

**S. H. Cowell Foundation**  
**General Requirements of Grant**  
**Oakland Unified School District**  
**Grant #14-01144**  
**APPROVED 07/18/2014**

This grant has been awarded to **Oakland Unified School District** contingent upon your acceptance of the following requirements. Full compliance will protect your agency, its governing board and the Cowell Foundation (the Foundation). By signing the copy of this document and the award letter you accept each of the following conditions and requirements:

1. **Reporting.** You are required to submit full and complete reports on the grant project continuing until the work is completed as described in the attached Specific Reporting Requirements. These reports must include both a narrative and financial section. Reports are very important as they provide the basis upon which Cowell Foundation staff determines that use of the grant funds is in conformity with the conditions of the grant as approved by the Cowell Board of Directors.
2. **Use of Funds.** This grant, and any interest earned from investment of the grant funds, may be used only for the purposes stated in our award letter. Any change in purpose or scope of the project, or any major budget change, must be communicated promptly to the Foundation. If the Foundation does not agree to modify the grant, any funds not expended on the approved project budget must be returned to the Foundation together with the interest earned.
3. **Deadlines.** Grant conditions which have not been met within the specified time limits may result in cancellation of the grant and a requirement that all unexpended funds, excluding such funds as are necessary to meet non-cancellable obligations that were specifically enumerated in the grant budget, be returned to the Foundation. Contact the Foundation immediately if it appears that a deadline will not be met.
4. **Payment of Grants.** In the case of all grants that are not payable outright, including multi-payment, multi-year, matching grants and pledges; payment and continued funding are conditioned upon the submission of specific progress reports to the Foundation as described in the attached Specific Reporting Requirements. The contents of the reports will be used by the Foundation staff in the determination whether there is sufficient evidence of progress toward grant objectives and outcomes in order to support each past and future payment. Payments are not automatic and are conditioned upon receipt and approval of the reports.
5. **Acknowledgement of Grant.** The Foundation does not expect you to incur advertising or public relations expenses in announcing receipt of this grant. However, you may acknowledge the grant publically, including the use of the Foundation name. Any press release mentioning the Foundation should be submitted to the Foundation for approval *before* distribution.
6. **Bookkeeping Procedure.** Please show the grant funds separately on your books of account and maintain an accurate record of the funds received and expenses incurred under this grant in accordance with generally accepted accounting principles. Please keep on file books of account and records relating to this grant for at least four years after the Foundation's receipt of your final report.
7. **Tax Status.** In accepting this grant you are confirming that your organization is: (i) one that is described in IRS Code Section 501(c)(3) and is not classified as a private foundation; or (ii) a governmental entity or a political subdivision thereof within the meaning of IRC Sections 115 or 170(c)(1); or (iii) a state college or university within the meaning of IRS Code Section 511(a)(2)(B); and that your tax-exempt status, under the foregoing statutes or any successors thereto, remains in full force and effect, having not been revoked,

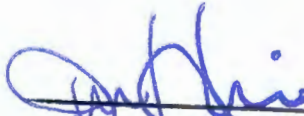
- Highland schools.
  - b. Increase participation of families of students at NHA and Rise in middle school and college tours, from 30% to 50%.
5. Align a process for goal-setting with students and families across the corridor, using SRI lexile scores as a common measure of progress in reading.
- a. Develop a common, translated K-8 "literacy compact" document for goal-setting and student-family-school action plans.
  - b. Facilitate three family night events to introduce the goal-setting protocol. Ensure that at least 60% of corridor families complete the literacy compact.
- C. If applicable, a summary of other noteworthy activities in OUSD and the Highland/Elmhurst neighborhood, including any developments that change the context for the grant-funded work.
- D. A financial statement that compares the original grant budget, including new grant funds, funds carried forward from Cowell grant #13-00970, and funds from all other sources, to actual income and expenses.

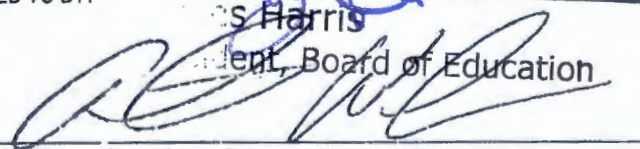
A final report on this grant is due August 31, 2015. The final report must include:

- A. A review of grant-funded activities, challenges, adjustments and insights, specifically in the period since the last report and in summary over the entire grant period.
- B. A cumulative statement and assessment of evidence in regard to the grant objectives enumerated above.
- C. A summary of other relevant activities and developments in the District and community, and reflections on lessons learned during the grant period that might improve your work or that of others, including the Foundation.
- D. A cumulative and final financial statement that compares the original grant budget to actual income from all sources and expenses to date.


  
 Ken Doane  
 Program Director

SIGNED AND AGREED TO BY:

  
 S. Harris  
 Member, Board of Education

  
 Antwan Wilson, Superintendent  
 Oakland Unified School District

8/22/14  
 Date

  
 OAKLAND UNIFIED SCHOOL DISTRICT  
 Office of General Counsel  
 APPROVED FOR GENERAL COUNSEL

**S. H. Cowell Foundation**  
**Specific Reporting Requirements**  
**Oakland Unified School District**  
**Grant #14-01144**  
**APPROVED 07/18/2014**

Grant reports are very important to the Foundation because they:

- Provide us with valuable information about progress toward grant objectives
- Ensure accountability for the use of grant funds
- Help us learn, improve our grantmaking and strengthen our understanding of your work, organization, community and field.

The Cowell Foundation requires reports for all the grants it awards. We encourage you to submit your reports online through the Foundation's grantee portal. I'll contact you about this as the report due-dates approach. Hard copies are not necessary but if you would like to share photos or other printed material, you are welcome to mail it to the Foundation. Please make sure all correspondence includes the grant number above.

