

File ID Number	16-0513
Introduction Date	3-23-16
Enactment Number	16-0454
Enactment Date	3/23/16
By	o/a



**OAKLAND UNIFIED
SCHOOL DISTRICT**
Community Schools, Thriving Students

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

March 23, 2016

To: Board of Education
From: Antwan Wilson, Superintendent
Subject: District Grant Application - East Bay Community Foundation - Early Literacy Afterschool Professional Learning Community

ACTION REQUESTED:

Approval and acceptance by the Board of Education of District applicant submitting grant award for OUSD Schools from an anonymous grant award c/o the East Bay Community Foundation for OUSD's Early Literacy Afterschool Professional Learning Community for fiscal year 2015-2016 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 award for OUSD schools for the 2015-2016 fiscal year was submitted for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached.

File I.D #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
16-0513	Yes	Grant	This grant supports up to 12 OUSD Elementary After School Programs.	To support the learning community facilitation, coaching, and project evaluation for the Early Literacy Project.	September 1, 2015 June 30, 2016	East Bay Community Foundation	\$20,000.00

DISCUSSION:

The district created a Grant Face sheet process to:

- Review proposed grant projects at OUSD sites and assess their contribution to sustained student achievement.
- Identify OUSD resources required for program success.

OUSD received a Grant Face Sheet and a completed grant application for the program listed in the chart by the school.

FISCAL IMPACT:

The total amount of grants will be provided to OUSD schools from the funders.

- Grants valued at: \$20,000.00

RECOMMENDATION:

Approval and acceptance by the Board of Education of District applicant submitting a grant award for OUSD schools for fiscal year 2015-2016 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 Application: Early Literacy Afterschool Professional Learning Community

Overall Project Budget

Grant Award Letter - East Bay Community Foundation

Copy of Check #121679

OUSD Grants Management Face Sheet

Title of Grant: Early Literacy Afterschool Professional Learning Community	Funding Cycle Dates: September 1, 2015 – June 30, 2016
Grant's Fiscal Agent: (contact's name, address, phone number, email address) OUSD After School Programs Office 1000 Broadway, Ste. 150 Oakland, CA 94607	Grant Amount for Full Funding Cycle: \$20,000.00
Funding Agency: East Bay Community Foundation 200 Frank Ogawa Plaza Oakland, CA 94612	Grant Focus: To support the learning community facilitation, coaching, and project evaluation for the Early Literacy Project.
List all School(s) or Department(s) to be Served: Up to 12 OUSD elementary after school programs.	

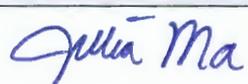
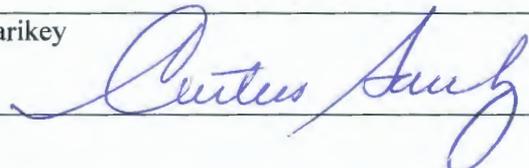
Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	This project will build the capacity of after school staff to implement literacy instruction in OUSD after school programs. The after school literacy curriculum implemented in this project will engage students in academic discussions and is aligned to the ELA Common Core standards. By increasing and strengthening after school literacy instruction, this project directly supports OUSD goals for student achievement.
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 5.46% 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.)	Evaluation of this project will be collaboratively implemented by the OUSD After School Programs Office and lead project partner, Girls Inc. Evaluation will measure increase in after school staff's skills in delivering literacy instruction and their understanding of early literacy. Evaluation will also measure increased time students spend doing literacy-based activities outside of the regular school day, and students' increased use of academic language.
Does the grant require any resources from the school(s) or district? If so, describe.	The OUSD After School Programs Office is collaborating with after school partner, Girls Inc. of Alameda County, to implement this project. After school staff of up to 8 participating elementary school sites funded by the district's ASES after school grants will participate in this project.
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 5.46% 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.)	Julia Ma, Coordinator, After School Programs OUSD/Community Schools and Student Services Department 1000 Broadway, Suite 150 Oakland, CA 94607 (510) 879-2885 julia.ma@ousd.org

OUSD Grants Management Face Sheet

Title of Grant: Early Literacy Afterschool Professional Learning Community	Funding Cycle Dates: September 1, 2015 – June 30, 2016
Grant's Fiscal Agent: (contact's name, address, phone number, email address) OUSD After School Programs Office 1000 Broadway, Ste. 150 Oakland, CA 94607	Grant Amount for Full Funding Cycle: \$20,000.00
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List all School(s) or Department(s) to be Served: Up to 12 OUSD elementary after school programs.	

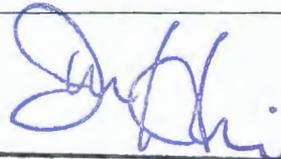
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Applicant Obtained Approval Signatures:

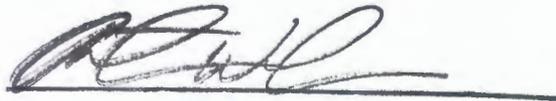
Entity	Name/s	Signature/s	Date
Principal	Julia Ma		2/29/16
Department Head (e.g. for school day programs or for extended day and student support activities)	Curtiss Sarikey		2/29/16

Grant Office Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Fiscal Officer	Vernon Hal		
Superintendent	Antwan Wilson		



James Harris
President, Board of Education



Antwan Wilson
Secretary, Board of Education

File ID Number: 16-0513
 Introduction Date: 3/23/16
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 By: EA

Application Instructions

Thank you for your interest in applying for a grant from the Rogers Family Foundation. Please read the instructions carefully before you begin the application. Instructions can be downloaded from our website. ([Click to visit website](#))

Oakland Education Grant Overview

Account ID Oakland Unified School District - