

File ID Number	12-0836
Introduction Date	4/25/12
Enactment Number	12-1166
Enactment Date	4-25-12
By	KS



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Board of Education

April 11, 2012

To: Board of Education

From: Tony Smith, Superintendent  
 Maria Santos, Deputy Superintendent of Instruction, Leadership & Equity-in-Action  
 Curtiss Sarkey, Associate Superintendent of Family, Schools, and Community Partnerships Dept.  
 Andrea Bustamante, Coordinator, Elev8 Initiative, Family, Schools, and Community Partnerships Dept.

Subject: District Submitting Grant Agreement

**ACTION REQUESTED:**

Approval and support by the Board of Education of District grant agreement for OUSD schools for fiscal years 201~~1~~<sup>2</sup>-201~~7~~<sup>5</sup> 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. *2 5 EK*

**BACKGROUND:**

Grant agreement for OUSD schools for the 201~~1~~<sup>2</sup>-201~~7~~<sup>5</sup> fiscal year were submitted for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached. *2 5 EK*

File I.D #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
12-0836	Yes	Grant	Oakland Unified School District Elementary, Middle, and High School sites	To provide salary of the Community Schools Director to develop and implement a Full Service Community District.	July 1, 2012 - June 30, 201 <del>1</del> <sup>2</sup> <i>5 EK</i>	50% match from Alameda County Health Care Services Agency and OUSD, Adult Education Flex - Student Engagement	\$229,000.00

**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: \$229,000.00

**RECOMMENDATION:**

Approval and support by the Board of Education of District grant agreement for OUSD schools for fiscal year 201~~1~~<sup>2</sup>-201~~7~~<sup>5</sup> 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. *2 5 EK*

**ATTACHMENTS:**

Grants Management Face Sheet

Letter of Intent from Alameda County Health Care Services Agency

Copy of Position Description for the Director of Community School Partnerships

OUSD Grants Management Face Sheet

EK

<b>Title of Grant: HCSA Community Schools</b>	<b>Funding Cycle Dates: 7/1/2012-6/30/14</b>
<b>Grant's Fiscal Agent:</b> (contact's name, address, phone number, email address)	<b>Grant Amount for Full Funding Cycle: \$229,000</b>
<b>Funding Agency: Alameda County Health Care Services Agency</b>	<b>Grant Focus: Community Schools Implementation</b>
<b>List all School(s) or Department(s) to be Served: Family, Schools, Community Partnerships Department</b>	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	This grant will fund a position to Direct the development and implementation of a Full Service Community District. Community Schools will provide non-academic supports and opportunities to students and families to allow them to focus on their academics.
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 5.17% 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.)	Success of the grant will be determined by the number of schools successfully implementing community schools in OUSD. Currently, Family, Schools, and Community Partnerships Department funds a position in RAD to support evaluation and assessment.
Does the grant require any resources from the school(s) or district? If so, describe.	Yes. 50% match of the position.
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 4.25% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	Funds will be allocated through a contract Alameda from Health Care Services Agency to OUSD to fund 0.5 FTE for the Community Schools Director in FY 12-13, FY 13-14, and FY 14-15  <i>Jody London</i>
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  <b>Jody London</b> President, Board of Education  <i>4/26/12</i>
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Andrea Bustamante 495 Jones Avenue, Oakland, CA 94603 510-639-3336 Andrea.bustamante@ousd.k12.ca.us  <i>Adrian Hernandez, Secretary Board of Education</i> <i>4/26/12</i>

**Applicant Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Principal	<i>CURTIS SARIKEY</i>	<i>Curtis Sarkey</i>	<i>3/27/12</i>
Department Head (e.g. for school day programs or for extended day and student support activities)		<i>Curtis Sarkey</i>	<i>3/27/12</i>

**Grant Office Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Fiscal Officer	Vernon Hal	<i>Vernon Hal</i>	<i>3/28/12</i>
Superintendent	Tony Smith	<i>Tony Smith</i>	<i>4/2/12</i>

8/201 File ID Number: 12-0836  
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Alameda County Health Care Services Agency  
School Health Services Coalition

ALAMEDA COUNTY HEALTH CARE SERVICES AGENCY

1000 San Leandro Blvd., Suite 300  
San Leandro, CA 94577-1675  
PH (510) 667-7990  
FX (510) 351-1367

[www.acschoolhealth.org](http://www.acschoolhealth.org)

March 1, 2012

Mr. Curtiss Sarikey  
Associate Superintendent  
Oakland Unified School District  
495 Jones Avenue,  
Oakland, CA 94603

Dear Mr. Sarikey

I am pleased to inform you that Alameda County Health Care Services Agency's is committed to co-funding with the district for the next three years, a Community Schools Director position for Oakland Unified School District. We are committing \$229,000 to be expended as follows:

Year One funds (July 1, 2012- June 30, 2013) totaling \$72,500.  
Year Two funds ( July 1, 2013- June 30, 2014) totaling \$76,500  
Year Three funds ( July 1, 2014- June 30, 2015) totaling \$80,000.