NOTE: If you have a significant personnel change, a need to request a change in the scope or timing of the funded work or a major budget adjustment, please discuss it promptly with your Program Officer by scheduling a conversation with Grants Assistant, Anna Luna at luna@shcowell.org. Don't wait until a progress report is due.

**A progress report on this grant is due January 31, 2015.** It must include the following:

- A. An overall review of the grant-funded work to date including activities, challenges and adjustments to the work plan, schedule or personnel, as well as emerging insights and unanticipated results.
- B. Specific statements and data with respect to the following grant objectives:
  1. Use summer Balanced Literacy institutes and site-based coaching to build consistent practices for reading instruction and assessment at New Highland Academy and Rise Community elementary schools.
    - a. All NHA/Rise teachers will use Fountas & Pinell Reading Records as diagnostic tools for literacy instruction.
    - b. All NHA/Rise teachers will implement Readers Workshop and independent reading protocols.
  2. Convene a neighborhood Literacy Corridor Leadership Team (LCLT) comprising NHA, Rise and Elmhurst Community Prep middle school, with participants including Principals, Literacy TSAs, and 5th and 6th grade teachers to share and co-observe current practices and develop a shared vision for literacy teaching and learning.
    - a. Conduct two sessions of co-observation at participating schools with 100% of LCLT members, including observation, debrief, analysis and shared input on literacy practices and goals.
    - b. By end of year, draft a Literacy Vision document for the corridor.
  3. Engage in data-driven cycles of inquiry using lexile scores from the Scholastic Reading Inventory assessment.
    - a. Conduct two joint sessions of data analysis among staff of LCLT schools, using SRI lexile scores.
    - b. Increase the percent of students making 1+ year of lexile growth by +10% at New Highland and Elmhurst, and +20% at Rise.
  4. Identify and conduct early outreach for high-risk 5th graders who will matriculate to Elmhurst from Highland campus schools, and their families, to build awareness and capacity to navigate the transition to middle school.
    - a. Reduce the discipline referral rate by 25% for 6th-grade students at Elmhurst matriculating from

rescinded or modified; and that you will notify us of any change in your organization's tax-exempt status.

8. Lobbying. No part of the grant funds can be used contrary to the law in an attempt to influence legislation [within the meaning of Section 4945(d)(1) of the Internal Revenue Code], or to influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive [within the meaning of Section 4945(d)(2) of the Internal Revenue Code].

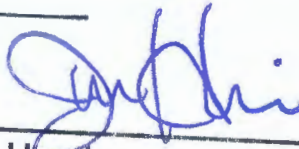
9. Evaluation. For the purposes of making any financial audits, verifications or program evaluations, the Cowell Foundation requires reasonable access to your files, records, and personnel.

10. Violations of Conditions. Any violation of the conditions set forth above will require a return to the Cowell Foundation of any grant funds involved in the violation. The Cowell Foundation reserves the right to discontinue, modify or withhold any payments due under this grant award or to require a refund of any grant funds if, in its judgment, such action is necessary to comply with the requirements of any law or regulation affecting the Foundation's responsibilities under this grant award.

Please countersign and return the attached copy of this document to the Cowell Foundation signifying that you understand and agree to the requirements stated above.

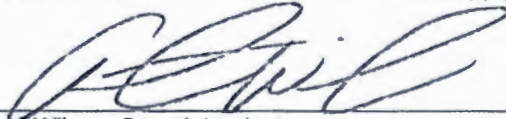


Lise Maisano  
Vice President Grant Programs



James Harris  
President, Board of Education

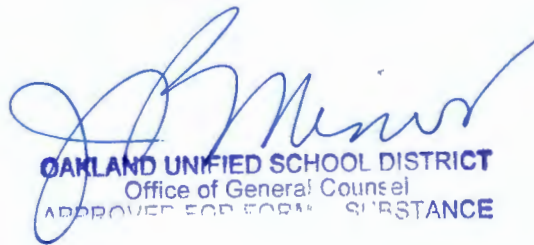
SIGNED AND AGREED TO BY:



Antwan Wilson, Superintendent  
Oakland Unified School District

8-22-14

Date



OAKLAND UNIFIED SCHOOL DISTRICT  
Office of General Counsel  
APPROVED FOR FORMAL SUBSTANCE

**S.H. COWELL FOUNDATION**  
 595 MARKET ST., STE. 950  
 SAN FRANCISCO, CA 94105-2816  
 PHONE (415) 397-0285

**FIRST REPUBLIC BANK**  
 111 PINE STREET  
 SAN FRANCISCO, CA 94111

NO. **22382**

11-8166/3210  
95

DATE

8/7/2014

AMOUNT

\$176,000.00

PAY One Hundred Seventy Six Thousand Dollars And 00 Cents

TO THE Oakland Unified School District  
 ORDER 1000 Broadway  
 OF Suite 680  
 Oakland CA 94607

VOID AFTER 90 DAYS

Grant#14-01144

*Ann Alpers*

AUTORIZED SIGNATURE

⑈022382⑈ ⑆321081669⑆ 80001738708⑈

S.H. COWELL FOUNDATION

22382

Vendor ID	Name	Payment Number	Check Date		
OAKL606	Oakland Unified School District	00000000000005643	8/7/2014		
Our Voucher Number	Date	Amount	Amount Paid	Discount	Net Amount Paid
14-01144	8/5/2014	\$176,000.00	\$176,000.00	\$0.00	\$176,000.00

**RECEIVED**  
 AUG 26 2014  
 By \_\_\_\_\_

\$176,000.00      \$176,000.00      \$0.00      \$176,000.00

Printed on Rec.



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