

File ID Number	18-1726
Introduction Date	8/22/18
Enactment Number	18-1435
Enactment Date	8/22/18 os
By	



**OAKLAND UNIFIED SCHOOL DISTRICT**

**Office of the Board of Education**

August 22, 2018

To: Board of Education

From: Kyla Johnson-Trammell, Superintendent  
Tammie Hollis-Prime, Principal, Grass Valley Elementary School

Subject: Grant Agreement - Oakland Public Education Fund - Agency by Design Oakland - Grass Valley Elementary School

**ACTION REQUESTED:**

Approval by the Board of Education of Grant Agreement from Oakland Public Education Fund, in the amount of \$19,000.00, to support Grass Valley Elementary School for salary, professional development, and supplies, for fiscal year 2018-2019, pursuant to the terms and conditions thereof, if any.

**BACKGROUND:**

Grant agreement for OUSD schools for the 2018-19 fiscal years 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
18-1726	Yes	Grant	Grass Valley Elementary School	To support Grass Valley Elementary School for salary, professional development, and supplies for fiscal year 2018-2019.	July 1, 2018 through June 30, 2019	Oakland Public Education Fund	\$19,000.00

**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: \$19,000.00

**RECOMMENDATION:**

Approval by the Board of Education of Grant Agreement to support Grass Valley Elementary School for salary, professional development, and supplies for fiscal year 2018-2019, pursuant to the terms and conditions thereof, if any.

**ATTACHMENTS:**

Grant Award Letter

Grant Agreement, Regrant #18-06-02829507

Check #016933

OUSD Grants Management Face Sheet

<b>Title of Grant:</b> Grass Valley Elementary School Support Grant Oakland Unified School District	<b>Funding Cycle Dates:</b> July 1, 2018 – June 30, 2020
<b>Grant's Fiscal Agent:</b> (contact's name, address, phone number, email address) Brian Stanley, Executive Director Oakland Public Education Fund P.O. Box 71005 Oakland, CA 94612 <a href="mailto:brian@oaklandedfund.org">brian@oaklandedfund.org</a> 510-221-6968	<b>Grant Amount for Full Funding Cycle:</b>  \$19,000.00
<b>Funding Agency:</b> Oakland Public Education Fund P.O. Box 71005 Oakland, CA 94612 510-221-6968	<b>Grant Focus:</b> To support Grass Valley Elementary School for salary, professional development, and supplies for fiscal year 2018-2019.
<b>List all School(s) or Department(s) to be Served:</b> Grass Valley Elementary School	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	This grant will support closing the achievement gap for Grass Valley Scholars via maximizing resources, ancillaries, technology, and support with the development and implementation of MTSS Tier II Academic and Social Emotional infrastructures. Teachers will facilitate Metacognition strategies to deepen learning and increase authentic engagement for scholars in ascertaining complex text (making inferences, analyze text, presentations, etc.), vocabulary acquisition, complex writing (synthesizing informational text to support claims, academic language, grammar, etc.) via integrating K-5 Reading Lit, K-5 Reading Inf., K-5 Language Std, and K-5 Writing Standards in lessons and units. Professional Development for teachers: Academic Vocabulary Instruction, Complex Text, ELD, Infusing DOK 2/3/4 Questions and Sentence Stems, Identifying and scaffolding Mathematical Practices, Effective Small Group Instruction, IAB Assessment and Data Analyses. In addition the grant will support the Wellness Program, provide opportunities for scholars to increase physical activity via a plethora of structured activities.
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 grant will be evaluated every trimester via quantitative and qualitative data analysis and feedback from stakeholders. In addition the grant will also support the alignment to the 18-19 SPSA teaching practices and program goals via the evidence of implementation of the Standards Based Instruction in Language & Literacy, Math, and Conditions for Student and Adult Learning practices and systems.
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? <small>(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.)</small>	No.
Will the proposed program take students out of the classroom for any portion of the school day? <small>(OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)</small>	No.
Who is the contact managing and assuring grant compliance? <small>(Include contact's name, address, phone number, email address.)</small>	Tammie Hollis-Prime, Principal Grass Valley Elementary School Oakland Unified School District 4720 Dunkirk Avenue, Oakland, CA 94605 510-636-4653 Tammie.Hollis-Prime@ousd.org