We look forward to developing a contract with the Student, Family and Community Partnership Office at your soonest convenience. I can be contacted at at (510) 898-8874 or [tracey.schear@acgov.org](mailto:tracey.schear@acgov.org)

Sincerely,

Tracey Schear  
School Health Services Director  
Alameda County Health Care Services Agency

Legislative File	
File ID Number:	12-0836
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# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	Director Community School Partnerships	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Family, Schools, and Community Partnerships	<b>CLASSIFICATION:</b>	
<b>FLSA:</b>		<b>WORK YEAR/HOURS</b>	
<b>ISSUED:</b>	Created: February 2012	<b>SALARY GRADE:</b>	

### BASIC FUNCTION:

Promote and support the OUSD Strategic Plan to create equitable opportunities for learning and success that ensure all students are college and career ready. The Director of Community School Partnerships will facilitate the development of a Full Service Community School District with the overall goal of providing coordinated and integrated services for students and families in all schools. Plan, organize, manage, direct, and support Family, Schools, and Community Partnerships Department (FSCP) teams. Supervise team members who provide direction, services, and professional development focused on the Full Service Community School framework. Play an integral role in achieving the mission and goals of a Full Service Community District by providing support to schools and families.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

### E = Essential Functions

- Plan and develop the operations of OUSD Community Schools, in consultation with district, government and community partners.
- Ensure the operation of high-quality community schools, in partnership with principals, designated lead agencies, and community school directors and managers.
- Plan and coordinate community schools staff orientation, technical assistance and professional learning in collaboration with OUSD staff and partners including city, county, and community agencies.
- Ensure comprehensive evaluation of OUSD Full Service Community Schools using expert, independent evaluators.
- Collaborate with service providers to ensure a seamless support system for students and families including extended learning and family engagement.
- Coordinate joint planning among schools, agencies, funders, service providers, and others responsible for programs in related service delivery systems (i.e., medical and mental health services).
- Represent OUSD at public forums, including local school board meetings and citywide meetings on public education, public policy, youth development, and after-school education.
- Develop funding proposals and other resource development strategies for community schools.

- Support the Full Service Community Schools Task Force and continuing bodies to ensure joint planning, joint resource development, and maximum service integration in support of high-quality community schools.
- Develop and manage the implementation of community partnerships including orientation, formal agreement development, and daily partnership management.
- Partner with district leaders to develop a Full Service Community District.
- Manage and evaluate the duties of assigned staff in accordance with collective bargaining units.
- Coordinate the development, panning, and implementation of high quality professional development focused on FSCP priority areas.
- Build knowledge about how to organize systemic, district-wide, high-quality implementation of Community Schools.
- Develop and maintain partnerships within the District and with external organizations in service of creating Full Service Community Schools.
- Professional growth in knowledge and skills necessary to implement the district strategic plan and Full Service Community Schools/Family, Schools, and Community Partnerships focus areas.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **TRAINING, EDUCATION AND EXPERIENCE:**

- A bachelor's degree from an accredited college or university and five years of experience
- Experience developing and facilitating community partnerships
- Experience with contracts, budgets, Memorandum of Understanding
- Successful experience working with public school systems, including the development of community schools, achieving excellent results for all constituents
- Proven commitment to school success, student achievement, and positive child, youth, and family development
- Proven experience fostering social change involving large, complex organizational systems, educational reform processes, and school-based partnerships
- Master's degree in social work, education or related field
- Bilingual English/Spanish preferred

### **LICENSES AND OTHER REQUIREMENTS:**

- Valid California Driver's License
- Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

- Knowledge of current trends in community schools, public education, youth development, and family systems
- Applicable federal, state, and District codes, regulations, policies and procedures governing workscope
- Planning, organization and coordination needed for assigned program
- Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students
- Correct English usage, grammar, spelling, and punctuation
- Computer software, hardware, and related technology
- The District's Strategic Plan
- The Community School philosophy of aligning resources in service of students

### **ABILITY TO:**

- Create and manage complex budgets; develop required financial and other resources to support programs; and gather, report and analyze complex data for planning, operational and evaluation purposes
- Exceptional written and oral communications, organizational and interpersonal skills

- Display sensitivity to diverse cultural and ethnic groups
- Successfully interact with principals, teachers, staff, parents, students, partner agencies and other community members
- Work cooperatively
- Work effectively with families, students, school sites, district staff and community members
- Facilitate; communicate orally and in writing; and listen
- Correct English usage, grammar, spelling, and punctuation
- Operate personal computer, related software, and other office equipment

**QUALITIES:**

Deep understanding (based on research and theory) of:

- Building partnerships and collaboration with departments, agencies, and institutions
- Facilitation techniques
- Data analysis and decision making
- Build capacity of adults to function in new systems
- Facilitation to foster new behaviors and practices in challenging contexts
- Build authentic and trusting relationships
- Effective strategies, theories, techniques, and methods of professional and organizational development

**WORKING CONDITIONS**

**ENVIRONMENT:**

- Office environment [and diverse school site environments]; driving a vehicle to conduct work; fast-paced work; constant interruptions

**PHYSICAL REQUIREMENTS:**

- Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.