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Introduction Date	10/14/20
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By	lf



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

October 14, 2020

To: Board of Education

From: Kyla Johnson-Trammell, Superintendent
Andrea Bustamante, Executive Director, Community Schools and Student Services Department
Michelle Oppen, Wellness Coordinator, Community Schools and Student Services Department

Subject: Grant Award - Share our Strength - No Kid Hungry Campaign - Community Schools and Student Services Department

ACTION REQUESTED:

Approval and acceptance by the Board of Education of Grant Award to the District from Share our Strength's No Kids Hungry Campaign, in the amount of \$76,000.00, to be used to hire a Back to School Meal Specialist consultant to serve at OUSD for the period of August 1, 2020 through June 30, 2021, pursuant to the terms and conditions thereof.

BACKGROUND:

Grant award for OUSD schools for the period August 1, 2020 through June 30, 2021 was awarded 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
20-1748	Yes	Grant	Oakland Unified School District Elementary Schools	To be used to hire a Back to School Meal Specialist consultant to serve at OUSD for the period of August 1, 2020 through June 30, 2021	August 1, 2020 through June 30, 2021	Share our Strength's No Kids Hungry Campaign	\$76,000.00

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 \$76,000.00

RECOMMENDATION:

Approval and acceptance by the Board of Education of a grant award for OUSD's Health & Wellness Unit for fiscal years 2020-2021, pursuant to the terms and conditions thereof and to submit amendments thereto, for the grant year, if any.

ATTACHMENTS:

Grant Management Face Sheet

Grant Award Letter

Grant Application

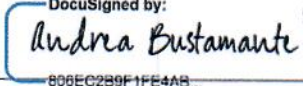
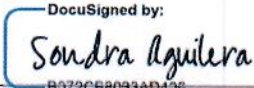
OUSD Grants Management Face Sheet

Title of Grant: Back to School Meal Support	Funding Cycle Dates: August 1, 2020- June 30, 2021
Grant's Fiscal Agent: Share our Strength (contact's name, address, phone number, email address) Contact Name Katie Dooley-Hedrick Agency/Foundation Share our Strength Address 1030 15 th Street NW, Suite 1100W Washington DC 20005 Phone 800-969-4767 Email kdooley@strength.org	Grant Amount for Full Funding Cycle: \$76,000
Funding Agency: Agency/Foundation Share Our Strength Address 1030 15 th Street NW, Suite 1100W Washington DC 20005	Grant Focus: To support...a collective goal of increasing school meal participation across the school district. The purpose of this grant is to support your critical work to end childhood hunger through hiring a Back to School Meal Specialist Consultant to serve at Oakland Unified School District.
List all School(s) or Department(s) to be Served: Nutrition Services, CSSS, All Schools	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	Share our Strength/No Kid Hungry will support our work to increase participation in our school meal program, specifically breakfast. Students who eat nutritious food and do not feel food insecure perform better in school.
How will this grant be evaluated for impact upon student achievement? (Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including OUSD's indirect rate of 3.98% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant's budget for evaluation.)	We will look at school meal participation and school meal satisfaction data.
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 3.98% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	Contractor paid through OUSD contract
Will the proposed program take students out of the classroom for any portion of the school day?	No

(OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)	
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Michelle Oppen, Wellness Coordinator Community Schools and Student Services Department Oakland Unified School District 1000 Broadway, Suite 150, Oakland, CA 94607 phone michelle.oppen@ousd.org

Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Principal	Andrea Bustamante		9/16/2020
Department Head (e.g. for school day programs or for extended day and student support activities)	Sondra Aguilera		9/18/2020

Grant Office Obtained Approval Signatures:

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

Approved as to form by OUSD Staff Attorney Joanna Powell on 9/16/2020.





August 11, 2020

Oakland Unified School District
Attn: Michelle Oppen, OUSD Wellness Coordinator
100 Broadway
Oakland, California 94607

Dear Ms. Oppen,

Share Our Strength's No Kid Hungry Campaign is pleased to award a grant of **\$76,000** to **Oakland Unified School District**. Share Our Strength and Oakland Unified School District ("Grantee") desire to work together toward a collective goal of increasing school meal participation across the school district. The purpose of this grant is to support your critical work to end childhood hunger through hiring a Back to School Meal Specialist Consultant to serve at Oakland Unified School District.