**Applicant Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Principal <i>Tammie Hollis-Prime</i>	Monica Thomas	<i>[Signature]</i>	7/20/18
Department Head <small>(e.g. for school day programs or for extended day and student support activities)</small>	Sondra Aguilera	<i>[Signature]</i>	7/30/18

**Grant Office Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Fiscal Officer	Marcus Battle		
Superintendent	Kyla Johnson-Trammell		

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the General Counsel  
APPROVED FOR FORM & SUBSTANCE  
By: *[Signature]* 7/31/18  
Amy Brandt, Attorney at Law

*[Signature]*  
Aimee Eng  
President, Board of Education

*[Signature]*  
Kyla R. Johnson-Trammell  
Secretary, Board of Education



June 19, 2018

Dear Tammie Hollis Prime,

On behalf of The Oakland Public Education Fund Board of Directors, I am pleased to inform you that a grant has been approved in the amount of \$19,000.00 for the project: Oakland Unified School District.

This agreement forms the contract between the Oakland Public Education Fund and Oakland Unified School District. (Grantee). Please read it carefully as it outlines the conditions of the grant as well as the payment and reporting schedules. If you can agree to the terms and conditions please sign this agreement. No funds will be disbursed until this agreement has been returned.

As a local education fund, our ability to fund important programs such as yours is contingent upon ongoing support from the Bay Area community. We look forward to partnering with you to let others know about the importance of philanthropy. Please include us in any communications connected with the grant, including press releases, programs, announcements, invitations, stories in the media, annual reports, and newsletters, and submit copies of any such publications with your reports. If your organization has a website, please link to [www.oaklandfund.org](http://www.oaklandfund.org). Our logo is available upon request. Any statement about Oakland Public Education Fund policy should be cleared in advance through our Communications Manager Mia Murrietta ([mia@oaklandfund.org](mailto:mia@oaklandfund.org)).

The Oakland Ed Fund is deeply honored to join you in the work of helping every Oakland public school student learn, grow, and thrive.

Warmly,

A handwritten signature in black ink, appearing to read "Brian Stanley".

Brian Stanley, Ed.D.  
Executive Director  
Oakland Public Education Fund





Oakland Public Education Fund  
 PO Box 71005  
 Oakland, CA  
 94612

**SECTION 1: PROJECT FUNDING OVERVIEW**

Name of Project	Oakland Unified School District
Date Approved	June 19, 2018
Funding Source	Agency by Design Oakland
Amount of Grant	\$19,000.00
Grant Period	<b>Grant Start:</b> July 1, 2018 <b>Grant End:</b> June 15, 2019
Reporting Requirements & Due Dates	<b>Final Report:</b> N/A

**SECTION 2: GRANT PURPOSE AND EXPECTED OUTCOMES**

It is mutually understood that this grant is awarded with the expectation that you will expend the entire amount to address the following agreed-upon purpose and objectives. *While minor changes in plan are expected, if you or the team responsible for this grant wishes to modify these fundamental intentions of the project, you must seek prior approval of the Oakland Public Education Fund.*

**PURPOSE OF THIS GRANT**

To support Grass Valley Elementary school. Funding can be used for the following (at minimum): salary, professional development and supplies, in 2018-2019.

**STEPS YOU WILL TAKE TO ACHIEVE YOUR RESULTS**

At the discretion of the principal, in collaboration with Agency by Design Oakland.

**WHAT WILL CHANGE AS A RESULT OF YOUR PROJECT**

At the discretion of the principal, in collaboration with Agency by Design Oakland.

**SECTION 3: DISBURSEMENT**

You have told us that you wish to: Issue grant to OUSD.

**IF THE OAKLAND ED FUND IS ISSUING A GRANT TO OUSD:** The Oakland Unified School District Board of Education must approve receipt of grants by Oakland the District above a certain limit. You should plan on the board approval process taking at least thirty days from submission. Please work closely with the appropriate OUSD staff to ensure this process moves quickly and the work can begin on time.

**SECTION 4: GRANT AGREEMENT**

This grant was solicited using the 501(c)(3) designation of the Oakland Public Education Fund (the Ed Fund). Therefore, the Ed Fund is obligated to serve as the fiscal sponsor for these funds and as such has a unique role in ensuring that these charitable funds are expended in ways that align with applicable state and federal laws, I.R.S. Codes, and funder intent.

