

File ID Number	16-0504
Introduction Date	3-23-16
Enactment Number	16-0442
Enactment Date	3/23/16
By	OA



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Board of Education

To: Board of Education
From: Antwan Wilson, Superintendent
Subject: **District Submitting Grant Proposal**

ACTION REQUESTED:

Approval by the Board of Education of District application to the Family Foundation of Baltimore, MD seeking \$15,000.00, for the New Highland Academy Elementary School, for fiscal year 2015-2016, to accept same, if granted, in whole or in part, pursuant to the terms and conditions thereof and to submit amendments thereto, for the grant year, if any.

BACKGROUND:

Grant proposal for OUSD schools for the 2015-2016 fiscal year were submitted for funding as indicated in the chart below. The Grant Face Sheet and grant proposal packets are attached.

File I.D #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
16-0504	yes	Grant	Oakland Unified School District	To fund a part-time two-day-per week Library Clerk position of New Highland Academy	1/1/16-5/31/17	Family Foundation of Baltimore, MD	\$15,00.00

DISCUSSION:

The district created a Grant Face sheet process to:

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

OUSD received a Grant Face Sheet and a completed grant proposal 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: \$15,000.00

RECOMMENDATION:

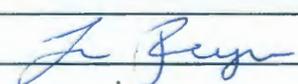
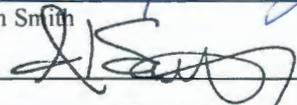
Approval by the Board of Education of District application grant proposal for OUSD schools for fiscal year 2016-2017 to accept same, if granted, in whole or in part, pursuant to the terms and conditions thereof and to submit amendments thereto, for the grant year, if any.

ATTACHMENTS: Grant face sheet, Grant proposal

Title of Grant: Library Clerk	Funding Cycle Dates: January 2016 thru May 2016, September, August 2016-May 2017
Grant's Fiscal Agent: (contact's name, address, phone number, email address) FAMILY FOUNDATION OF BALTIMORE, MD Ms. Carrie Trauth 16321 Morrow Road, Poolesville, Md. 20887	Grant Amount for Full Funding Cycle: 15,000
Funding Agency The Family Foundation Inc.	Grant Focus Increase literacy by hiring a library clerk. Buy books for the library to increase student access to books at their level and/or interest.
List all School(s) or Department(s) to be Served: New Highland Academy	

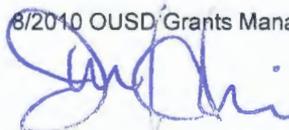
Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	Having a librarian will support our culture of readers where our students will have another opportunity to access books at their level. Additionally, the library clerk will also read out loud a book to model her thinking to students.
How will this grant be evaluated for impact upon student achievement?	All of our students will show growth in F&P. All far below grade level students will increase at least 4 reading levels, students at grade level will increase one reading level. Students will meet their classroom goal around the number of books they read in a month.
Does the grant require any resources from the school(s) or district? If so, describe.	No
Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU?	No
Will the proposed program take students out of the classroom for any portion of the school day?	Classrooms will visit the library at most twice a month to get access to more books and read out loud from the attendance clerk.
Who is the contact managing and assuring grant compliance?	Principal Lorena Reyes

Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Principal	Lorena Reyes		2/24/16
Department Head (e.g. for school day programs or for extended day and student support activities)	Allen Smith		

Grant Office Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date

8/2010 OUSD Grants Management Services


James Harris
President, Board of Education



Antwan Wilson
Secretary, Board of Education



DATE: 11/19/2015

TO: FAMILY FOUNDATION OF BALTIMORE, MD

ATTN: Ms. Carrie Trauth

16321 Morrow Road, Poolesville, Md. 20887

FR: Lorena Reyes, Principal, New Highland Academy Elementary School

SUBJECT: Request for Funding: Library Clerk Position

The purpose of this letter is to request funding for a part-time, two-day-per-week Library Clerk position for New Highland Academy for the period January 2016 thru May 2016, and for the entire academic year commencing August 2016 thru May 2017.

The amount of the request is \$15,000 (Fifteen Thousand Dollars) to cover salary and expenses of either a contractor or OUSD employee, depending on hiring feasibility. This figure is based on a wage rate of \$15.00 per hour for 60 weeks @ 2days/week or 120 days. The average day of 7 hours for the 120 days yields 840 hours at the \$15.00 rate or \$12,600. The additional \$2,400 will serve for expenses associated with employment and library support.

