

File ID Number	13-2503
Introduction Date	10/23/13
Enactment Number	13-2230
Enactment Date	10-23-13
By	



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Board of Education

October 23, 2013

To: Board of Education

From: Gary Yee, Superintendent
Maria Santos, Deputy Superintendent of Instruction, Leadership & Equity-in-Action
Curtiss Sarikey, Associate Superintendent, Family, School, and Community Partnerships Dept.
Andrea Bustamante, Director, Community Partnerships

Subject: **District Submitting Amendment No. 3, Grant Agreement, Grant ID #12VSPCA003**

ACTION REQUESTED:

Approval and support by the Board of Education of District applicant submitting grant amendment agreement, Grant ID #12VSPCA003, for OUSD schools for fiscal years 2012-2014 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.

BACKGROUND:

Grant amendment agreement for OUSD schools for the 2012-2014 fiscal years were 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
13-2503	Yes	Grant	Oakland Unified School District, Family, School, and Community Partnerships (FSCP)	Support FSCP's management of volunteers/mentors	November 18, 2012 through January 25, 2014	Corporation for National and Community Service (CNCS)	\$12,000.00 + 12 VISTA members and cost share increasing the agreement from \$58,224.00 to an amount not to exceed \$58,664.00.

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: \$12,000.00 + 12 VISTA members + cost share \$58,664.00

RECOMMENDATION:

Approval and support by the Board of Education of District applicant submitting a grant amendment agreement for OUSD schools for fiscal years 2012-2014 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.

ATTACHMENTS:

Grant Face Sheet

Notice of Grant Award

OUSD Community Schools Project Budget

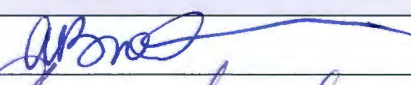
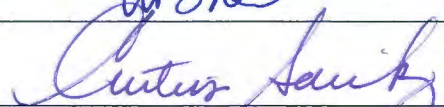
VISTA Assignment Descriptions (VAD)

OUSD Grants Management Face Sheet

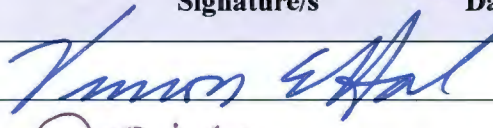
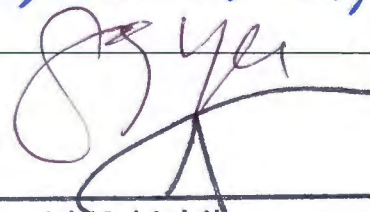
Title of Grant: AmeriCorps VISTA	Funding Cycle Dates: November 18, 2012 - January 25, 2014
Grant's Fiscal Agent: (contact's name, address, phone number, email address) Corporation for National and Community Service Gail Benton Shoemaker, State Program Specialist 1301 Clay Street, 354-South Oakland, CA 94612 (510) 637-1750, GBentonShoemaker@cns.gov	Grant Amount for Full Funding Cycle: \$12,000.00 + 12 cost share VISTA members (CNCS federally funded employees)
Funding Agency: Corporation for National and Community Service (CNCS) AmeriCorps VISTA	Grant Focus: AmeriCorps VISTAs to create systems for recruitment, training, and evaluation of Volunteers/Mentors.
List all School(s) or Department(s) to be Served: Family, School, and Community Partnerships Department	

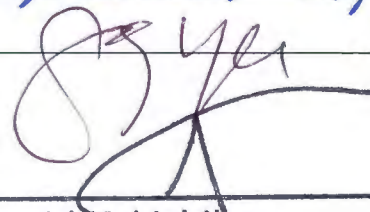
Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	This grant will support FSCP's management of volunteer/mentors. VISTA members will recruit volunteers to impact student attendance at target sites with chronic absenteeism.
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.)	Volunteers/mentors will impact attendance of students served, increasing 10% attendance over three (3) years. VISTA members will track volunteer placements and students served by those volunteers. VISTA members will monitor attendance for students served by volunteers.
Does the grant require any resources from the school(s) or district? If so, describe.	20% FSCP staff coordination time from the Coordinator of Family & Community Engagement and the Director of Community Partnerships plus the cost share for twelve (12) VISTA members in the amount of \$58,664.00.
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 5.17% 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.)	Andrea Bustamante Director, Community Partnerships 746 Grand Avenue, Oakland, CA 94610 (510) 273-1569 Andrea.Bustamante@ousd.k12.ca.us Gail Benton Shoemaker, State Program Specialist for CNCS (contact information above)

Applicant Obtained Approval Signatures:

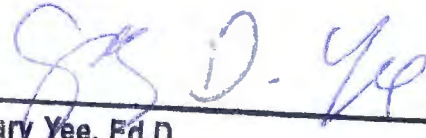
Entity	Name/s	Signature/s	Date
Principal	Andrea Bustamante		
Department Head (e.g. for school day programs or for extended day and student support activities)	Curtiss Sarikey		

Grant Office Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Fiscal Officer	Vernon Hal		10/1/13
Superintendent	Gary Yee		



David Kakishiba
President, Board of Education 10/24/13



Gary Yee, Ed.D.
Secretary, Board of Education 10/24/13

File ID Number: 13-2509
Introduction Date: 10-23-13
Enactment Number: 13-2230
Enactment Date: 10-23-13 *lf*
By:

Corporation for National and Community Service

601 Walnut Street, Suite 876 E
Philadelphia, PA 19106-3323**Notice of Grant Award****VISTA State****Grantee**Oakland Unified School District
746 Grand Ave Oakland CA 94610-2714

EIN: 946000385

Award Information

Agreement No.:	12VSPCA003	Project Period:	11/18/2012 - 01/25/2014
Amendment No.:	4	Budget Period:	11/18/2012 - 01/25/2014
CFDA No.:	94.013	Grant Year:	2

Award Description

This amendment removes CCR special condition and updates DUN registration date.

