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Introduction Date	11/13/24
Enactment Number	24-2074
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**OAKLAND UNIFIED  
SCHOOL DISTRICT**

Community Schools, Thriving Students

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

November 13, 2024

To: Board of Education

From: Kyla Johnson-Trammell, Superintendent  
Sondra Aguilera, Chief Academic Officer  
Rebecca Lacocque, Director, High School Linked Learning Office

Subject: Grant Award- California Department of Education- Specialized Secondary Programs: Cohort 7  
Year 3 Implementation - Oakland High School

**ACTION REQUESTED:**

Approval by the Board of Education of a Specialized Secondary Programs: Cohort 7 Year 3 Implementation Grant Award from the California Department of Education, for Oakland High Engineering at Oakland High School, to students in the Project Lead the Way Engineering pathway to become college and career ready through integrated supports, Career Technical Education (CTE), CTE-integrated academics, and work-based learning experiences at Oakland High School, Grant Number 2023-23112-61259-70, in the amount of \$35,000.00, for purpose described in the attachment, for the period of June 1, 2024 through June 30, 2025, pursuant to the terms and conditions thereof.

**BACKGROUND:**

Grant award for OUSD schools for the 2024-2025 fiscal year was submitted for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached.

File ID #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
24-2656	Yes	Grant	Oakland Unified School District, Oakland High Engineering at Oakland High School	To support students in the Oakland High Engineer program at Oakland High School to become college and career ready through integrated supports, Career Technical Education (CTE), CTE-integrated academics, and work-based learning experiences.	June 1, 2024 - June 30, 2025	California Department of Education, College and Career Transition Division	\$35,000.00

**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: \$35,000.00

**RECOMMENDATION:**

Approval by the Board of Education of a Grant Agreement for high schools via the High School Linked Learning Office for fiscal years 2024-2025, pursuant to the terms and conditions thereof, if any.

**ATTACHMENTS:**

Grant Face Sheet  
Grant Award Notifications

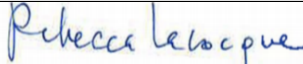
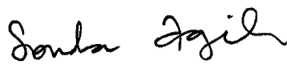
OUSD Grants Management Face Sheet

<b>Title of Grant:</b> <b>Specialty Secondary Programs: Cohort 7 Year 3 Implementation</b>	<b>Funding Cycle Dates:</b> <b>06/01/2024-06/30/2025</b>
<b>Grant's Fiscal Agent:</b> (contact's name, address, phone number, email address) Rebecca Lacocque, Director of Linked Learning Oakland Unified School District 1011 Union St. Oakland, CA 94607	<b>Grant Amount for Full Funding Cycle:</b>  \$35,000.00
<b>Funding Agency:</b> Sarah Barnett, Staff Services Analyst Career and College Transition Division California Department of Education 1430 N Street, Suite 4202 Sacramento, CA 95814-5901	<b>Grant Focus:</b> To support Oakland High School, Oakland High Engineering
<b>List all School(s) or Department(s) to be Served:</b> Oakland High School	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	This grant will provide funding for the students in Oakland High Engineering at Oakland High School to become college and career ready through integrated supports, Career Technical Education (CTE), CTE-integrated academics, and work-based learning experiences.
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 3.98% 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.)	The High School Linked Learning Office reviews program data annually and supports reporting to CDE through the Perkins Grant Management System.
Does the grant require any resources from the school(s) or district? If so, describe.	One-to-one matching funds are required and will be provided by the High Network Office and the funded school site.
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 3.98% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	Yes
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.)	Outside learning experiences (work-based learning) are a component of California Partnership Academies.

Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Rebecca Lacocque Director of Linked Learning 1011 Union Street Oakland, CA 94607 (510) 879-4616 rebecca.lacocque@ousd.org
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**Applicant Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Director	Rebecca Lacocque		9/9/2024
Chief Academic Officer	Sondra Aguilera		10/18/2024

**Grant Office Obtained Approval Signatures:**

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

Approved as to form by:

  
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 Roxanne De La Rocha  
 OUSD Staff Counsel

10/4/2024  
 \_\_\_\_\_  
 Date

  
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 Benjamin Davis, President, BOE

11/14/2024

  
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 Kyla Johnson-Trammell, Superintendent & Secretary, BOE

