

File ID Number	16-0476
Introduction Date	3-9-16
Enactment Number	15-0379
Enactment Date	3/9/16
By	OA



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Board of Education

To: Board of Education

From: Antwan Wilson, Superintendent

Subject: **Grant Award Notification – Walter & Elise Haas Fund**

ACTION REQUESTED:

Approval and acceptance by the Board of Education of the Grant Agreement between the Oakland Unified School District and Walter & Elise Haas Fund, for the period December 10, 2015 to December 9, 2016, as specified in the agreement, pursuant to the terms and conditions thereof, and to submit amendments for the grant year, if any.

BACKGROUND:

This grant will be used to support extensive teacher externships within industry. Pathway teaching teams will spend one week embedded in an industry setting related to their pathway theme. They will spend 15 hours developing curriculum for their classroom. Students will thus experience real world relevant projects and gain skills that employers want and need in the current workplace.

File ID #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
16-0476	Yes	Grant Agreement	Oakland Unified School District for Linked Learning	The Grant will fund teacher externships and stipends	December 10, 2015 through December 9, 2016	Walter & Elise Haas Fund	\$40,000.00

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.

FISCAL IMPACT

The total amount of the grant will be provided to OUSD's Linked Learning Office from the funder.

- Grant valued at: \$40,000.00

RECOMMENDATION

Approval and acceptance by the Board of Education, of Grant Agreement between Oakland Unified School District and Walter & Elise Haas Fund from December 10, 2015 to December 9, 2016.

ATTACHMENTS:

Grant Face Sheet, Grant Agreement.

OUSD Grants Management Face Sheet 2015-2016

Title of Grant: Walter and Elise Hass Fund Oakland Unified School District Educator Externship Professional Learning Project	Funding Cycle Dates: December 10, 2015-December 9, 2016
Grant's Fiscal Agent: Walter and Elise Hass Fund	Grant Amount for Full Funding Cycle: \$40,000.
Funding Agency: Walter and Elise Haas Fund	Grant Focus: Linked Learning Pathway teams of teachers will perform week-long externships with industry partners at industry sites. Pathway teachers will use their industry experiences to develop classroom curriculum and projects in order to contextualize core content and teach the 21 st Century and technical skills that employers value.
List all School(s) or Department(s) to be Served: Core and Career Technical Education (CTE) teachers in OUSD Linked Learning Pathways	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	Pathway teachers will perform industry externships to learn what the communication, literacy, computational and technical skills are most valued in specific industries and careers. They will take these experiences and integrate them into curriculum and projects that contextualize academics and bring real-world learning to students. By bringing this industry context classroom instruction will be more engaging and will prepare students for interacting with industry professionals during pathway career exploration visits and internships.
How will this grant be evaluated for impact upon student achievement?	Students will be engaged in high quality grade aligned integrated curriculum and projects that is informed by industry professionals b) students will be prepared for pathway internships c) students will gain exposure to industry professionals and mentors at industry sites d) students will understand how literacy, mathematics, science and 21 st Century skills are used in specific careers and industry.
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? (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?	No
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Donna Wyatt, OUSD Manager of Career Technical Education Curriculum and Instruction Linked Learning Office for High School Improvement 1000 Broadway, Ste 440 Oakland, CA 94607 donna.wyatt@ousd.org 510-273-2329

Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
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Principal
Department Head



2/19/16

Grant Office Obtained Approval Signatures:

Entity	Name	Signature	Date
Fiscal Officer	Vernon Hal		
Acting Superintendent	Antwan Wilson		

Approved as to Form:

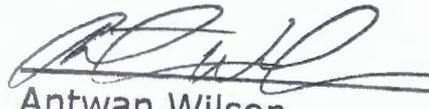
OAKLAND UNIFIED SCHOOL DISTRICT
Office of General Counsel
APPROVED FOR FORM & SUBSTANCE

By: 
Marion Maulkay
Attorney at Law



2/10/16

James Harris
President, Board of Education



2/10/16

Antwan Wilson
Secretary, Board of Education

WALTER & ELISE HAAS FUND

December 10, 2015

Antwan Wilson
Superintendent
Oakland Unified School District
1000 Broadway, Suite 680
Oakland, California 94607

RE: Agreement for Grant WEHF-1510-20150747.