Purpose

The purpose of this award is to assist the Project Sponsor in carrying out an AmeriCorps*VISTA project as authorized under Title I, Part A of the Domestic Volunteer Service Act of 1973, as amended (Pub. L. 93-113).

Funding Information

Year 2	Previously Awarded This Year	This Award/ Amendment	Total Current Year
Total Obligated by CNCS	\$12,000	\$0	\$12,000
Grantee's Unobligated Balance (Carryover)	\$0	\$0	\$0
Total Available	\$12,000	\$0	\$12,000

Cumulative Funding for Project Period

Total Awarded in Previous Amendments	\$20,000
Total CNCS Funds Awarded to Date	\$20,000

Funding Source and Amount

Not applicable to this award.

Special Conditions

Costs allowed under this grant are limited to those categories contained in signed application package.

Compliance with OMB circulars: A-21; A-87; A-102; A-110; A-122 and A-133 as applicable, is required.

Terms of Acceptance: By accepting the terms under this Memorandum of Agreement, the Project Sponsor agrees to comply with all terms and conditions, all assurances and certifications made in the application, and all applicable federal statutes, regulations, and guidelines. The Project Sponsor agrees to administer the project in accordance with the approved project application, budget and Notice of Grant Award (if applicable), supporting documents, and other representations made in support of the approved project application. Terms and conditions for support grants are located at https://egrants.cns.gov/termsandconditions/NGA_TC_Support_Revised20110104.pdf; terms and conditions for program grants are located at https://egrants.cns.gov/termsandconditions/NGA_TC_Program_Revised20110104.pdf.

Corporation for National and Community Service:

9/19/2013, 01:50 PM, EDT

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Welcome Andrea

Member Search Results

Portal Home

- [Trainee Profile](#)
- [Search Potential Applicants](#)
- [Search Submitted Applications](#)
- [Manage Members](#)
- [SSN & Citizenship Status](#)
- [Manage Events](#)
- [Recruitment Workbasket](#)
- [VISTA Workbasket](#)
- [Sponsor Verification](#)
- [VISTA Reports](#)

Member Search Results

[A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X] [Y] [Z]

Results 1 Through 10

Your search returned 10 results.

Member Id	Name	Program Name	Program Code	Program Year	City	State	Status
1101923	Ryana Barbosa	OUSD Community Schools Project	12VSPCA003	2013	Oakland	CA	In-Service
1101926	Lauren Burwell	OUSD Community Schools Project	12VSPCA003	2013	Long Beach	CA	In-Service
1101928	Israel Cisneros	OUSD Community Schools Project	12VSPCA003	2013	Hollister	CA	In-Service
1086829	Alison Dorantes-Garcia	OUSD Community Schools Project	12VSPCA003	2013	Watsonville	CA	In-Service
1096300	Josh Egel	OUSD Community Schools Project	12VSPCA003	2013	Russell	KY	In-Service
980813	Jennifer Henry	OUSD Community Schools Project	12VSPCA003	2013	Antelope	CA	In-Service
1086830	Janneth Liborio	OUSD Community Schools Project	12VSPCA003	2013	Oakland	CA	In-Service
1101930	SHAHZAD, MAKAREMI	OUSD Community Schools Project	12VSPCA003	2013	Goleta	CA	In-Service
1028303	Laura Martin	OUSD Community Schools Project	12VSPCA003	2013	Bristol	VT	In-Service
1101924	Hannah Warren	OUSD Community Schools Project	12VSPCA003	2013	Amherst	MA	In-Service

Notice of Grant Award

601 Walnut Street, Suite 876 E
Philadelphia, PA 19106-3323

VISTA State

Grantee

Oakland Unified School District
746 Grand Ave Oakland CA 94610-2714

EIN: 946000385

Corporation for National and Community Service:

Merribeth Pentasuglia 09/20/2013

Signature Date

Merribeth Pentasuglia
Name (typed)

Senior Grants Officer
Title

Merribeth Pentasuglia, 215-964-6324
Grants Official

Gail L. Benton Shoemaker, 510-637-1750
Program Official



Add Amendment Types

close

Add amendment type(s) and enter/edit amendment reason.

Amendment Types	Description
<input type="checkbox"/> Modify Awarded Slots/Members/VSYS	Add or subtract Slots/Members/VSYS from approved budget
<input type="checkbox"/> Change Authorized Representative	Change the Authorized Representative for a specific grant
<input type="checkbox"/> Modify Subgrants	Allow prime grantee to add or modify subgrants
<input checked="" type="checkbox"/> Modify Budget Period	Adjust the start and/or end dates of the budget period
<input type="checkbox"/> Modify Performance Measures or Workplans	Edit the work plans, including adjusting, adding or removing performance measures
<input checked="" type="checkbox"/> Modify Project Period	Adjust the start and/or end dates of the project period
<input type="checkbox"/> Revise Budget	Adjust line items and/or match without changing total CNCS or Grantee share of budget
<input type="checkbox"/> Revise Cost-Share Agreement	Add or subtract Cost Share Slots/Members/VSYS or add COLA funds
<input checked="" type="checkbox"/> Request No-Cost Extension	Extend project and budget period end date with no additional funds included
<input type="checkbox"/> Revise Narrative	Edit one or more application narratives

Amendment Reason: (Max. 2000 chars)

This amendment changes the end date on the MA in order to align the Continuation Application with the 2014 NOFO

close

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE

Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)

1. TYPE OF SUBMISSION:

Application Non-Construction

2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):

09/12/13

3. DATE RECEIVED BY STATE:

STATE APPLICATION IDENTIFIER:

2b. APPLICATION ID:

13VS154733

4. DATE RECEIVED BY FEDERAL AGENCY:

09/12/13

FEDERAL IDENTIFIER:

12VSPCA003

5. APPLICATION INFORMATION

LEGAL NAME: Oakland Unified School District

DUNS NUMBER: 076554500

ADDRESS (give street address, city, state, zip code and county):

746 Grand Ave
Oakland CA 94610 - 2714
County: Alameda

NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):

NAME: Andrea Bustamante

TELEPHONE NUMBER: (510) 273-1569

FAX NUMBER:

INTERNET E-MAIL ADDRESS: andrea.bustamante@ousd.k12.ca.us

3. EMPLOYER IDENTIFICATION NUMBER (EIN):

946000385

7. TYPE OF APPLICANT:

7a. State Education Agency

7b. Local Education Agency

3. TYPE OF APPLICATION (Check appropriate box).

NEW NEW/PREVIOUS GRANTEE
 CONTINUATION AMENDMENT

If Amendment, enter appropriate letter(s) in box(es):

A. AUGMENTATION B. BUDGET REVISION

C. NO COST EXTENSION D. OTHER (specify below):

Remove CCR special condition and update CCR dates.

