

File ID Number	25-1129
Introduction Date	5/14/25
Enactment Number	25-0704
Enactment Date	5/14/2025 CJH
By	



**OAKLAND UNIFIED  
SCHOOL DISTRICT**  
Community Schools, Thriving Students

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

May 14, 2025

To: Board of Education

From: Kyla Johnson-Trammell, Superintendent  
Sondra Aguilera, Chief Academic Officer  
Alicia Arenas, Executive Director, Academics and Instruction Department

Subject: Grant Award - Eat.Learn.Play. Foundation - Academics and Instruction Department

**ACTION REQUESTED:**

Approval by the Board of Education of a Grant Award Letter (Reference #4-2025) by and between the Eat.Learn.Play Foundation (ELPF), Oakland, CA, and the District, with the latter accepting \$120,000.00 from ELPF to support Early Literacy implementation in OUSD with a focus on strengthening Tier 2 and Tier 3 literacy supports for students across all elementary schools, as described in Annex A of Grant Award Letter, incorporated herein by reference as though fully set forth, pursuant to the terms and conditions thereof, via the Academics and Instruction Department, for the period February 1, 2025 through June 30, 2026.

**BACKGROUND:**

Grant Award for OUSD schools for the 2024-2026 fiscal years was submitted for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached.

File I.D #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
25-1129	Yes	Grant	Oakland Unified School District, OUSD Elementary Schools	To support for the Tiered Literacy Supports Administrative Assistant position, as described in Annex A.	2/1/25 - 6/30/26	Eat.Learn.Play Foundation Grant	\$120,000.00

**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 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: \$120,000.00

**RECOMMENDATION:**

Approval by the Board of Education of a Grant Award for elementary schools for fiscal years 2024-2026, pursuant to the terms and conditions thereof, for the grant year, if any.

**ATTACHMENTS:**

Grant Face Sheet  
Grant Award Letter

## OUSD Grants Management Face Sheet

<b>Title of Grant:</b> Tiered Literacy Supports Administrative Assistant Grant	<b>Funding Cycle Dates:</b> February 1, 2025 - June 30, 2026
<b>Grant's Fiscal Agent:</b> (contact's name, address, phone number, email address)  Courtney Harvey Eat. Learn. Play Foundation 647 4 <sup>th</sup> St, Oakland, CA 94607 510-775-2003	<b>Grant Amount for Full Funding Cycle:</b>  \$120,000.00
<b>Funding Agency:</b>  Eat. Learn. Play Foundation 647 4 <sup>th</sup> St, Oakland, CA 94607 510-775-2003	<b>Grant Focus:</b> To support Early Literacy implementation in OUSD with a focus on strengthening Tier 2 and Tier 3 literacy supports for students across all elementary schools.
<b>List all School(s) or Department(s) to be Served:</b> All Elementary Schools Academics & Instruction	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	<p>Our district data shows a distinct need for bolstering literacy achievement in the early grades, especially when we disaggregate the data by subgroup. Our literacy achievement data shows concerning disproportionality. This highlights the need for our district to focus on improving our early literacy instruction and providing students with tiered layers of support to ensure our students become accurate and fluent readers.</p> <p>Eat. Learn. Play Foundation has made a significant investment in strengthening the quality of OUSD Tier 2 small group literacy supports and Tier 3 high-dosage literacy tutoring for students who are furthest from grade level as part of a comprehensive, multi-year strategy to shift our student literacy achievement. Sites need administrative support to implement and support the quality of Tier 2 and Tier 3 while ensuring that early literacy coaches can focus on supporting teachers to strengthen Tier 1 instruction.</p> <p>Therefore, this grant serves to provide essential Early Literacy support to our schools by funding:</p> <ul style="list-style-type: none"> <li>• Tiered Literacy Supports Administrative Assistant position.</li> </ul>

<p>How will this grant be evaluated for impact upon student achievement?</p> <p>(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 3.89% 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.)</p>	<p>We intend to track metrics of student achievement for all students participating in Tier 3 tutoring, as well as implementation data for both Tier 2 and Tier 3. Additionally, we intend to track improvement data by a subgroup of students as well. These metrics will include measures such as DIBELS metrics, SIPPS mastery test progress and i-Ready.</p>
<p>Does the grant require any resources from the school(s) or district? If so, describe.</p>	<p>No.</p>
<p>Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU?</p> <p>(If yes, include the district's indirect rate of 3.89% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)</p>	<p>No.</p>
<p>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.)</p>	<p>No.</p>
<p>Who is the contact managing and assuring grant compliance?</p> <p>(Include contact's name, address, phone number, email address.)</p>	<p>Name/Title:  Jamilah Sanchez  Site: Academics and Instruction  Address: Oakland Unified School District  1000 Broadway, Suite 440  Oakland, CA 94607    Email: <a href="mailto:jamilah.sanchez@ousd.org">jamilah.sanchez@ousd.org</a></p>