Dear Mr. Wilson:

On behalf of the Board of Directors of the Walter and Elise Haas Fund, I am pleased to inform you of the grant award of \$40,000 to the Oakland Unified School District for the Educator Externship Professional Learning Project. The grant period is December 10, 2015 to December 9, 2016. A grant report is due at the conclusion of the grant period on December 9, 2016.

This letter and its appendices constitute a legally binding agreement. It will be effective upon our receipt of this letter and the *Agreement to Grant Objectives* (Appendix A), both signed by an authorized representative of your organization. We will arrange for payment of the \$40,000 upon receipt. Please keep a copy for your files.

Please read Appendix B, *Grant Terms and Conditions*, very carefully, including reporting requirements.

Please direct all future reports and correspondence to Susan Kagehiro. On behalf of the Fund's Board and staff, let me express how delighted we are to support this important work. We wish you every success.

Sincerely,
DocuSigned by:

44A973F6517E4A4...
Pamela H. David
Executive Director

cc: Gretchen Livesey 
Donna Wyatt
Susan Kagehiro

Accepted on behalf of Oakland Unified School District:


38F83750C011479...

Date: 12/12/2015 | 4:56 AM PT

Antwan Wilson
Superintendent

Appendix A: Agreement to Grant Objectives
Appendix B: Grant Terms and Conditions

OAKLAND UNIFIED SCHOOL DISTRICT
Office of General Counsel
APPROVED FOR FORM & SUBSTANCE
By: 
Maria Medina, Attorney at Law

Trustees
Wally Haas, President
Elizabeth H. Eisenhardt • John D. Goldman • William S. Goldman • Jennifer C. Haas • Peter E. Haas, Jr.

Pamela H. David, Executive Director

APPENDIX A: AGREEMENT TO GRANT PURPOSE AND OBJECTIVES

**OAKLAND UNIFIED SCHOOL DISTRICT
DECEMBER 10, 2015 THROUGH DECEMBER 9, 2016**

This grant is awarded with the understanding that the entire amount will be expended to address the following agreed-upon purpose and objectives. While minor changes in plan are expected, if your organization wishes to modify these fundamental intentions of the project, you must seek prior written approval of the Walter and Elise Haas Fund.

Purpose: Educator Externship Professional Learning Project

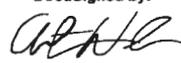
Steps you will take to achieve your results:

- Industry partners will be identified and supported to provide adult observation and learning experiences for high school teachers
- 22 teachers will be matched with an industry partner and complete a five-day/30-hour externship at an industry site
- Based on their externship experiences, teachers will spend 15 hours developing curriculum for their classroom
- During the fall 2016, teachers will implement the new curriculum in their classrooms

What will change as a result of your project:

- Teachers will further their understanding of their linked learning industry theme and have context for integrating career technical education and core academics in meaningful ways
- Teacher teams will have common experiences and time to collaborate and develop cross-curricular and/or integrated projects for their students
- Students will have classroom learning experiences where learning is contextualized and linked and relevant to an industry theme.

Accepted and agreed:

DocuSigned by:

38F83750C011479...

