



ID Number	18-1727
Introduction Date	8/22/18
Enactment Number	18-1436
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  
Julie McCalmont, Summer Learning Programs

Subject: Grant Agreement - Irene S. Scully Family Foundation - Summer Learning Program Grant - OUSD Summer Learning Programs

**ACTION REQUESTED:**

Approval by the Board of Education of District Grant Agreement from the Irene S. Scully Family Foundation for the OUSD Summer Learning Programs to support the Summer Learning Lab Institute uses Summer Learning classrooms as a training ground for teachers and coaches to work on best practices in Literacy instruction, culturally relevant pedagogy, and/or English Language Development, for 2018-2019.

**BACKGROUND:**

Grant Agreement for OUSD Summer Learning Programs for the 2018-2019 fiscal year 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
18-1727	Yes	Grant	Oakland Unified School District Summer Learning Programs	To support the Summer Learning Lab Institute uses Summer Learning classrooms as a training ground for teachers and coaches to work on best practices in Literacy instruction, culturally relevant pedagogy, and/or English Language Development.	July 1, 2018 - June 30, 2019	Irene S. Scully Family Foundation	\$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 Grant Agreement for the OUSD Summer Learning Programs for fiscal year 2018-2019, pursuant to the terms and conditions thereof and to submit amendments thereto, for the grant year, if any.

**ATTACHMENTS:**

Grant Agreement

Grant Award Letter, Irene S. Scully Family Foundation

Grant Check #8058



**CONTRACT JUSTIFICATION FORM**  
**This Form Shall Be Submitted to the Board Office**  
**With *Every* Consent Agenda Contract.**

**Legislative File ID No.** 18-1727

**Department:** 937-Summer Learning

**Vendor Name:** Irene S. Scully Foundation

**Contract Term:** Start Date: 7/1/2018 End Date: 6/30/2019

**Annual Cost:** \$ 35,000

**Approved by:** \_\_\_\_\_

**Is Vendor a local Oakland business?** Yes  No

**Why was this Vendor selected?**

Scully Foundation invited Oakland Unified to apply for this grant.

**Summarize the services this Vendor will be providing.**

The Summer Learning Lab Institute uses Summer Learning classrooms as a training ground for teachers and coaches to work on best practices in Literacy instruction, culturally relevant pedagogy, and/or English Language Development. This project address the challenge of offering quality teacher professional development that makes an immediate impact in a teacher's daily practice. By using Summer Learning as a lab for teacher practice, teachers have the ability to reflect on the mornings teaching in a supportive community. Oftentimes, professional development sessions are removed from the classroom and teachers spend all day sitting in a training that does not properly engage or motivate a change in practice. By utilizing the lab model, teachers have the morning teaching session in mind when they are engaging in afternoon professional development sessions. The afternoon session/feedback is immediately implemented the following day and the cycle continues throughout the summer.

**Was this contract competitively bid?** Yes  No

If No, answer the following:

1) How did you determine the price is competitive?

n/a this is a grant

2) Please check the competitive bid exception relied upon:

- Educational Materials**
- Special Services** contracts for financial, economic, accounting, legal or administrative services
- CUPCCAA exception** (Uniform Public Construction Cost Accounting Act)
- Professional Service Agreements** of less than \$87,800 (increases a small amount on January 1 of each year)
- Construction related Professional Services** such as Architects, DSA Inspectors, Environmental Consultants and Construction Managers (require a "fair, competitive selection process)
- Energy** conservation and alternative energy supply (e.g., solar, energy conservation, co-generation and alternate energy supply sources)
- Emergency** contracts [requires Board resolution declaring an emergency]
- Technology** contracts
  - electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$87,800 bid limit, must be competitively advertised, but any one of the three lowest responsible bidders may be selected
  - contracts for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus, including E-Rate solicitations, may be procured through an RFP process instead of a competitive, lowest price bid process
  - Western States Contracting Alliance Contracts (WSCA)
  - California Multiple Award Schedule Contracts (CMAS) [contracts are often used for the purchase of information technology and software]
- "Piggyback" Contracts** with other governmental entities
- Perishable Food**
- Sole Source**
- Change Order for Material and Supplies** if the cost agreed upon in writing does not exceed ten percent of the original contract price
- Other, please provide specific exception**

n/a this is a grant

OUSD Grants Management Face Sheet

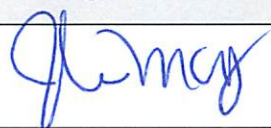

<b>Title of Grant:</b> Summer Learning Lab	<b>Funding Cycle Dates:</b> 7/01/2018-6/30/2019
<b>Grant's Fiscal Agent:</b> (contact's name, address, phone number, email address)  Mayuko Lee Irene S. Scully Family Foundation 100 Drake's Landing Rd. Ste 105 Greenbrae, CA 94904-3120 Tel: 415-925-4340, Fax: 415-925-4334 Email: mayukolee@irenescullyfoundation.org	<b>Grant Amount for Full Funding Cycle:</b>  \$35,000
<b>Funding Agency:</b> Irene S. Scully Family Foundation 100 Drake's Landing Rd. Ste 105 Greenbrae, CA 94904-3120	<b>Grant Focus:</b> The Summer Learning Lab Institute uses Summer Learning classrooms as a training ground for teachers and coaches to work on best practices in Literacy instruction, culturally relevant pedagogy, and/or English Language Development
<b>List all School(s) or Department(s) to be Served:</b>	