On June 19, 2018, the Oakland Public Education Fund decided that financial support of the project described in the cover letter accompanying this agreement will further the Ed Fund's tax-exempt purposes. Therefore, the Ed Fund has created a restricted fund designated for such a project and has decided to grant all amounts that it may deposit to that fund, less any administrative charge as set forth below, to Oakland Unified School District (Grantee), subject to the following terms and conditions:





Oakland Public Education Fund  
 PO Box 71005  
 Oakland, CA  
 94612

1. If not already on file, grantee shall provide the Ed Fund with its governing documents, a completed and filed IRS Form SS-4 or other documentation satisfactory to the Ed Fund, showing Grantee's separate existence as an organization.
2. Grantee shall use the grant solely for the project described in the accompanying cover letter, and Grantee shall repay to the Ed Fund any portion of the amount granted which is not used for that project. Any changes in the purpose for which grant funds are spent must be approved in writing by the Ed Fund before implementation. The Ed Fund retains the right, if Grantee breaches this Agreement, or if Grantee's conduct of the project jeopardizes the Ed Fund's legal or tax status, to withhold, withdraw, or demand immediate return of grant funds, and to spend such funds so as to accomplish the purposes of the project as nearly as possible within the Ed Fund's sole judgment. Any tangible or intangible property, including copyrights, obtained or created by Grantee as part of this project shall remain the property of Grantee.
3. An administrative charge of percent will be deducted from all amounts paid into the restricted fund. Such fees, interest, and charges are necessary to compensate the Ed Fund for its services administering the funds, and thus become unrestricted rather than restricted assets when paid.
4. Nothing in this Agreement shall constitute the naming of Grantee as an agent or legal representative of the Ed Fund for any purpose whatsoever except as specifically and to the extent set forth herein. This Agreement shall not be deemed to create any relationship of agency, partnership, or joint venture between the parties hereto, and Grantee shall make no such representation to anyone.
5. Grantee shall submit full and complete reports to the Ed Fund in compliance with the schedule presented in the letter accompanying this agreement. The report shall describe the charitable programs conducted by the Grantee with the aid of this grant and the expenditures made with grant funds, and shall report on the Grantee's compliance with the terms of this grant.
6. Grantee shall ensure that the Ed Fund is included in any communications connected with the grant including press releases, programs, announcements, invitations, stories in the media, annual reports, and newsletters. Grantee will submit copies of any such publication with project report(s). Finally, Grantee will ensure that any mention of the Ed Fund on all printed material shall read: " 'Project Name' has been made possible (in part) by the sponsorship of the Oakland Public Education Fund, with funding provided by (fundere)s" or an alternate credit to be agreed upon between you and the Ed Fund.
7. This grant is not to be used in any attempt to influence legislation within the meaning of Internal Revenue Code (IRC) Section 501(c)(3). No agreement, oral or written, to that effect has been made between the Ed Fund and Grantee.
8. Grantee shall not use any portion of the funds granted herein to participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, to induce or encourage violations of law or public policy, to cause any private inurement or improper private benefit to occur, nor to take any other action inconsistent with IRC Section 501(c)(3).
9. Grantee shall notify the Ed Fund immediately of any change in (a) Grantee's legal or tax status, and (b) Grantee's executive or key staff responsible for achieving the grant purposes.
10. In the event of any controversy, claim, or dispute between the parties arising out of or related to this Agreement, or the alleged breach thereof, shall be determined by arbitration in Alameda County, CA, before one arbitrator. The arbitration shall be administered by Judicial Arbitration and Mediation Services (JAMS) pursuant to its Streamlined Arbitration Rules and Procedures. Judgment on the award may be entered in any court having jurisdiction. This clause shall not preclude parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction. The prevailing party shall, in addition to any other relief, be entitled to recover its reasonable attorneys' fees and costs of sustaining its position. Each provision of this Agreement shall be separately enforceable, and the invalidity of one provision shall not affect the validity or enforceability of any other provision. This Agreement shall be interpreted and construed in accordance with the laws of the State of California applicable to contracts to be





Oakland Public Education Fund  
PO Box 71005  
Oakland, CA  
94612

performed entirely within such State. Time is of the essence of this Agreement and of each and every provision hereof. The failure of the Ed Fund to exercise any of its rights under this Agreement shall not be deemed a waiver of such rights.

- 11. This Agreement shall be governed by and construed in accordance with the laws of the State of California applicable to agreements made and to be performed entirely within such State.

**SPECIAL CONDITIONS IMPOSED ON THIS GRANT**

These funds cannot be used for indirect costs or fees.