Antwan Wilson
Oakland Unified School District

RE: Agreement for Grant WEHF-1510-20150747
December 10, 2015

APPENDIX B: GRANT TERMS AND CONDITIONS

1. **Use of Funds.** Grantee shall use the grant funds only for the purposes of the specific project described in the attached award letter. Grantee shall repay to the Fund any portion of the grant funds which is not spent or committed for these purposes. Any significant changes in the purposes for which grant funds are spent must be approved in writing by the Fund before the funds are spent. Prior permission from the Fund is required for budget revisions of 10% or more for line items over \$1,000.
2. **Reporting.** To enable the Fund to evaluate the effectiveness of this grant, Grantee shall submit to the Fund a grant report. The report shall contain: (1) a description of the progress that Grantee has made toward achieving the purposes for which this grant was made; (2) a financial accounting of the expenditure of grant funds; and, if applicable, (3) copies of any publications resulting from the grant. Reports are due to the Fund at the conclusion of the grant period. The Fund may also request additional reports at its discretion.
3. **Financial Recordkeeping.** Grantee shall maintain books to show or track the grant funds separately. All expenditures made in furtherance of the purposes of the grant shall be charged off against the grant and shall appear on Grantee's books. Grantee shall keep adequate records to substantiate its expenditures of grant funds. Grantee shall make these books and records available to the Fund at reasonable times for review and audit, and shall comply with all reasonable requests of the Fund for information and interviews regarding use of grant funds. Grantee shall keep copies of all relevant books and records and all reports to the Fund for at least four years after completion of the use of the grant funds.
4. **Sub-grantees.** Grantee shall retain full discretion and control over the selection of any sub-grantees to carry out the purposes of this grant and shall act completely independently of the Fund. The Fund and grantee acknowledge that there is no agreement, written or oral, by which the Fund may cause grantee to choose any particular sub-grantee. Grantee shall require any sub-grantees to comply with the applicable requirements of this grant agreement. All obligations of grantee shall remain in full force and effect.
5. **Prohibited Uses.** Unless otherwise noted in the award letter, grantee shall not use any portion of the funds granted¹:
 - a. To attempt to influence legislation, within the meaning of Section 4945(d)(1) of the Internal Revenue Code ("IRC"), as interpreted by its accompanying regulations;
 - b. To influence the outcome of any specific election for candidates to public office, or to carry on, directly or indirectly, a voter registration drive within the meaning of IRC Section 4945(d)(2), as interpreted by its accompanying regulations;

¹ A number of organizations provide excellent advice and guidance on eligibility of non-profit advocacy efforts and other issues related to non-profit tax-exempt status. One of these, the Center for Lobbying in the Public Interest (www.clpi.org) has recently gotten important clarification from the IRS on lobbying and related activities; the IRS letter is posted on CLPI's web site.

- c. To undertake an activity for any purpose other than a religious, charitable, scientific, literary, educational, or other purpose specified in IRC Section 170(c)(2)(b); or
 - d. To induce or encourage violations of law or public policy, to cause any private inurement or improper private benefit to occur, or to take any other action inconsistent with IRC Section 501(c)(3).
6. **Representation and Warranty Regarding Tax Status.** By entering into this Agreement, grantee represents and warrants that grantee is exempt from federal income tax under IRC Section 501(c)(3) and that it is not a private foundation as defined in IRC Section 509(a). Such representation and warranty shall continue through the completion date of this grant.
 7. **Notice.** Grantee shall give the Fund immediate written notice of any change in Grantee's tax-exempt or public charity status. Grantee shall also give the Fund immediate written notice of any change in Grantee's executive staff, key staff responsible for achieving the grant purposes, or members of its governing body.
 8. **Publications; License.** Any information contained in publications, studies, or research funded by this grant shall be made available to the public following such reasonable requirements or procedures as the Fund may establish from time to time. Grantee gives to the Fund an irrevocable, nonexclusive license to publish any publications, studies, or research funded by this grant at its sole discretion.
 9. **No Agency.** Grantee is solely responsible for all activities supported by the grant funds, the content of any product created with the grant funds, and the manner in which any such product may be disseminated. The grant award letter shall not create any agency relationship, partnership, or joint venture between the parties, and grantee shall make no such representation to anyone.
 10. **Further Assurances.** Grantee acknowledges that it understands its obligations imposed by this grant award letter, including but not limited to those obligations imposed by reference to the IRC. Grantee agrees that if grantee has any doubts about its obligations under this contract, including those incorporated by reference to the IRC, grantee will promptly contact the Fund or legal counsel.
 11. **No Pledge.** Neither this contract nor any other statement, oral or written, nor the making of any combination or grant to Grantee, shall be interpreted to create any pledge or any commitment by Fund or by any related person or entity to make any other grant or contribution to Grantee or any other entity for this or any other project. The Grant contemplated by this agreement shall be a separate and independent transaction from any other transaction between the Fund and Grantee or any other entity.
 12. **Indemnification.** Grantee irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Fund, its officers, directors, employees, and agents, from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission of Grantee, its employees, or agents, in applying for or accepting the Grant, in expending or applying the grant funds or in carrying out any

project or program to be supported by the Grant, except to the extent that such claims, liabilities, losses, or expenses arise from or in connection with any act or omission of the Fund, its officers, directors, employees or agents.

