with trained and vetted home-based tutors/mentors. Tutoring and mentoring to take place 2-4 hours a week for 9 months min. per student.
- 2.2. Connect Mam-speaking youth with a Community Navigator for support and referrals to community resources.
- 2.3. Provide after-school and daytime classroom assistance to Fremont High School students for community building and literacy/academic support.
- 2.4. Provide youth leadership opportunities to students of Fremont High School and Oakland International High School.
- 2.5. Work in partnership with OUSD: RNP and Soccer Without Borders to hold: (i) workshops for SWB's middle-school program participants; (ii) field trips throughout the year for regular participants of NCEP programs; (iii) 1-week summer camp for K-12 students, where SWB will be the lead, and RIT will provide art and English activities for elementary schoolers. These events will take place either in person or virtually, depending on federal, state, and District rules in light of the COVID-19 pandemic. To the extent these events happen in person, RIT will ensure compliance with all CDC, CDPH, ACPHD, and/or OUSD requirements, including distancing, mask wearing, notification of positive cases and completion of daily health screener.

3. OUSD REFUGEE AND NEWCOMER PROGRAM WILL FULFILL THE FOLLOWING RESPONSIBILITIES:

- 3.1. Be responsible for the timely completion of Cityspan attendance.
- 3.2. Ensure all hiring criteria and procedures such as fingerprint clearances, criminal background checks, and TB testing are completed with approval for all program staff.
- 3.3. Provide a Supervisor for staff and teachers to ensure program quality.
- 3.4. Conduct outreach and recruitment, and enroll an adequate number of student participants.
- 3.5. Collect and analyze data on student enrollment, attendance, academic performance, student and parent satisfaction.
- 3.6. Create and adhere to a transparent enrollment policy including maintaining an active wait list.
- 3.7. Supervise a new Mam/Spanish Community Navigator (CN) (1FTE), who will be hired by Refugee & Immigrant Transitions to serve at least 100 OUSD students per year. The CN will be based at the OUSD Community Schools and Student Services Department, will make frequent visits to school sites, and will accompany Mam-speaking students and their families to appointments across Oakland. The CN will leverage and provide a

continuum of educational, enrichment, advocacy, and enrollment supports for Mam students. The CN will also refer students to the services provided by RIT, SWB and other local immigrant service providers.

- 3.8. OUSD summer school teachers (to be hired by RNP) will provide newcomer-specific English Language Development programming at school sites without existing newcomer curriculum or support: Roosevelt and Frick Middle Schools. Students will be referred to RIT and SWB summer and other programming. Duration: 4 weeks, Monday-Friday. 6 hours/day. 40 students served daily either virtually or in person.
- 3.9. Ensure student attendance data are being entered into the OFCY database.

4. JOINT RESPONSIBILITIES

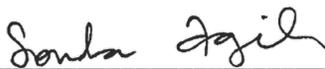
- 4.1. RIT, RNP, and other partners will seek funds from OFCY to support the **Newcomer Community Engagement Program (NCEP)**. Additionally, RIT and RNP will leverage other resources including in-kind resources, volunteers, and additional grant dollars to support program implementation and expansion.
- 4.2. RIT and RNP representatives will participate in regular planning meetings to address issues including programming, scheduling, staffing, student recruitment and retention, data collection, volunteer recruitment and management, and appropriate program refinements.
- 4.3. RIT and RNP representatives agree to actively resolve any disputes or conflicts that may endanger the partnership. If the conflict cannot be resolved by the two parties, both parties will inform and invite OFCY into the resolution process.

5. COMPENSATION AND TERM

- 5.1. RNP will receive **\$19,695 of OFCY funds (not including match funds) for July 2021 – June 2022**. RIT and RNP are aware of their responsibilities fiscally and programmatically for all grant requirements if OFCY funds are awarded. RIT recognizes that it is responsible for ensuring that all the terms of the contracted services with RNP are fulfilled. RNP understands that RIT will be the lead agency. The OFCY grant is being renewed for an additional two fiscal years (2020-2021 and 2021-2022) contingent on past grant performance. If the partnership between RIT and RNP is severed during the grant cycle, OFCY funding is not guaranteed to continue with the lead agency partner.



Laura Vaudreuil, Executive Director, Refugee & Immigrant Transitions 10/1/21
Date



Sondra Aguilera, Chief Academic Officer, OUSD 3/24/2022
Date

Approved as to form by OUSD Attorney Carrie M. Rasmussen on 3/19/2022



Gary Yee, President, BOE





Kyla Johnson-Trammell, Superintendent & Secretary, BOE