Agreement Period

This Agreement ("Agreement") shall begin on August 1, 2020 and end on June 30, 2021, unless earlier terminated hereunder or such period is extended by written agreement of both parties ("Agreement Period").

Project Description

The funding provided will support the hiring of a Back to School Meal Specialist to consult with Oakland USD from August 2020 through June 2021 to:

- Support Food Distribution at 22 school sites during COVID-related alternative meal delivery
- Prepare for meal distribution procedures as students return to school
- Prepare breakfast after the bell promotion

Additional detail is provided in the job description available at Attachment A.

Use of Grant Funds

Grant funds may be used only for the budget items outlined in the Project Description. Funds must be spent before the end of the grant Agreement Period. Any unused funds at the end of the grant Agreement Period must be returned to Share Our Strength. Budget changes may be requested in advance, in writing, to Share Our Strength by emailing Sarah Barrie, Senior Grants Manager, at sbarrie@strength.org with your organization's name and specific budget request.

Reporting Requirements

Share Our Strength will work directly with Oakland USD to report quarterly on progress against the project scope/job description.

During the term of this Agreement, Share Our Strength and Grantee will participate in quarterly calls. Calls will include discussion on programmatic successes, challenges, tactics, stories, and progress to-date. These calls will also serve as opportunities to identify any adjustment to strategies and/or tactics to ensure goals will be achieved.

Site Visits and Publicity Efforts

As a condition of this grant, your organization agrees to participate in in-person or virtual site visits and/or publicity efforts relating to this grant, by either Share Our Strength or any additional funders of this grant noted in this Agreement. Please note that all such in-person or virtual site visits or publicity efforts will be coordinated in advance and with consideration of your organization's availability and schedule.

Communications, Media and Promotions

Grantee and Share Our Strength will make best efforts to ensure communications are strategic and proactive. Any large-scale public facing materials created by Share Our Strength or Grantee related to this Agreement should be shared ideally at least two (2) days in advance of publication and production, i.e. press releases, awareness campaigns. Share Our Strength owns various trademarks, service marks, logos, and trade names, including, but not limited to SHARE OUR STRENGTH®, NO KID HUNGRY®, and COOKING MATTERS® (collectively, the "Share Our Strength Marks"). Grantee recognizes the substantial value and goodwill associated with the Share Our Strength Marks. Grantee also acknowledges Share Our Strength's exclusive right, title and interest in and to the Share Our Strength Marks and will not at any time do, or cause to be done, any act or thing contesting or in any way impairing or tending to impair any part of such right, title and interest. Any use of the Share Our Strength Marks must be approved in advance in writing by Share Our Strength. Grantee hereby grants Share Our Strength the right to use its various trademarks, service marks, logos, and trade names in connection with this Agreement.

Commitment to Anti-Discrimination and Equity

Share Our Strength has a zero-tolerance policy toward all forms of unlawful discrimination and harassment by or towards staff and volunteers, including but not limited to sexual harassment, and no form of unlawful discrimination by or towards any employee, member, volunteer, or other person in our workplace or jobsites will be tolerated. It is our belief that every person shall be treated fairly and with respect regardless of such things as race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, veteran status, age, or socio-economic status. Grantee acknowledges and agrees that it shall comply with all applicable federal and state laws prohibiting discrimination and/or harassment in its programs, activities, hiring or employment practices and within all activities conducted under this Agreement.

Changes in Programming and Public Charity Status

Please immediately notify your Share Our Strength program or grant contact of any change in your public charity status or if you encounter challenges or delays starting your program on time, meeting the goals or objectives outlined in this Agreement, spending the grant funds before the end of the grant Agreement Period. This grant is contingent on your organization's ability to implement the goals or objectives as outlined in this Agreement. Grantees who are no longer tax-exempt or are unable to implement their grant are required to notify Share Our Strength and return the full grant amount or remaining unspent grant funds at Share Our Strength's discretion.