9. NAME OF FEDERAL AGENCY:

Corporation for National and Community Service

10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.013

10b. TITLE: VISTA State

11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

OUSD Community Schools Project

Program Type: Support Grant

Cost Share:

12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc):

Oakland Unified School District, City of Oakland, CA

11.b. CNCS PROGRAM INITIATIVE (IF ANY):

13. PROPOSED PROJECT: START DATE: 11/18/12 END DATE: 01/25/14

14. CONGRESSIONAL DISTRICT OF: a.Applicant b.Program

15. ESTIMATED FUNDING: Year #:

a. FEDERAL	\$ 12,000.00
b. APPLICANT	\$ 155,316.18
c. STATE	\$ 0.00
d. LOCAL	\$ 0.00
e. OTHER	\$ 0.00
f. PROGRAM INCOME	\$ 0.00
g. TOTAL	\$ 167,316.18

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE:

NO. PROGRAM IS NOT COVERED BY E.O. 12372

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

YES if "Yes," attach an explanation. NO

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN FULLY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:

Curtiss Sarikey

b. TITLE:

c. TELEPHONE NUMBER:

(510) 434-7752 215

d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:

e. DATE SIGNED:

04/24/13

OUSD Community Schools Project

Oakland Unified School District

Program Type: Support Grant
Cost Share

Application ID: 13VS154733

Budget Dates: 11/18/2012 - 01/25/2014

	Total Amt	CNCS Share	Grantee Share	Member Support
Section I. Volunteer Support Expenses				
A. Project Personnel Expenses	57,402	6,000	51,402	0
Supervisor	13,590	6,000	7,590	0
Total	\$70,992	\$12,000	\$58,992	\$0
B. Personnel Fringe Benefits	12,533	0	12,533	0
FICA	1,088	0	1,088	0
Health Insurance	1,044	0	1,044	0
Retirement	1,892	0	1,892	0
Life Insurance	4	0	4	0
Total	\$16,560	\$0	\$16,560	\$0
C. Project Staff Travel				
Local Travel				
Long Distance Travel				
Total	\$0	\$0	\$0	\$0
D. Equipment				
E. Supplies	8,600	0	8,600	0
F. Contractual Service				
Payroll	0	0	0	0
Total	\$0	\$0	\$0	\$0
I. Other Volunteer Support Costs				
Communications	1,000	0	1,000	0
Printing	5,000	0	5,000	0
Logistics	0	0	0	0
Total	\$6,000	\$0	\$6,000	\$0
J. Indirect Costs				
Section I. Subtotal	\$102,152	\$12,000	\$90,152	\$0
Section II. Volunteer Expenses				
A. Personnel Expenses				
Living Allowances				
Full Time (Federal)	134,392	0	0	134,392
Full Time (non-Federal)	58,664	0	58,664	0
Summer Associate (Federal)				
Summer Associate (non-Federal)				
Education and End of Service Awards				
Education Award	72,150	0	0	72,150
Education Award - Summer Associate	0	0	0	0
End of Service Stipend - Regular	0	0	0	0
End of Service Stipend - Leader	0	0	0	0
End of Service Stipend - Summer Associate	0	0	0	0
Total	\$265,206	\$0	\$58,664	\$206,542
B. Fringe Benefits				
Health Insurance				
Health Insurance	35,100	0	0	35,100
FICA				
FICA	0	0	0	0
Total	\$35,100	\$0	\$0	\$35,100
C. Travel	6,500	0	6,500	0
G. Other Volunteer Expenses				
Federal COLA Increase	0	0	0	0
Non-Federal COLA/Costshare Increase	0	0	0	0
Total	\$0	\$0	\$0	\$0
Section II. Subtotal	\$306,806	\$0	\$65,164	\$241,642

OUSD Community Schools Project

Oakland Unified School District

Program Type: Support
Cost Share Grant

Budget Totals	\$408,958	\$12,000	\$155,316	\$241,642
Budget Total Percentage		3%	38%	
Required Match		n/a		
# of years Receiving CNCS Funds		n/a		
Cost/MSY		\$923		

9/19/2013, 1:15 PM, EDT



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Welcome Andrea

View Amendment Project Application

View Amendment

back next

- Applicant Info
- Application Info
- Narratives
- Documents
- Performance Measures
- Budget Section 1
- Budget Section 2

NOFA Information

- NOFA: AmeriCorps VISTA State FY 2013
- Project Application ID #: 13VS154733
- Grant ID #: 12VSPCA003
- Due Date: 08/25/2014
- Summary: The FY 2013 VISTA NOFA is for projects with start dates of 10/1/2012 - 9/30/2013. Please contact your Corporation State Office for confirmation if uncertain which NOFA to apply against.

Review

View/Print your application

Authorize and Submit

Please click on any of the following links to view/print a report.