The duties and responsibilities of the position are attached.

BACKGROUND

New Highland Academy (NHA) Elementary School is located in a high poverty, crime and pollution area referred to as "deep east Oakland." The residents and student body include primarily working class Latino-American and African-American families. Many of the former are recent immigrants to the community and are English-language learners. Because of violence and crime, most of the students are not able to be outside during non-school hours. Parents or adults in the household are away from home during much of the daytime and evening hours so there is frequently minimal supervision and support at home. Almost 100% of the students qualify for the school's free lunch program.

THE SCHOOL DISTRICT

In recent years, the Oakland Unified School District (OUSD) has embarked on a program to increase literacy scores in all schools. A major goal of the program is to double the current 40 percent reading proficiency in third grade reading to 80 percent of all third grade students reading at grade level by the year 2020. For the past three years, much effort has gone into establishing sub-programs, teacher training and use of external agencies and non-profits to work on improving literacy. The advent of the Common Core requirements has brought new teacher learning and methodology into play which has, to some extent, been a setback due to a "break in" period. To date, the District has made modest gains toward the literacy goals.

THE SCHOOL

Four years ago NHA classes walked to and used a public library 4 blocks away from the school. When a second grade class had to quickly abort their walk because 60 shots were fired near the public library they were approaching, the community realized they needed a campus library. That year a portable on the school grounds was turned into a library, stocked and furnished by a volunteer group, Friends of the Oakland Public Schools Library (FOPSL), under the leadership of the Oakland Unified School District Librarian. When the library was



completed, it remained closed for a year as there was no library staff. Students actively petitioned to use the library, and NHA found funds the second year to staff the library one day a week. Last year New Highland funded the library clerk for 2 days a week. The classes really appreciated the library.

This year New Highland did not have sufficient budget to support a library clerk for its students. Currently only NHA weekly reading buddies go to the library, using donated books. NHA classes are not able to borrow and circulate library books. Teachers and students have identified bringing a library clerk back 2 days a week as their first priority for literacy funding.

Literacy scores for New Highland students have been among the lowest in the District but in the past year, they started to increase. Budget has been devoted to engaging a Common Core specialist to assist teachers in learning new methodologies to improve literacy and to work one-on-one with the most difficult cases. Our Spanish-to-English classes have been successful in improving English learners' scores. Family literacy nights are planned each year in order to engage parents and adults in the reading processes necessary for students at home. Budget has been allocated this year to a Community School Manager in order to improve community and parent participation in educational processes. New Highland has not had a parent-teacher association for many years but this year, with the help of the school Principal, Community School Manager, Family Resource Specialist, and teacher participation, we expect to establish a PTA. Although most parents and adults in our community are engaged in making ends meet, we are working on new ways to engage our parents and community with the school.

THE COMMUNITY

In recent years, New Highland has been fortunate to have acquired support from the greater surrounding community dedicated to improving literacy. For the past four years, Jo Budman 2B Buddies Volunteer Coordinator, has recruited a dozen annual weekly volunteer "reading buddies" to coordinate with teachers in grades K-3 to read one-on-one with students referred for this additional help. Two volunteers also help with literacy in a first and third grade classroom one morning a week. Also, a group of seniors from a retirement community come in a van to New Highland to read with a first grade class monthly. These reading buddies meet and read together in the school library. The school's Family Resource Center (through Lincoln Child Center) provides a weekly, bi-lingual Reading Club for families to read with their children in English and Spanish. Last spring, the Reading Club read 18 bilingual books. Families were each given the books to keep upon its completion. Bill Whipple, the school's Speech Language Pathologist representing the partner agency Community Works, is a strong advocate for the usage of the library since he assesses the speech language needs of students requiring services. Administrators, students, and families are anxious to again benefit from reading and researching in the library.

The Jewish Coalition for Literacy (JCL) has donated free books and tutor training for NHA volunteers. New Highland Academy's Family Resource Center (FRC) has coordinated the school's popular Family Reading Nights sponsored by the Oakland Literacy Coalition/Rogers Family Foundation. The FRC also provides intensive ESL and computer literacy classes for families. Higher Ground, the school's on-site after-school program, which has a literacy component, is also in the process of recruiting volunteers to read with students after-school to further promote the prioritization of literacy.