**Applicant Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Principal/Administrator	Alicia Arenas	<i>Alicia Arenas</i>	
Chief Academic Officer	Sondra Aguilera	<i>Sondra Aguilera</i>	4/15/2025

**Grant Office Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Senior Business Officer	Lisa Grant-Dawson		
Superintendent	Kyla Johnson-Trammell	<i>Kyla Johnson-Trammell</i>	5/15/2025



February 5, 2025

Jamilah Sanchez  
Director of Early Literacy  
Oakland Unified School District  
1000 Broadway, Ste. 300  
Oakland, CA 94607-4099

**Grant Reference # 4 – 2025**

Dear Jamilah,

I am pleased to inform you that the Eat. Learn. Play. Foundation has approved a grant of \$120,000 to the Oakland Unified School District (OUSD) to be awarded in two equal installments, the second of which will be awarded upon achievement expected outcomes as defined herein.

The grant is restricted to the Tiered Literacy Supports Administrative Assistant position as described in Annex A.

Payment of your grant will occur on the following schedule:

Payment #	Payment Date	Payment Amount	Payment Method	Payment Note
1 of 2	March 1, 2025	\$60,000	Wire	Grant period 1 funds will be awarded 14 days after the signing of this contract.
2 of 2	December 1, 2025	\$60,000	Wire	

Please review the Grant Award Letter and sign and return it to the Eat. Learn. Play. Foundation.

By accepting payment, you agree to all the terms and conditions set forth in this letter and the attached Annex. Once the signed Grant Award Letter is received in our office, the grant monies will be disbursed in accordance with the schedule above.

As the Grant Award Letter indicates, your organization agrees to submit a report to the Eat. Learn. Play. Foundation on the following schedule:

info@eatlearnplay.org | 647 4<sup>th</sup> St, Oakland, CA 94607 | 510-775-2003



- November 1, 2025 (for the 1<sup>st</sup> grant period)
- July 1, 2026 (for the 2<sup>nd</sup> grant period)

Funds will be awarded if the following requirements are met:

- Grant period 1 funds will be awarded 14 days after the signing of this contract. The expected outcome of grant period 1 is the hiring of a Tiered Literacy Supports Administrative Assistant and a minimum of 1,000 1:1 high dosage literacy tutoring spots are implemented at a minimum of 15 elementary schools as demonstrated by written confirmation.
- Grant Period 2 funds will be awarded if the grant period 1 outcome was achieved. The expected outcome of grant period 2 is a minimum of 1,500 1:1 high dosage literacy tutoring spots are implemented at a minimum of 25 elementary schools as demonstrated by written confirmation.

The Eat. Learn. Play. Foundation is proud to support your mission.

Sincerely,

Christopher Helfrich  
CEO



## **GRANT AWARD LETTER**

The grant to your organization from the Eat. Learn. Play. Foundation is for the purpose(s) described below and is subject to your organization's acceptance of the terms and conditions herein.

**Grantee:** Oakland Unified School District (OUSD)

**Grant Award Date:** January 14, 2025

**Amount of Grant:** \$120,000

**Grant Period:** February 2025 – June 2026

**Grant Purpose:** Support for the Tiered Literacy Supports Administrative Assistant position as described in Annex A.

### **Grantee agrees that:**

1. Your organization certifies that it is legally authorized to receive this grant under its own policies, as well as any other applicable laws and regulations. Your organization certifies that the person accepting payment has the authority and has obtained all necessary approvals to accept the grant award.
2. Any portion of the grant not used for the stated purpose must be repaid to the Eat. Learn. Play. Foundation by your organization.
3. Your organization agrees to notify the Eat. Learn. Play. Foundation immediately, in writing, of any change in its tax-exempt status (if currently a tax-exempt organization), its executive staff or key staff responsible for achieving the grant purposes, or any other change in its program that would affect its ability to achieve the grant purposes.
4. Unless specifically provided in this Grant Award Letter, your organization certifies that this grant is not earmarked for any third-party organizations or individuals.
5. You certify that your organization does not discriminate on any unlawful basis with regard to hiring or employment practices or in the administration or provision of programs and services and does not discriminate on the basis of sexual orientation or gender identity.
6. Your organization will provide a report on or before sixty (60) days after the end of your fiscal year, for each year in which you hold or spend grant funds, and such report will include all of the information requested in the reporting form at Annex B.
7. Your organization agrees it will not use the grant funds in a manner inconsistent with Internal Revenue Code Section 501(c)(3), including: (a) influencing the outcome of any specific election for candidates to public office, (b) inducing or encouraging violations of law or public policy, or (c) causing any private inurement or improper private benefit to occur.