Project Application Info

Project Application ID: 13VS154733 Grant #: 12VSPCA003

- Application View Revision Log
- Application for Federal Assistance: view/print report
- Budget: view/print report
- Budget Narrative: view/print report
- Program Summary Chart: view/print report

NOFA: AmeriCorps VISTA State FY 2013

Applicant Info: view

Type: Amendment Status: Awaiting GO Certification Submitted: 09/12/2013 12:57, EDT

- Applicant/User: Andrea Bustamante
- Authorized Representative: Sarikey, Curtiss
- Applying Type: Amendment
- Applying: Directly to CNCS

Legal Applicant Info

Oakland Unified School District 746 Grand Ave Oakland, CA 94610

Application Info: view

- Areas affected by the project: Oakland Unified School District, City of Oakland, CA
- Project Start and End Dates: 11/18/2012 ~ 01/25/2014
- Subject to Review by State Executive Order 12372 Process: No
- Delinquent on any federal debt? No

Amendment Types: view

- Add or Remove Special Condition

Narratives: view

- Executive Summary: entered
- Summary of Accomplishments: entered
- Need: entered
- Strengthening Communities: entered

- Recruitment and Development: entered
- VISTA Assignment: entered
- Project Management: entered
- Organizational Capability: entered
- Other: entered

Documents: [view](#)

Auditor's Statement Page - Not Sent
Negotiated Indirect Cost Agreement - Not Sent

Budget Section 1 Subtotal: [view](#)

Total Amount	CNCS Share	Grantee Share	Member Support
\$102,152.18	\$12,000	\$90,152.18	\$
	12%	88%	0%

Budget Section 2 Subtotal: [view](#)

Total Amount	CNCS Share	Grantee Share	Member Support
\$306,806	\$0	\$65,164	\$241,642
	0%	21%	79%

Budget Total:

Total Amount	CNCS Share	Grantee Share	Member Support
\$408,958	\$12,000	\$155,316	\$241,642
	3%	38%	59%

508 Approved | Contact Help Desk | disable the pictures
Release version: 5.6.3

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VISTA Assignment Description (VAD)

Title: Oakland Community Schools VISTA Leader

Sponsoring Organization: Oakland Unified School District

Project Name: OUSD Community Schools Project

Project Number: 12VSPCA003

Project Period: 11/18/2012 - 01/25/2014

Site Name (if applicable): Oakland

Focus Area(s)

Primary: Education

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: The AmeriCorps VISTA Leader will provide training, peer development, and support to Oakland's Community Schools Project VISTAs. The VISTA Leader will also serve as the VISTA Regional Leader to Bay Area VISTA Members by expanding the VISTA network in the Bay Area and creating professional development training in collaboration with the local office.

Objective of the Assignment (*Period of Performance: September 2013-September 2014*)

Mentor and coordinate teams of VISTA members serving the Oakland Community Schools Project.

Member Activity: In partnership with the VISTA Supervisors provide project support to the Oakland VISTAs.

Member Activity: Develop templates to improve data collection for the Oakland Community Schools Project.

Member Activity: Conduct Regular check ins with VISTAs to ensure VAD objectives are being met.

Member Activity: Facilitate frequent learning opportunities among VISTAs to develop personal and professional skills to support their projects and growth.

Objective of the Assignment (*Period of Performance: September 2013-September 2014*)

Recruit and support incoming VISTA members in collaboration with supervisors of incoming VISTAs

Member Activity: Publicize VISTA service member opportunities through VISTA Portal and local career fairs/job boards.

Member Activity: Help review applications and provide support to VISTA supervisors.

Member Activity: Process and support new VISTA members before PSO by initiating and maintaining communication through the VISTA on-boarding process, providing the new VISTA welcome packet.

Objective of the Assignment (*Period of Performance: September 2013-September 2014*)

Serve as a VISTA Regional Leader for the San Francisco Bay Area.

Member Activity: Develop and expand the VISTA network in the San Francisco Bay Area to help members collaborate and partner across different VISTA projects.

Member Activity: Organize and facilitate quarterly Regional VISTA meetings in collaboration with the local CNCS office and fellow Bay Area VISTA leaders.

Member Activity: Promote branding of VISTA and CNCS by way of social media as well as radio and TV acknowledging efforts and contributions.

Member Activity: Collaborate with other Regional Leaders to increase VISTA participation in the AmeriCorps VISTA alum chapter.

Member Activity: Update VISTA living and housing resource manual for Bay Area regions.

Objective of the Assignment (*Period of Performance: September 2013-September 2014*)

Deepen the development of the Oakland Community Schools Project by building out technical assistance and communication tools.

Member Activity: In partnership with Community Schools Team, facilitate the development of the Community Schools Toolkit Version 2.0 by facilitating interviews and focus groups with key stakeholders to inform the materials selection and development.

Member Activity: Develop online presence for toolkit including templates and samples and identify ways in which the toolkit can be shared with a broader audience.

Member Activity: Identify strategies to increase general communications about the Community Schools work using web, social media, print, and video to share with the local community. Partner with VISTAs to identify communication opportunities for their projects and ways to share them.

VISTA Assignment Description (VAD)

Title: Oakland Expanded Learning
Sponsoring Organization: Oakland Unified School District Project Name: OUSD Community Schools Project Project Number: 12VSPCA003 Project Period: 11/18/2012 - 01/25/2014
Site Name (if applicable):
Focus Area(s) Primary: Education Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: Increase the number of high priority students participating in expanded learning programs by 10% each year.

Objective of the Assignment (*Period of Performance: August 2013-August 2014.*)

Develop expanded learning marketing materials, family communication, and outreach strategies targeted at high needs students.

Member Activity: Review summer and after school attendance data to determine sites with highest needs.

Member Activity: Meet with CBO partners and school staff to identify most effective communication and outreach strategies.

Member Activity: Meet with lowest attendance sites to identify key challenges in family communication and student outreach.

Member Activity: Create tools, tip sheets, and examples of effective communication and outreach strategies, based on best practices.

Member Activity: Help specific sites develop youth and family friendly outreach materials; assist middle school sites with summer program outreach targeted at high needs students.