This Agreement constitutes the only agreement, and supersedes all prior agreements and understandings, both written and oral, among the parties with respect to the subject matter hereof. All Exhibits hereto are a material part of this Agreement and are incorporated by reference. This Agreement, including any Exhibits hereto, may not be amended or modified, except in a writing signed by all parties to this Agreement.

Understood and agreed to,

**Grantee Signature**

DocuSigned by:  
*Tammie Hollis-Prime*  
C1F62E2BA2A346D...  
Signature:

Title: Principal

Date: June 23, 2018 | 9:13:47 AM PDT

**Oakland Ed Fund Authorized Signature**

DocuSigned by:  
*David Korsak*  
50EFF7F95B9B4E6...  
Signature:

Title: Chief Financial Officer

Date: June 19, 2018 | 10:28:19 AM PDT

**Agency by Design Authorized Signature**

DocuSigned by:  
*Brooke Doczylowski*  
1F82922A6F014D6...  
Signature:

Title: Project Director, Agency by Design Oakland

Date: June 19, 2018 | 10:43:55 AM PDT

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the General Counsel  
APPROVED FOR FORM & SUBSTANCE  
By *Amy Brandt* 7/31/18  
Amy Brandt, Attorney at Law

OUSD or the District verifies that the Contractor does not appear on the Excluded Parties List at <https://www.sam.gov/>



016933

Oakland Public Education Fund  
PO Box 71005  
Oakland, CA 94612

BRIDGE BANK  
1951 Webster Street  
Oakland, CA 94612  
(510) 899-7500  
90-4363/1222

07/06/2018

PAY TO THE  
ORDER OF

Oakland Unified School District

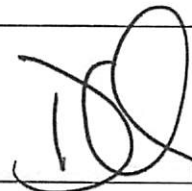
\*\*19,000.00\*\*

\$

\*\*\*Nineteen Thousand Dollars\*\*\*

DOLLARS

Oakland Unified School District  
1000 Broadway  
Oakland, CA 94607



MEMO

⑈016933⑈ ⑆121143260⑆ ⑈2800214171⑈

Oakland Public Education Fund/PO Box 71005

V-0434--Oakland Unified School District  
Print As: Oakland Unified School District

1000 Broadway  
Oakland, CA 94607

Torrey Pines Bank  
Checking - 4171 4171  
Date: 07/06/2018

016933

Date	Bill #	Reference Number	Department ID	Fund	Amount Entered	Amount Paid
06/29/2018	18-06-02829507					
7020--Grants to other org	Grant to support Gras...entary School - Salar	NA		Agency by Design Oakland	\$19,000.00	\$19,000.00
Net Amount:						\$19,000.00

122

## OUSD DONATION/GRANT FORM

Please complete the information requested on this form. **Attach your donation checks made payable to Oakland Unified School District with the name of the school referenced on the check's memo note.** For school sites receiving donations: deliver/mail check & form to the Office of your Network Superintendent/Chief/Deputy Chief for processing and board review/preparation. For central office departments receiving donations: deliver/mail check & form to your department Support Person for processing and board review/preparation.

Questions? Contact Famlin Chao at 879-0125 or by email at [Famlin.Chao@ousd.org](mailto:Famlin.Chao@ousd.org) for further information.

Site No.	School Name	Donation's Purpose	Start Date	End Date	Donor	Donation Value*	Check Date	Check No.	[FOR OFFICE USE ONLY] CR NO.
122	Gross Valley	Support Gross Valley Elementary School	7/1/18	5/31/19	Oakland Public Education Fund Agency By Design	\$19,000.00	7/16/18	016933	
<p>Print Your Name: <b>Jammie Hollis-Prime</b></p> <p>Job Title: <b>Principal</b></p> <p>Signature: <i>Jammie Hollis-Prime</i></p> <p>Signature Date: <b>7/16/18</b></p> <p>Contact Phone Number: <b>510-636-4453</b></p> <p>Approval Signature by Network Superintendent/Chief/Deputy Chief: <i>Jed Jo</i></p> <p>Your Email Address: <b>fammie.hollis-prime@ousd.org</b></p> <p style="text-align: right;">7/26/18</p>									
<p><b>[FOR OFFICE USE ONLY] Distribution Org Key:</b></p>									

(\*Donations or grants over \$84,100 require separate Board Memo and Legistar File ID Number)