13. **Remedies.** If the Fund determines, in its sole discretion, that grantee has substantially violated or failed to carry out any provision of this contract, including but not limited to failure to submit reports when due, the Fund may, in addition to any other legal remedies it may have, refuse to make any further grant payments to grantee under this or any other grant agreement, and the Fund may demand the return of all or part of the unexpended grant funds, which grantee shall immediately repay to the Fund. The Fund may also avail itself of any other remedies available by law.
14. **Entire Agreement.** The award letter and accompanying documents supersede any prior or contemporaneous oral or written understandings or communications between the parties and constitutes the entire agreement of the parties with respect to its subject matter. This agreement may not be amended or modified, except in writing signed by both parties.
15. **Governing Law.** This Agreement shall be governed by the laws of the State of California applicable to contracts to be performed entirely within the State.

Certificate Of Completion

Envelope Id: 861D04C47E85422A9E985DE40624705A
 Subject: 20150747 OUSD Educator Externship Professional Learning Project
 Source Envelope:
 Document Pages: 5 Signatures: 3
 Certificate Pages: 5 Initials: 1
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 Marcel Marania
 One Lombard Street Suite 305
 San Francisco, CA 94111
 grantsmanager@haassr.org
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Signer Events

Susan Kagehiro
 susan@haassr.org
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Pamela H. David
 pamelah@haassr.org
 Executive Director
 Walter & Elise Haas Fund
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Antwan Wilson
 antwan.wilson@ousd.org
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Donna Wyatt
 donna.wyatt@ousd.org
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 ID:

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Gretchen Livesey
 gretchen.livesey@ousd.k12.ca.us
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Marcel T. Marania
 grantsmanager@haassr.org
 Grants Manager
 Walter and Elise Haas Fund
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Signing Complete	Security Checked	12/12/2015 4:56:15 AM
Completed	Security Checked	12/12/2015 4:56:15 AM

Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

From time to time, Walter and Elise Haas Fund (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact Walter and Elise Haas Fund:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: admin@haassr.org

To advise Walter and Elise Haas Fund of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at admin@haassr.org and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from Walter and Elise Haas Fund

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to admin@haassr.org and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Walter and Elise Haas Fund

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to admin@haassr.org and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to

other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

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- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Walter and Elise Haas Fund as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Walter and Elise Haas Fund during the course of my relationship with you.

Proposed Summary:

In Linked Learning Pathway teams, teachers will spend 5 full days in an externship with industry partners related to their pathway theme. Teacher teams must be composed of either 1) one Career Technical Education teacher AND one core teacher i.e. Math, Science, English or Social Studies or 2) one humanities core teacher i.e. English, Art or Social Studies AND one Science or Math teacher. The purpose of this specific teaming is to create a focus on the creation of cross curricular units of study and integrated projects. During these five days teachers will learn about industry trends, and the skills and knowledge used in daily work processes. Teachers will be exposed to industry examples of teamwork, decision making, problem solving and communication and use those examples to design and implement curriculum, projects, and work-based learning experiences that are integrated, relevant and meaningful to students. In addition to the 5 days of industry externship, teachers will spend 3 days together writing curriculum based on what they learned and experienced on externship.

Statement of Need:

At the core of any high quality Linked Learning College and Career pathway is the successful classroom integration of core academics (English, Math, Science, Social Science) and Career Technical Education. Pathway teachers need to know how their content and standards align to industry and how to integrate real-world learning into their projects, units, lessons and daily classroom instruction. The demands of teaching limit the amount of time that teachers have to outreach to industry and when they do have time to communicate with industry the focus is on creating opportunities for students, not professional learning for them. Teacher externships are crucial to providing teachers with the context to integrate career technical education and core academics in a meaningful way for students. Career Technical Education teachers originally come from industry but once they enter the classroom they have limited time to maintain contact with industry. Teacher externships would allow our CTE teachers to enhance their industry skills and learn about emerging trends in technology and professional practices specific to industry. Core Academic teachers know their content but not necessarily how that content is applied in an industry setting. Teacher externships would allow core content teachers to see how math, science, and English are applied in the real world setting of industry.