<b>Information Needed</b>	<b>School or Department Response</b>
How will this grant contribute to sustained student achievement or academic standards?	This project address the challenge of offering quality teacher professional development that makes an immediate impact in a teacher's daily practice. By using Summer Learning as a lab for teacher practice, teachers have the ability to reflect on the mornings teaching in a supportive community. Oftentimes, professional development sessions are removed from the classroom and teachers spend all day sitting in a training that does not properly engage or motivate a change in practice. By utilizing the lab model, teachers have the morning teaching session in mind when they are engaging in afternoon professional development sessions. The afternoon session/feedback is immediately implemented the following day and the cycle continues throughout the summer.
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 5.59% 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.)	Focus Groups of all participants, especially pilot coordinators, pre/post student assessments, participation rates of coaches and teachers, Surveys of teachers of coaches post summer lab; teacher observation in the fall. Impact report will be created summarizing results.
Does the grant require any resources from the school(s) or district? If so, describe.	District provides Summer Learning infrastructure and covers costs of Principal, SSO, clerk, and morning teacher. The grant covers the cost of the afternoon PLC/PD sessions.
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 5.59% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	No



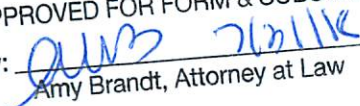
Will the proposed program take students out of the classroom for any portion of the school day? (OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)	no
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Julie McCalmont, Coordinator, Expanded Learning Summer Learning Programs Oakland Unified School District 1000 Broadway, Suite 150 Oakland, CA 94607 (510) 879-2709 <a href="mailto:Julie.McCalmont@ousd.org">Julie.McCalmont@ousd.org</a>

**Applicant Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Principal	Julie McCalmont		7/25/18
Department Head (e.g. for school day programs or for extended day and student support activities)	Andrea Bustamante		7/25/18

**Grant Office Obtained Approval Signatures:**

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

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the General Counsel  
APPROVED FOR FORM & SUBSTANCE  
By:   
Amy Brandt, Attorney at Law

*Irene S. Scully*  
FAMILY FOUNDATION

May 29, 2018

Mrs. Julie McCalmont  
Coordinator, Summer Learning Programs  
Oakland Unified School District  
1000 Broadway, Suite 150  
Community Schools & Student Services  
Oakland, CA 94607

Dear Mrs. McCalmont:

Enclosed is the Irene S. Scully Family Foundation's ("Foundation") check for \$35,000.00 to Oakland Unified School District ("Grantee"). This constitutes a grant to support Grantee's Summer Learning Department's Summer Learning Lab (2018).

This grant is made by Foundation subject to the following terms and conditions:

(a) Grantee is an organization that is both exempt from tax under section 501(c)(3) of the Internal Revenue Code (IRC) and an organization described in IRC §509(a)(1), (2), or (3), which statuses have been duly confirmed by one or more operative IRS rulings or determination letters, copies of which Grantee has filed with Foundation.

(b) Grantee will utilize the grant's proceeds only for charitable and educational activities consistent with its tax-exempt status described above. Without limiting the generality of the preceding sentence, Grantee will not intervene in any election or support or oppose any political party or candidate for public office, or engage in any lobbying not permitted by IRC §501(c)(3) or, if applicable, IRC §501(h) and 4911.

(c) Grantee will inform Foundation immediately of any change in or IRS proposed or actual revocation (whether or not appealed) of its tax status described above.

(d) Grantee will report in writing to Foundation by **June 1, 2019** (Final Report)\* as to the uses it has put Foundation's grant and will provide promptly such additional information, reports and documents as Foundation may request.

\*Renewals: If you would like to be eligible for funding in the Foundation's Spring 2019 grant cycle, please submit the Final Report on or before March 1, 2019.

(e) This grant is earmarked for the project identified above, as described in Grantee's funding proposal and related correspondence. It is not earmarked for transmittal to any other entity or person, even if Grantee's proposal or

other correspondence expresses expenditure intentions. Rather, Grantee accepts and will discharge full control of the grant and its disposition and responsibility for complying with this agreement's terms and conditions.

(f) As a condition of your grant, all publicity and printed material related to programs funded by the Irene S. Scully Family Foundation are required to contain an acknowledgement of Foundation's support.