Objective of the Assignment (*Period of Performance: August 2013-August 2014*)

Deepen and build effective communication around district and community services during the summer.

Member Activity: Create an online and print presence for summer learning including web page development social media, and printed resource guides for all families to access.

Member Activity: Develop internal infrastructure to help families navigate the summer learning opportunities including wall posters and communication materials for central office and sites.

Member Activity: Develop high school specific marketing materials for students and families to increase access to credit recovery and attendance recovery options.

Objective of the Assignment (*Period of Performance: August 2013-August 2014*)

Foster connections between middle and high school programs to increase the number of students accessing expanded learning programs in secondary schools.

Member Activity: Research best practices in transition support programming for after school and summer school. Learn from local best practices and share with others.

Member Activity: Participate in department planning sessions around transition support.

Member Activity: Work with middle school programs to identify high needs 8th graders that would benefit from 9th grade bridge programs.

Member Activity: Assist schools and CBO partners in developing outreach materials and recruitment efforts.

VISTA Assignment Description (VAD)

Title: OUSD Attendance Project
Sponsoring Organization: Oakland Unified School District Project Name: OUSD Community Schools Project Project Number: 12VSPCA003 Project Period: 11/18/2012 - 01/25/2014
Site Name (if applicable): FSCP-Attendance and Discipline Support Services
Focus Area(s) Primary: Capacity Building Secondary: Education

VISTA Assignment Objectives and Member Activities

Goal of the Project: To design and offer programs that help reduce chronic absence and truancy rates for OUSD students as outlined in the District's Strategic Plan. Develop site based attendance teams at 8 school sites.

Objective of the Assignment (*Period of Performance: 04/01/2013-09/01/2013*)

Research Best Practices Around Attendance

Member Activity: Research, tools, policies, resources, and strategies used by at least 4 other districts to promote positive attendance.

Member Activity: Disseminate researched information with Attendance Discipline Student Support (ADSS) Team

Member Activity: Participate in attendance trainings to learn about OUSD attendance policies and procedures

Objective of the Assignment (*Period of Performance: 09/01/2013-04/01/2014*)

Develop school site attendance teams at 8 school sites

Member Activity: Participate in professional development session with Attendance Works/ADSS staff about the structure of attendance teams and the elements of an effective attendance plan.

Member Activity: In collaboration with ADSS staff, identify 8 schools to work with to establish attendance teams.

Member Activity: Work with identified schools to establish attendance teams and how to use data to identify chronically absent and truant students.

Member Activity: Develop engagement activities for families and staff that highlight the importance of good attendance.

Objective of the Assignment (*Period of Performance: 01/01/2014-04/01/2014*)

Create materials to share best practices targeted for families and district staff.

Member Activity: Conduct a needs assessment to determine what promotional materials already exist.

Member Activity: Identify what materials are needed for different stakeholders (families, students, community partners, after school providers, etc.)

Member Activity: Work with district departments to develop materials the promote positive attendance and share best practices for each stakeholder group.

VISTA Assignment Description (VAD)

Title: OUSD Discipline Project
Sponsoring Organization: Oakland Unified School District Project Name: OUSD Community Schools Project Project Number: 12VSPCA003 Project Period: 11/18/2012 - 01/25/2014
Site Name (if applicable): FSCP-Attendance and Discipline Support Services
Focus Area(s) Primary: Education Secondary: Capacity Building

VISTA Assignment Objectives and Member Activities

Goal of the Project: To reduce suspension and expulsion rates of African American students as targeted in our District's Strategic Plan by documenting best practices, creating resources, developing engagement activities, and designing disciplinary practices evaluation tool.

Objective of the Assignment (*Period of Performance: 02/15/2013 - 02/15/2014*)

Objective 1: Conduct a needs assessment.

Member Activity: Step 1: Attend discipline trainings to learn about best practices and OUSD disciplinary procedures and policies. Step 2: Work with the voluntary Resolution Team to identify gaps in current OUSD disciplinary procedures and practices. Step 3: Create a discipline handbook, and develop training modules about the disciplinary process. Step 4: Research programs used to evaluate disciplinary practices and assist in the development of an OUSD evaluation program.

Objective of the Assignment (*Period of Performance: 02/15/2013 - 02/15/2014*)

Objective 2: Document best practices.

Member Activity: Step 1: Research tools, policies, strategies, and resources used by other districts to reduce disproportionate disciplinary practices. Step 2: Document and record identified best practices (videotaping/case study creation).

Objective of the Assignment (*Period of Performance: 02/15/2013 - 02/15/2014*)

Objective 3: Develop engagement activities

Member Activity: Step 1: Conduct family and staff engagement activities that promote positive school climate. Step 2: In collaboration with ADSS and other OUSD departments, design and offer information programs to parents and guardians of OUSD students that explains discipline practices and policies. Step 3: Design training programs to be delivered to 10 cohort schools that explain OUSD discipline policies and practices.

VISTA Assignment Description (VAD)

Title: OUSD Social Emotional Learning
Sponsoring Organization: Oakland Unified School District Project Name: OUSD Community Schools Project Project Number: 12VSPCA003 Project Period: 11/18/2012 - 01/25/2014
Site Name (if applicable): Oakland Unified School District
Focus Area(s) Primary: Education Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: To design, align and implement Social and Emotional Learning throughout the district in order to reduce disproportionate suspensions and expulsions of African American male students. SEL is a process for helping children and adults develop the fundamental skills for life effectiveness. SEL teaches the skills we all need to handle ourselves, our relationships, and our work, effectively and ethically. These skills include recognizing and managing our emotions, developing caring and concern for others, establishing positive relationships, making responsible decisions, and handling challenging situations constructively and ethically.

Objective of the Assignment (*Period of Performance: April 2013 - June 2013*)

Research, design and implement a reciprocal communications structure for SEL Awareness, Listening and Learning campaign.

Member Activity: Research current tools, policies, structures and resources used by OUSD.