Compliance with Laws

Grantee represents that it will perform its obligations hereunder in full compliance with all applicable federal, state and local laws and regulations.

Termination

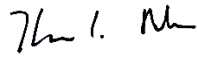
If Share Our Strength determines, in its sole reasonable opinion, that Grantee is unable to meet the goals or objectives of the grant, or has violated or failed to carry out any provision of this Agreement,

Share Our Strength, may, in addition to any other legal remedies it may have, terminate the Agreement and demand the return of all or part of the grant funds, including, without limitation, grant funds expended by Grantee for purposes other than those set forth in this Agreement. If so requested, Grantee shall return all such grant funds to Share Our Strength within thirty (30) days of receiving a termination notice from Share Our Strength.

If you have questions about any of the conditions described in this letter, or about your grant in general, please contact Katie Dooley-Hedrick, Associate Director, No Kid Hungry California, at kdooley@strength.org.

I offer you my thanks for your daily efforts to end childhood hunger. Share Our Strength is pleased to support your important work and looks forward to hearing about your progress.


Sincerely,



Thomas Nelson
President & CEO

Authorizing Signature

Signing below indicates your agreement to all grant requirements noted above and authorizes a bank transfer of the grant amount stated in this letter. Payment of the grant funds will be made within thirty (30) days upon the return of this signed Agreement.

Signature:  Date: 10/15/2020

Print Name: Jody London Title: President, Board of Education

Organization or School District Name: Oakland Unified School District, Community Schools & Student Services

Organization EIN: 94-6000385  10/15/2020

Kyla Johnson-Trammell
Secretary, Board of Education

ACH (Bank to Bank) Grant Deposit Information

Please fill-in the banking information below to receive your grant funds via direct bank deposit to your school district or organization. We cannot process any grant payments with missing fields or blank signature.

BANK NAME: Union Bank of California, LA

BANK ADDRESS: 1980 Saturn St., Monterey Park, CA

(9) DIGIT ROUTING NUMBER: 122000496

DEPOSITOR ACCOUNT NAME: Account of County of Alameda (Oakland Unified School District)

DEPOSITOR ACCOUNT NUMBER: 7020010325

TYPE OF ACCOUNT: CHECKING SAVINGS

The information being collected on this form will be used by Share Our Strength to securely transmit payment data, by electronic means, to your organization's financial institution. By checking this box, you agree that the above ACH payment information listed is accurate and that you are an authorized representative of your organization permitted to share this ACH payment information.

Attachment A: Job Description

Back to School Meal Specialist Consultant

Time Frame: August 1, 2020- June 30, 2021

Hours and Compensation: Up to 40 Hours Per Week; \$40 Per Hour

Goal: Support all back to school meal activities to increase access to healthy food, increase school meal participation and increase satisfaction. Activities may change throughout the year due to this year of unknown circumstances with Covid.

Initial Activities will include:

- Support Food Distribution at 22 school sites during Covid:
 - Coordinate Volunteer process
 - Support safety procedures process
 - Support meal tracking process
 - Overall thought partner and ability to provide support where needed
- Preparation for Meal Distribution Procedures as students return to school
 - School Site Supply Inventory and Distribution Procedures
 - Communication with schools, administration and teachers
- Preparation for Breakfast after the Bell Promotion
 - This will be based on school infrastructure for the 20-21 school year
 - Support BAB implementation at target schools
 - Develop and facilitate initial outreach plans
 - Work with principals and school leadership teams to customize delivery model and develop a detailed implementation plan for each campus
 - Manage onsite training of teachers, food service staff and custodial staff
 - Ensure all necessary equipment is procured prior to implementation
 - Provide marketing and SWAG items (provided by NKH) to schools
 - Facilitate pre and post-implementation surveys of school staff
 - Develop communication/marketing materials needed to advance school breakfast program within school and community
 - Assist in the development of systems for ongoing staff trainings and forums to ensure staff feel supported and heard beyond the initial BAB implementation phase
 - Explore small modifications to the delivery methods to improve program participation to reach optimal participation (i.e. dollies to each classroom, offer vs. serve, hot meals, etc.) and minimize waste
 - Work in coordination with OUSD's Health and Wellness/Custodial and Nutrition Services department

Warning: If you keep this page open without saving, the Grants Portal will time-out and automatically log you out. You may lose information you entered if you leave this page open and do not click Save before moving on to the next page. Do not leave this page idle. Be sure to Save frequently and confirm that all your answers have saved successfully before leaving this page.