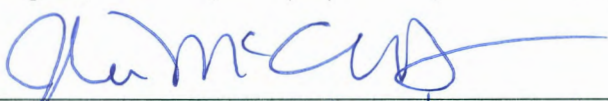
Grantee's deposit, negotiation or endorsement of the enclosed check will constitute its agreement to the terms and conditions set forth above. However, for Foundation's files, please have the enclosed copy of this letter reviewed and signed where indicated by an authorized officer of Oakland Unified School. Please upload the signed document into Foundation's online grants management system by **June 8, 2018**.

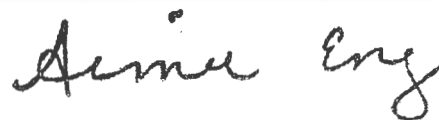
Sincerely,



Irene S. Scully, President  
Irene S. Scully Family Foundation

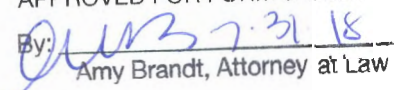
On behalf of Oakland Unified School District, I understand and agree to the foregoing terms and conditions of Foundation's grant, and hereby certify my authority to execute this agreement.

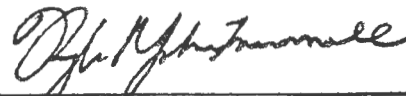
Signature:   
Name: Julie McCalment  
Title: Coordinator, Summer Learning Programs  
Date: 6/8/18



Aimee Eng  
President, Board of Education

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the General Counsel  
APPROVED FOR FORM & SUBSTANCE

By:   
Amy Brandt, Attorney at Law



Kyla Johnson-Trammell  
Secretary, Board of Education

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



*Irene S. Scully*  
FAMILY FOUNDATION

May 29, 2018

Mrs. Julie McCalmont  
Coordinator, Summer Learning Programs  
Oakland Unified School District  
1000 Broadway, Suite 150  
Community Schools & Student Services  
Oakland, CA 94607

Dear Mrs. McCalmont:

The Board of Directors of the Irene S. Scully Family Foundation has approved a onetime grant of \$35,000.00 to support Oakland Unified School District's Summer Learning Department's Summer Learning Lab (2018).

We look forward to learning about your organization's progress toward the objectives stated in your proposal. A Final Report will be due by June 1, 2019. However, if you would like to be eligible for funding in the Foundation's Spring 2019 grant cycle, please submit the final report on or before March 1, 2019. The report form can be accessed through the Foundation's online grants management system.

Thank you in advance for adhering to the reporting guidelines and schedule indicated above. If you have any questions or would like additional information regarding the reporting requirements, please contact us at your convenience.

We are very pleased to continue to support your work and look forward to deepening our partnership during the grant period.

Sincerely,



Irene S. Scully, President  
Irene S. Scully Family Foundation  
Enclosures (2)

IRENE S. SCULLY FAMILY FOUNDATION  
100 DRAKE'S LANDING RD STE 105  
GREENBRAE, CA 94904-3120

WELLS FARGO BANK, NA  
California  
wellsfargo.com  
11-4288/1210

8058

05/29/2018

PAY TO THE  
ORDER OF

Oakland Unified School District

\$ \*\*35,000.00

Thirty-five thousand and 00/100\*\*\*\*\*

DOLLARS

Oakland Unified School District  
1000 Broadway, Suite 150  
Oakland, CA 94607



MEMO

Summer Learning Lab

⑈008058⑈ ⑆121042882⑆ 5926290106⑈

IRENE S. SCULLY FAMILY FOUNDATION

05/29/2018

Oakland Unified School District

8058

Summer Learning Lab

35,000.00

Cash:WF Checking 0106

Summer Learning Lab

35,000.00

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# OUSD ACCOUNTS RECEIVABLES FORM

Please complete the information requested on this form. **Attach check(s) 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. For other checks, please deliver/mail check and form to Accounting Office, 1000 Broadway, Ste 450.

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

Please check only one:  Donation  Grant  A/R Invoice Payment  Other (please specify) \_\_\_\_\_

Site No.	School Name	Donation's Purpose	Start Date	End Date	Donor	Donation Value*	Check Date	Check No.	[FOR OFFICE USE ONLY CR NO.]
922	Community Schools and Student Services	Summer Learning programs	7/1/2018	6/30/2019	Irene S. Scully Family Foundation	35000.00	5/29/18	8058	

**Print Your Name:** Julie McCalmont  
**Signature:** *Julie McCalmont*  
**Job Title:** Coordinator, Expanded Learning Department  
**Signature Date:** 7/25/2018  
**Contact Phone Number:** 510-879-2709  
**Your Email Address:** Julie.McCalmont@ousd.org

**Approval Signature by Network Superintendent/Chief/Deputy Chief:** *Soul Ee* 7/26/18

**[FOR OFFICE USE ONLY] SACS Account Code:** \_\_\_\_\_

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