In 2012-13 the Linked Learning office created a professional learning opportunity for teachers teaching in College and Career Pathways. Educator Externship was built on the idea that pathway teachers need to have a deeper knowledge of the industry focus of their pathway so that they can create connections for students across core content and technical industry content. Teachers were placed as individuals and as teams into industry host sites for three days and then had two

days to build new curriculum or integrated projects. While these externships resulted in the creation of innovative curriculum in all cases it was the externships performed by teams of teachers that resulted in more profound changes around classroom instruction and the development of a community of practice amongst the teachers on the team. As a result of this multi-year pilot program the Linked Learning office revised the program and focused efforts on placing pathway teams of teachers into externships.

In 2014-15 4 pathway teams of teachers participated in externship. The size of the pathway teams that participated varied in size but each team was composed of at least two teachers from different content areas. While initial outreach to industry partners was overwhelmingly positive it proved a challenge to try and place teams of teachers in one industry site. Industry partners simply did not have the capacity to support an externship experience for teams of 4-7 teachers. The Linked Learning office went back to the drawing board and we have again revised the program and we are moving forward with a hybrid program of the previous two pilots. The 2015-2016 Educator Externship program will place the emphasis on integration through placing small teams composed of 2 teachers from varied content areas.

Program Goals and Objectives:

To obtain for pathway teachers a first hand view of the activities, skills, knowledge, problems, demands and standards in a specific career or industry through the direct experience of working in an industry setting with industry professionals. This will be done through an application and matching process between teachers and industry that results in teacher teams being placed into a 5 day 30 hour externship with industry professionals at industry sites.

To translate this learning into innovative teaching practices, integrated curriculum, and authentic work-based learning experiences for students in and outside of the classroom. Upon successful completion of the 5-day externship, teachers will spend 15 hours writing curriculum for teaching and implementation in their classrooms during the fall 2016 semester.

To build relationships with community employers and partners who will open their doors to students for the purposes of creating a continuum of work-based learning experiences for students. Relationships will be nurtured by providing opportunities for industry partners to provide feedback to curriculum, serve on advisory councils, and interact with students in the classroom and at the industry partner's worksite.

To create a common learning experience for teachers and students to share and draw upon. The hope is that as teachers share with their students the hopes and

fears that they had going into educator externships students will understand that those feelings are normal prior to going into their own student internships. Teachers will also be able to share what they took away from their externship experience and to encourage and support students as they complete their student internships.

To expand the opportunities for educator participation and to enhance and revise the processes, forms, tools, and materials for use with other teachers and employers in the future. The overarching goal is the creation of a teacher externship summer professional learning program that is open to all teachers employed within Oakland Unified School District.

Program Description and Work Plan

Deliverable	Strategy	Time Frame	Activity	Lead
Announcement of Teacher Externship Opportunity	Teachers will receive initial notification of the opportunity with the background for participation to gauge interest and participate numbers.	Nov 2 through December 18th	LLO will announce the program with specifics on time allocation, amount of stipend deliverables for participation and industry matching process	Donna Wyatt
Application Process	Application packets will be made available to teachers through professional learning events and pathway team meetings. Support for completion of the applications will be provided through pathway coaches at school sites	December 18, 2015 Deadline for completed applications will be Weds January 13, 2016	Applications will be made available to teachers. The application process will include submission of a brief resume and personal statement including their goals for participation in the educator externship program.	Donna Wyatt and College and Career Pathway Coaches
Announcement of Acceptance	Notification of acceptance to the program and early outreach on industry site placement	January 29, 2016	Teams will be notified of acceptance through email and pathway team meetings and industry placement interests forms will be distributed.	Donna Wyatt
Identification of Industry sites	Collaborate with Workforce and Economic Development office to outreach to industry for teacher placement	February-March 2016 although early outreach to industry will begin in November 2015	Inform and outreach to industry partners through use of Salesforce contact list, industry councils, chamber of commerce, educational organizations, and OUSD partners. Meet	Gilbert and Donna