GOING FORWARD

Given the progress in acquiring certified staff professionals in Common Core and literacy training, management leadership in community relations and programming, and having the good fortune to enjoy the support of the greater community focused on literacy, New Highland is poised for greater improvement of our overall literacy program efforts. Oakland Unified School District Library Manager, Amy Cheney, has offered her support in the interviewing and hiring process of the potential Library Clerk. The Districts Chief Academic Officer will be going before the Measure G Board to request Measure G funds dedicated to school libraries. If successful, it would provide funds that could be used for future library staffing.

Our belief is that with the addition of a library clerk position, New Highland students and teachers will be availed of the advantages of regular visits to the library and of students checking out books for home use. Our commitment to an on-going, properly functioning library will be working towards the formation of our school's first-ever PTA that will prioritize fundraising efforts for a part-time, two-day-a-week Library Clerk position for the 2017/18 Academic Year and beyond.

Upon its inception, New Highland Academy's PTA, lead by one of our champion teachers and supported by the school Principal, Community School Manager and Family Engagement Specialist, will initiate fundraising efforts including:

- The creation of a GoFundMe campaign.
- Literacy grant proposals (ex. Target Foundation literacy grants).
- The coordination of food and bake sales on campus in compliance with the Oakland Unified School District Health and Wellness Policy.
- Conducting raffles at school-wide events.

Thank you for considering providing New Highland Academy funding to start staffing this library clerk position. We are committed to using this generous gift as a boost and incentive, to find and fund consistent, continuous library staffing and support for our vulnerable school population's literacy and life success.

If there are questions or additional information needed, please call upon me at any time (510-729-7723).

Sincerely,

Lorena Reyes
Principal
New Highland Academy Elementary School
8521 A Street. Oakland CA 94621

ATT:

CC: Amy Cheney, Oakland Unified School District Library Manager
CC: Jo Budman, 2B Buddies Volunteer Coordinator

LIBRARY CLERK

SUMMARY OF POSITION:

Perform a variety of technical and clerical duties involving circulation, reference, and record-keeping activities; act as the primary resource person for all library and media materials; perform related duties as assigned.

DIRECTLY RESPONSIBLE TO:

Under the direct supervision of School Administration and/or partner librarian

DUTIES:

- ü Oversee the use of the school library
- ü Assist students and teachers in locating and utilizing library materials and in the use of multimedia information resources, including online reference sources
- ü Keep all reference materials updated
- ü Ensure book circulation is processed in a timely manner
- ü Prepare overdue notices and letters to students/parents
- ü Maintain records for lost books
- ü Establish schedule for library use
- ü Organize and maintain efficient library procedures including classifying, circulation, shelving, repairing and retrieving of books and materials
- ü Promote use of library/media materials through a variety of age-appropriate activities
- ü Work independently with a minimum of supervision
- ü Communicate effectively in both oral and written form
- ü Recruit, train, and supervise parent and student volunteers
- ü Organize or assist with special events and other library-related activities, including book fairs, author visits, reading promotions and meetings
- ü Inventory library books and library media materials
- ü Establish and maintain effective work relationships with those contacted in the performance of duties
- ü Perform related duties and responsibilities as required

KNOWLEDGE OF:

- ü Library practices, organization, and procedures
- ü Proper English usage, grammar, spelling and punctuation

- ü Basic library methods and terminology
- ü Keyboard accurately at approximately 35 wpm
- ü Perform arithmetical calculations with speed and accuracy
- ü Computers, including knowledge of database programs and internet

KNOWLEDGE OF: (continued)

- ü Basic bookkeeping techniques

ABILITY TO:

Perform each essential duty satisfactorily. The knowledge and duty requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

EDUCATION AND EXPERIENCE:

All individuals must pass a pre-employment examination, TB clearance, and pass fingerprint screening. In addition, any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training:

Equivalent to high school graduation

Experience:

Two years of experience in library services, including ordering and cataloging books.

ADA REQUIREMENTS:

This position is physical in nature; it requires the incumbent to be physically fit and healthy. It requires manual dexterity; frequent walking, standing, stooping, bending, reaching, pulling books from shelves, and kneeling. Vision sufficient to read fine print. Hearing sufficient to hear telephone conversations. Speech sufficient to speak in an understandable voice. The incumbent must be able to lift and carry 25 pounds of weight.

WORKING CONDITIONS:

Shared School Library