Member Activity: Research current social and emotional learning projects and practices within the district and within the 7 CASEL collaborating districts. CASEL is the Collaborative for Academic, Social and Emotional Learning. Their mission is to support the science of SEL through research and data analysis; expand the integrated evidence based practice of SEL and strengthen the field and impact of SEL. CASEL is funded by the NoVo Foundation to support this effort in 8 large urban school districts that are using SEL as high leverage work.

Member Activity: Create and pilot a reciprocal web based communications structure to both collect and disseminate SEL information and resources.

Objective of the Assignment (Period of Performance: June 2013 - August 2013)

Research, design and implement a communications structure for SEL Standards to be used Pre-K - Adult within the district.

Member Activity: * Research current SEL standards developed and in use within the 8 CASEL districts including Oakland's new SEL standards.

Member Activity: * Design and align a communications plan for dissemination of SEL Standards throughout the district.

Member Activity: * Implement and work with teacher focus groups to implement a communications and documentation structure for SEL Standards.

Objective of the Assignment (Period of Performance: June 2013 - August 2013)

Research, design and implement a communications structure for SEL Standards to be used Pre-K - Adult within the district.

Member Activity: * Research current SEL standards developed and in use within the 8 CASEL districts including Oakland's new SEL standards.

Member Activity: * Design and align a communications plan for dissemination of SEL Standards throughout the district.

Member Activity: * Implement and work with teacher focus groups to implement a communications and documentation structure for SEL Standards.

Objective of the Assignment (Period of Performance: September 2013 - April 2014)

Implement, maintain and improve the SEL documentation and reciprocal communications systems and structures.

Member Activity: * Create a graphic work plan and calendar for SEL reciprocal communications and documentation.

Member Activity: * Maintain web based communications system that includes providing professional development for youth and families.

Member Activity: * Participate in SEL professional learning engagements and document youth and community learning.

VISTA Assignment Description (VAD)

Title: OUSD Volunteers

Sponsoring Organization: Oakland Unified School District

Project Name: OUSD Community Schools Project

Project Number: 12VSPCA003

Project Period: 11/18/2012 - 01/25/2014

Site Name (if applicable): Family, Schools, Community Partnerships Dept

Focus Area(s)

Primary: Education

Secondary: Capacity Building

VISTA Assignment Objectives and Member Activities

Goal of the Project: Increase student attendance at target sites to meet district attendance benchmark, by increasing family engagement, youth engagement, and volunteers at target sites in the assigned PreK-8 network.

Objective of the Assignment (Period of Performance: 4/29/13-4/29/14)

Create volunteer placement, training, and communication systems to track volunteer support towards meeting district attendance goals.

Member Activity: Step 1: Visit all schools in assigned network: interview volunteer coordinators, update volunteer coordinator database, meet volunteers at each school, interview administrator/community school manager and survey needs for community school components, Step 2: Identify accurate volunteer placements/site volunteer opportunities (open and vacant), and adjust online database, Step 3: Identify training needs for volunteers at each school, Step 4: Coordinate trainings for volunteers, including how to log hours

Objective of the Assignment (Period of Performance: 4/29/13-4/29/14)

Recruit volunteers/mentors to work with targeted populations (in alignment with OUSD full service community school model)

Member Activity: Step 1: While conducting school visits/interviews, also interview and meet family liaison and student leadership coordinator to identify volunteer assignments for potential parent and college student volunteers to assist with family and youth engagement activities at school site, Step 2: Interview transitional students and families program staff, identify program needs and volunteer opportunities for homeless, transitional youth/families, foster care, and youth transitioning from juvenile hall, Step 3: Create promotional materials for recruitment, Step 4a: Recruit volunteers for FSCP and Create Recruitment Guide for annual use, Step 4b: Organize recruitment events for your volunteer programs, Step 5: Recruit volunteers for Parent Conferences, Step 6: Identify training needs for family and youth engagement volunteers, Step 7: Coordinate trainings for family and youth engagement volunteers, Step 8: Create Volunteer Handbooks (Orientation and Training Handbook, General Volunteer Handbook)

Objective of the Assignment (Period of Performance: 4/29/13-4/29/14)

Set up system for collecting relevant family engagement data in relation to tracking volunteer and attendance goals

Member Activity: Step 1: Participate in attendance working group to learn about district strategies and best practices to boost attendance, develop trainings for volunteers on attendance best practices, Step 2: Align volunteer programs to attendance best practice programs/Create volunteer programs designed to boost attendance, Step 3: Document systems you are creating

Objective of the Assignment (Period of Performance: 4/29/13-4/29/14)

Create social mixers and recognition event for volunteers/mentors to build community and share successes

Member Activity: Step 1: Meet with FSCP admin staff to plan events, Step 2: Outreach to volunteer coordinator contacts at school sites and confirm site nominations for awards, Step 3: Coordinate with other VISTA members logistical need for set up and take down for the events, Step 4: Document systems you are creating, create planning template/handbook for annual use

Objective of the Assignment (Period of Performance: 4/29/13-4/29/14)

Develop parent volunteer program at target schools

Member Activity: Step 1: Coordinate with family engagement liaison staff to develop volunteer service opportunities at target sites for parents, Step 2: Develop relevant training, in partnership with family engagement staff, for new parent volunteers, Step 3: Work with district communication team to promote service opportunities, and secure 20 new parent volunteers at target sites, Step 4: Document systems you are creating, create planning template/handbook for annual use

VISTA Assignment Description (VAD)

Title: Oakland Community Schools - AAMA Communications

Sponsoring Organization: Oakland Unified School District

Project Name: OUSD Community Schools Project

Project Number: 12VSPCA003

Project Period: 11/18/2012 - 01/25/2014

Site Name (if applicable):

Focus Area(s)

Primary: Education

Secondary: Other

VISTA Assignment Objectives and Member Activities

Goal of the Project: To support the creation of vehicles for a positive prime for African American Male students, including specific products such as: a binder of best practices, a magazine-style summary, one-pagers, videos, web pages, managing social media etc., presentations at conferences, webinars, submissions for publication in leading education journals, news conferences, placement of stories in the media.