Review/Submit

Oakland Unified School District - School Nutrition 2021

Please review your answers below before submitting. If you do not see a section of the application listed below, please click "Back to Record" then click the tab which you would like to review.

Introduction

[Get Started](#)

In order to move to the next page, please read the instructions, indicate below that you have read them, and click 'Save & Next'.

Yes

I have read and understand the instructions:

Applicant Details

Food Service Director

No

Are you the Food Service Director of your School District?

Food Service Director First Name

Irene

Food Service Director Last Name

Reynolds

Food Service Director Email

irene.reynolds@ousd.org

Food Service Director Phone

(510) 434-3334

Superintendent

No

Are you the Superintendent of your School District?	
Superintendent First Name	Kyla
Superintendent Last Name	Johnson-Trammell
Superintendent Email	kyla.johnson@ousd.org
Superintendent Phone	(510) 879-8200
Use Of Grant Funds	

Provide a concise description of the project for which you will be using grant funds. (2 - 3 sentences maximum)

Funds will be used to hire a Back to School Meal Specialist. Initially, the specialist will support food distribution while schools are in distance learning mode and not in session. During this time, preparations will be made to support breakfast in the classroom and overall meal set ups for when students return to school (hopefully some time during the 20-21 school year).

Which of the following programs will No Kid Hungry funding be used to support?

School Breakfast; Universal breakfast (served at no cost to all students); Universal school lunch (served at no cost to all students); NSLP School Lunch

Please provide 1-2 primary objectives for this program area, and how your grant funds will help support these objectives. Well written objectives will be specific, measurable, achievable, relevant and time-specific.

By October 2020, OUSD will increase meal participation for OUSD students and the community. The Back to School Meal Specialist will provide support for this objective through promotion, on site support and supply coordination.

Objective 1:

By January 2021, there will be a plan for implementing Breakfast in the Classroom and other meal supports for when students return to learning on campus. The Back to School Meal Specialist will engage teachers, students and other key stakeholders in all systems planning and support procedures.

Objective 2:

Initially, the 22 food distribution sites will be impacted. Those schools are as follows: Hoover Elementary, Sankofa Elementary, West Oakland Middle School, Allendale Elementary, Bella Vista Elementary, Cleveland Elementary, Garfield Elementary, La Escuelita Elementary, Manzanita Elementary, Oakland High School, Bret Harte Middle School, Castlemont High School, Coliseum College Preparatory Academy; Elmhurst United Middle School, Esperanza/Korematsu Elementary, Fremont High School, Frick Impact Academy, Horace Mann Elementary, Think College Now/International Community School Elementary, Life Academy/United for Success, Madison Park Academy, New Highland/Rise Academy

Challenge 1:

Need to engage parents/caregivers

If you chose 'Other', please explain.**How challenge will be addressed:**

The Nutrition Services Team and Communications Team is trying a variety of marketing and outreach methods to address this. This team will include the No Kid Hungry Back to School Meal Specialist.

POC in charge (Title):

Irene Reynolds, Executive Director, Nutrition Services

Challenge 2:

Need for site staff training

If you chose 'Other', please explain.**How challenge will be addressed:**

The Back to School Meal Specialist will create plan for engaging and training teachers and other key site staff. Will also be working with special Food Champions who are stipended at school sites.

POC in charge (Title):

Irene Reynolds, Executive Director Nutrition Services Michelle Oppen, Wellness Coordinator

Challenge 3:**If you chose 'Other', please explain.****How challenge will be addressed:****POC in charge (Title):****Application Team****Please add any individuals who also need access to the online application or report forms.****Contact**

Michelle Oppen

Role

Applicant

Pending Invited Team Members**First Name****Last Name****Email****Status****Role**