8. The Eat. Learn. Play. Foundation reserves the right to modify or discontinue funding associated with this grant if your organization fails to comply with the terms of this Grant Award Letter, or if the Eat. Learn. Play. Foundation determines that any statements, representations or documents provided by your organization, including in any grant reports, is false or materially misleading. In such an event, your organization agrees, at the Eat. Learn. Play. Foundation' request, to repay grant funds and/or redirect them to another organization selected by the Eat. Learn. Play. Foundation to carry out the purposes of this grant. Your organization will indemnify, defend and hold the Eat. Learn. Play. Foundation harmless from any costs or damages incurred by the Eat. Learn. Play. Foundation related to any misrepresentation in or failure to comply with this Grant Award Letter. This Grant Award Letter may be executed in counterparts, each of which shall constitute an original, but both of which, when taken together, shall constitute only one agreement.
9. Your organization agrees that (a) any public acknowledgment of this grant shall include that the support was provided by Eat. Learn. Play. Foundation, and (b) nothing in this Grant Award Letter authorizes or permits you, your organization or any other person or organization, to use any intellectual property, including but not limited to rights of publicity or to use of imagery, associated with Stephen Curry, Ayesha Curry, or any other individual or company affiliated with such persons. To ensure compliance with the foregoing provisions, your organization agrees to submit in advance to Eat. Learn. Play. Foundation, for review and revision at its reasonable discretion, any announcements your organization intends to make regarding this grant, and any publications referring to this grant your organization intends to publish, other than in its annual reports or tax returns.
10. Your organization will maintain accurate accounting records and retain records of receipts and disbursements related to the expenditure of grant funds and will keep such accounting records for at least two years after the end of the grant period. Your organization must account for grant funds separately– either in a separate bank account or a separate bookkeeping account that is dedicated to this grant's stated purpose and maintained as part of your financial records. Eat. Learn. Play. Foundation may, at its expense and on reasonable notice to your organization, inspect, audit, or copy your organization's records pertaining to this grant.
11. This Grant Award Letter supersedes any prior or contemporaneous oral or written understandings or communications between the parties and constitutes the entire agreement of the parties with respect to its subject matter. This Grant Award Letter may not be amended or modified, except in writing signed by both parties.
12. This Grant Award Letter shall be governed by the laws of the State of California applicable to contracts to be performed entirely within the State. For the purpose of any action or proceeding arising out of or relating to this Grant Award Letter, each of the parties hereto irrevocably (a) submits to the exclusive jurisdiction of the state courts of California and to the jurisdiction of the United States District Court for the Northern District of California and (b) agrees that all claims in respect of such action or






proceeding shall be heard and determined exclusively in any California state or U.S. federal court sitting in the City and County of Alameda, California.

Sign below to acknowledge this Grant Award Letter, accept its terms and be eligible to receive payment of the grant:

DocuSigned by:  
  
B9ABA2EB706F400...  
Eat. Learn. Play. Foundation  
By: Christopher Helfrich  
Its: Chief Executive Officer

2/19/2025

Dated

  
Oakland Unified School District  
By: Dr. Kyla Johnson-Trammell  
Its: Superintendent

5/15/2025

Dated



## **ANNEX A: Purpose and Budget**

### **Project Narrative:**

Funds will be used for OUSD to hire a Tiered Literacy Supports Administrative Assistant. This position will be responsible for the following:

- Conduct administrative tasks for Tier 2, such as but not limited to:
  - Ordering food for professional development
  - Ordering and distributing incentives for tutors
  - Supporting attendance taking system
  - Executing payment and invoice processes
  - Setting up spaces for tutoring and professional development
  - Tracking retention and attrition of OUSD Core K-2 Literacy Tutors
- Conduct administrative tasks for Tier 3, such as but not limited to:
  - Printing such as DIBELS, QR codes, etc.
  - Inventorying Chromebooks and headphones and ordering necessary materials
  - Supporting sites with setting up spaces for Tier 3 tutoring
  - Creating and distributing posters with tutoring expectations, family communications, tutoring certificates, etc.
- Report to OUSD Tiered Literacy Supports Coordinator and Director of Early Literacy

### **Budget:**

SY25-26 \$120,000 (\$120,000 grant)
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## **Annex B: Grant Reporting Form**

### **Grant Report**

For Project Support

1. How were the funds spent? Please provide the major line items.



2. Was the grant used for the agreed upon purpose. Has anything changed?
3. How many students, kids or families were served by the funds? (Please provide any data by any demographics you track such as age, race, location, and gender).
4. What did you learn from the project's successes and challenges that may be useful to your organization in the future?
5. What should we know about your work next year, including any major changes to your leadership and programs.
6. If applicable, please include any specifically requested Impact Measures at Annex A of the Grant Award Letter.

Submit the following documents: if applicable

Project Budget vs Actuals

Current year organizational budget

Project photographs; if available

Other supporting documents (i.e. evaluation, impact reports, press coverage, videos, etc.); if available