Objective of the Assignment (Period of Performance: July 2013-July 2014)

Establish a Website and Social Media Presence for the African American Male Achievement Office.

Member Activity: Develop social media messages for Twitter and Facebook; administer posts and analytics

Member Activity: Plan and execute strategy for growing Twitter followers, Facebook fans, and blog subscribers

Member Activity: Maintain website content, coordinate design revisions, and content updates

Objective of the Assignment (Period of Performance: July 2013-July2014)

Develop Voluntary Resolution Plan (VRP) internal and external communications

Member Activity: Research and Develop Monthly newsletter – a magazine style summary

Member Activity: Collect information on and Develop One – pagers on Best Practices of AAMA in OUSD

Member Activity: Connect with local communities to create stories in the local media lifting up the positive experiences and outcomes of AAM students

Objective of the Assignment (*Period of Performance: July 2013 - July 2014*)

Develop Publications and Public Relations Materials and Processes for the African American Male Achievement Office

Member Activity: Research industry trends and media topics related to Communications linked to AAMA

Member Activity: Develop media lists and monitor relevant media contacts and

Member Activity: Track and report on all media coverage - share with AAMA and broader OUSD communications department.

Member Activity: Maintain collateral library and assist with editing for general publication

VISTA Assignment Description (VAD)

Title: OUSD Indoor Air Quality Program

Sponsoring Organization: Oakland Unified School District

Project Name: OUSD Community Schools Project

Project Number: 12VSPCA003

Project Period: 11/18/2012 - 01/25/2014

Site Name (if applicable):

Focus Area(s)

Primary: Education

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: For its second year of implementation, continue to establish a sustainable Indoor Air Quality (IAQ) Program that is implemented in at least 20 schools. Long term goal: Increase the attendance rates for students with asthma by at least 25% at those sites with the highest asthma rates.

Objective of the Assignment (*Period of Performance: August, 2013-October, 2013*)

1. Assess state of IAQ and asthma prevalence, prevention and intervention at OUSD.

Member Activity: 1. Review existing District, Health Department and community data, along with results of 2012-2013 IAQ program and current policies in place at OUSD.

Member Activity: 2. Conduct preliminary site visits at schools and conduct key informant interviews with stakeholders.

Objective of the Assignment (*Period of Performance: August, 2013-December, 2013*)

2. Research best practices for programs, assessment, evaluation and policies linked to increasing IAQ at schools.

Member Activity: 1. Utilize resources from EPA Tools for Schools, those created by former OUSD IAQ Vista and other sources for tools and programs.

Member Activity: 2. Create data collection plan in conjunction with staff from Family, Schools and Community Partnerships Health & Wellness Unit, Risk Management, Buildings and Grounds and Facilities Departments.

Member Activity: 3. Design new written and electronic resources for IAQ program.

Objective of the Assignment (Period of Performance: October, 2013-August, 2014)

3. Facilitate OUSD IAQ Workgroup to receive collaborative input into the program and policy development process.

Member Activity: 1. Contact former members of IAQ workgroup.

Member Activity: 2. Contact key District and community stakeholders around IAQ and asthma reduction.

Member Activity: 3. Organize quarterly meetings with clear goals and outcomes.

Member Activity: 4. Join and take leadership role in community collaboratives on asthma prevention and improved air quality.

Objective of the Assignment (Period of Performance: October, 2013-August, 2014)

4. Improve existing IAQ program and evaluate at 20 new school sites.

Member Activity: 1. Secure participation via point person, such as principal, school nurse, teacher, or site wellness champion.

Member Activity: 2. Conduct and evaluate program and write up key results, recommendations and findings.

Member Activity: 3. Work with at least 5 OUSD student groups (i.e. classes, peer health educators, youth leaders) to educate and conduct walkthroughs.

Member Activity: 4. Write up results and further develop toolkit and web-based resources.

VISTA Assignment Description (VAD)

Title: Refugee/Immigrant Full Service Community School Capacity Builder
Sponsoring Organization: Oakland Unified School District Project Name: OUSD Community Schools Project Project Number: 12VSPCA003 Project Period: 11/18/2012 - 01/25/2014
Site Name (if applicable): OIHS
Focus Area(s) Primary: Education Secondary: Economic Opportunity

VISTA Assignment Objectives and Member Activities

Goal of the Project: To provide critical non-academic support to OIHS's immigrant students and families, OIHS is transitioning into a Full Service Community School (FSCS) that "serves the whole child, invites the community in, extends boundaries into the community in order to accelerate academic achievement, and shares responsibility for student, family and community success." The VISTA member will be a critical component of transitioning OIHS into a full-fledged community school, helping build the institution's capacity in: volunteer recruitment, training & management; alumni/donor tracking & communication; support for students with interrupted education; family & community engagement.

Objective of the Assignment (Period of Performance: August 2013-June 2014)

Leverage community resources to bring more volunteers to OIHS, improving systems for volunteer recruitment, training, management, retention & recognition.

Member Activity: Conduct outreach to local volunteer clearinghouses and universities, presenting to classes, clubs and service learning programs.

Member Activity: Work with Community School Program Manager & OIHS teachers to create & implement improved volunteer training

Member Activity: Provide ongoing communication, tracking & support of OIHS volunteers, new and continuing.

Member Activity: Organize at least one volunteer appreciation event/year

Objective of the Assignment (Period of Performance: September-May, 2013)

Improve support structures for high-need Students with Interrupted Formal Education (SIFE)

Member Activity: Assign & train volunteers to work with SIFE students

Member Activity: Support SIFE teacher(s) with testing & data tracking of SIFE student progress

Member Activity: Connect SIFE students to school- and community- resources, such as home based tutoring, the OIHS TechniClinic, after school programs, etc.