11/14/2024

### Grant Award Notification

<b>GRANTEE NAME AND ADDRESS</b> Dr. Kyla Johnson-Trammel, Superintendent Oakland Unified School District 1011 Union Street Oakland, CA 94607-4099			<b>CDE GRANT NUMBER</b>			
			<b>FY</b>	<b>PCA</b>	<b>Vendor Number</b>	<b>Suffix</b>
			2023	23112	61259	70
<b>Attention</b> Dr. Kyla Johnson-Trammel, Superintendent			<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>			<b>COUNTY</b>
<b>Program Office</b> Accounting Office, State Funds			<b>Resource Code</b>	<b>Revenue Object Code</b>	01	
<b>Telephone</b> 510-879-2551			7370	8590	<b>INDEX</b>	
<b>Name of Grant Program</b> Specialized Secondary Programs (SSP): Cohort 7 Year 3 Implementation					0615	
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>
	\$35,000		\$35,000		06/01/2024	06/30/2025
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>	
<p>I am pleased to inform you that you have been funded for the Oakland High Engineering at Oakland High School.</p> <p>This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, this award will be amended accordingly.</p> <p>Please return the original, signed Grant Award Notification (AO-400) to:</p> <p style="text-align: center;">Sarah Barnett, Staff Services Analyst        Career and College Transition Division        California Department of Education        1430 N Street, Suite 4202        Sacramento, CA 95814-5901</p>						
<b>California Department of Education Contact</b> Charlene Cowan				<b>Job Title</b> Education Programs Consultant		
<b>E-mail Address</b> ccowan@cde.ca.gov				<b>Telephone</b> 916-319-0388		
<b>Signature of the State Superintendent of Public Instruction or Designee</b> <i>Tony Thurmond</i>				<b>Date</b> June 24, 2024		
<b>CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS</b>						
<p><i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both, and I agree to comply with all requirements as a condition of funding.</i></p>						
<b>Printed Name of Authorized Agent</b> Dr. Kyla Johnson-Trammell				<b>Title</b> Superintendent		
<b>E-mail Address</b> Kyla.johnson@ousd.org				<b>Telephone</b> 510-879-8000		
<b>Signature</b> <i>Kyla Johnson-Trammell</i>				<b>Date</b> 8/23/2024		

### Grant Award Notification (Continued)

The following conditions apply:

1. The grant award will be processed upon receipt of the signed Grant Award Notification (AO-400). This AO-400 must be signed by the superintendent or an authorized official and returned within **10 working days**.
2. All approved program funds must be expended within the dates designated and for the maximum amount indicated on the AO-400. Encumbrances may be made at any time after the beginning date of the grant stated on the AO-400. Expenditures must be completed by **June 30, 2025**. **No extensions of this grant will be allowed.**
3. The grantee is required to use these funds to implement the SSP as described in the approved planning grant application. Grantees must adhere to all communicated activity dates for the posting of the required curriculum. Line-item transfers in excess of 25 percent of the total budget amount require written approval from the California Department of Education (CDE) SSP consultant. Grant funds shall not be used to supplant. Expenditures shall comply with all applicable provisions for federal, state, and local rules, regulations, and policies relating to the administration and accounting for public school funds.
4. Administrative indirect costs are limited to the CDE approved rate for the applicable fiscal year in which the funds are spent.
5. Upon receipt of the required certifications, scheduled payments of grant funds will be as follows:
  - Seventy-five percent of the funds will be released upon completion and return of the AO-400. Please allow approximately four weeks for processing.
  - The final 25 percent of the funds will be released after the Annual Expenditure Report has been received and all reporting and submission requirements, including the posting of curriculum, have been met. All curriculum required for another teacher to implement the concentrator and capstone courses developed through this SSP grant must be posted and **accessible** on the California Educators Together SSP Group Page by April 18, 2025.
  - The Annual Expenditure Report is due **July 31, 2025**, after all funds have been expended. The Annual Expenditure Report includes a narrative of expenditures. Failure to submit a final Annual Expenditure Report with a budget narrative within 60 days of the end of the grant period will result in a billing from the CDE for the entire amount of any grant funds paid and possible reduction of any subsequent years' grant(s).
6. The Annual Progress Report and budget projection is a grant requirement and is due April 18, 2025. Guidelines will be emailed separately.
7. At least one of the identified SSP teachers is required to attend the annual SSP convening either virtually or in person. The virtual SSP convening will be held on February 20, 2025. The virtual meeting link will be emailed in advance. The in-person SSP convening will be held on March 2, 2025, at the SAFE Credit Union Convention Center in Sacramento in conjunction with the Educating for Careers Conference. **Note:** For the in-person SSP convening: If only attending the SSP convening, conference registration is not required. If attending the in-person SSP convening and the Educating for Careers Conference, registration is required.

8. Grantees are required to accommodate SSP mentors in the performance of their duties, which includes scheduling site/virtual visits and responding to communications. Grantees will engage in reciprocal communication with their assigned mentor at least once per month to provide updates and for assistance.
9. If the grantee or the CDE terminates the grantee's participation in the program, the grantee shall submit a final expenditure report within 30 days and return the unexpended funds upon receipt of a billing from the CDE. Supplies and equipment purchased with these funds will be redirected to other programs.

If you have questions regarding grant requirements, please contact Charlene Cowan, Education Programs Consultant, High School Innovations and Initiatives Office (HSIIO), at [ccowan@cde.ca.gov](mailto:ccowan@cde.ca.gov). If you have questions regarding the fiscal requirements of the grant, please contact Sarah Barnett, Staff Services Analyst, HSIIO, at [SSPrograms@cde.ca.gov](mailto:SSPrograms@cde.ca.gov).