Objective of the Assignment (*Period of Performance: October 2013-July 2014*)

Improve communication with & tracking of OIHS community partners, volunteers, donors & alumni.

Member Activity: Develop database for tracking OIHS community partners, volunteers, donors & alumni, with input from Principals & Community School Program Manager.

Member Activity: Oversee an outreach campaign to OIHS alumni, collecting contact information and data related to college enrollment and retention post-OIHS.

Member Activity: Support Community School Program Manager with newsletter (print & online) campaign to OIHS partners, families & supporters--including an annual donation campaign during the winter holidays.

Objective of the Assignment (*Period of Performance: September 2013-June 2014*)

Improve School-to-Family Outreach strategies

Member Activity: Streamline partnership with OUSD translation offices to translate key school documents into district languages

Member Activity: Develop partnerships with outside translation & interpretation services for minority languages--for key school documents and interpretation during important meetings (ie, IEPs)

Member Activity: Oversee family outreach for school-wide events (back to school night, international festival, graduation, community walks, exhibition night, etc), using phone calls, robo-calls, and print materials.

Member Activity: Create OIHS family outreach best practice manual for use by teachers, staff & student/parent leaders.

Member Activity: Improve family recruitment

VISTA Assignment Description (VAD)

Title: Community Schools Partnerships

Sponsoring Organization: Oakland Unified School District

Project Name: OUSD Community Schools Project

Project Number: 12VSPCA003

Project Period: 11/18/2012 - 01/25/2014

Site Name (if applicable): OUSD

Focus Area(s)

Primary: Education

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Project: Deepen implementation of the community schools model by developing a partnerships database and increasing communication with schools and partners. As a result of increased partnerships and communication, students will have increased support services leading to increased school attendance.

Objective of the Assignment (*Period of Performance: August 2013-March 2014*)

Create initial database of Community School Partners.

Member Activity: Working with Community School Managers, develop a list of current Community Schools Partners. Outreach to current partners to get to share updates and offer supports in completion.

Member Activity: Participate in training for salesforce database and identify initial next steps towards roll out of database. Identify capacities of salesforce beyond partner demographics.

Member Activity: Meet with community partners on initial list and gather information from them to input information into database. Input information into database and work with partners to confirm information accuracy.

Objective of the Assignment (*Period of Performance: January 2014-August 2014*)

Develop communications strategies to share information about community schools work.

Member Activity: Identify capacities of salesforce to support communication strategies. Create a plan to utilize salesforce for partnership communication.

Member Activity: Meet with community partners to identify critical information needed in regular communication. Create a timeline for regular communication bulletins.

Member Activity: Develop standard communication tools and templates to be regularly used with partners.

Objective of the Assignment (*Period of Performance: August 2014-July 2014*)

Develop Community Schools Partner Orientation Process and structure.

Member Activity: Research best practices for District Orientations, including work from community partnerships workgroups. Develop initial plan for the orientations that includes a focus on District's Strategic Goals including attendance and academics.

Member Activity: Schedule and implement at least 2 District Partner Orientations including coordination of daily logistics and outreach to community partner participants.

Member Activity: Follow up with partners not able to participate and provide make-up sessions as needed. Ensure partners have information provided and know how to utilize Salesforce to share their information.

10/15/2013, 7:48 PM, EDT

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Project Application ID:
13VS154733
Grant #: 12VSPCA003

NOFA: AmeriCorps VISTA State
FY 2013

Type: Amendment
Status: Awarded
Submitted: 09/12/2013 12:57,
EDT

Legal Applicant Info

Oakland Unified School District
746 Grand Ave
Oakland, CA 94610

View Amendment Project Application[← back](#)[next →](#)**NOFA Information**

- **NOFA:** AmeriCorps VISTA State FY 2013
- **Project Application ID #:** 13VS154733
- **Grant ID #:** 12VSPCA003
- **Due Date:** 08/25/2014
- **Summary:** The FY 2013 VISTA NOFA is for projects with start dates of 10/1/2012 - 9/30/2013. Please contact your Corporation State Office for confirmation if uncertain which NOFA to apply against.

View/Print your application

Please click on any of the following links to view/print a report.

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- **Application for Federal Assistance: [view/print report](#)**
- **Budget: [view/print report](#)**
- **Budget Narrative: [view/print report](#)**
- **Program Summary Chart: [view/print report](#)**

Applicant Info: [view](#)

- **Applicant/User:** Andrea Bustamante
- **Authorized Representative:** Sarikey, Curtiss
- **Applying Type:** Amendment
- **Applying:** Directly to CNCS

Application Info: [view](#)

- **Areas affected by the project:**
Oakland Unified School District, City of Oakland, CA
- **Project Start and End Dates:** 11/18/2012 ~ 01/25/2014
- **Subject to Review by State Executive Order 12372 Process:** No
- **Delinquent on any federal debt?** No

Amendment Types: [view](#)

- Add or Remove Special Condition

Narratives: [view](#)

- Executive Summary: entered
- Summary of Accomplishments: entered
- Need: entered
- Strengthening Communities: entered

- Recruitment and Development: entered
- VISTA Assignment: entered
- Project Management: entered
- Organizational Capability: entered
- Other: entered

Documents: [view](#)

Auditor's Statement Page - Not Sent
Negotiated Indirect Cost Agreement - Not Sent

Budget Section 1 Subtotal: [view](#)

Total Amount	CNCS Share	Grantee Share	Member Support
\$102,152.18	\$12,000	\$90,152.18	\$
	12%	88%	0%

Budget Section 2 Subtotal: [view](#)

Total Amount	CNCS Share	Grantee Share	Member Support
\$306,806	\$0	\$65,164	\$241,642
	0%	21%	79%

Budget Total:

Total Amount	CNCS Share	Grantee Share	Member Support
\$408,958	\$12,000	\$155,316	\$241,642
	3%	38%	59%

508 Approved | [Contact Help Desk](#) | [disable the pictures](#)
Release version: 5.7.1

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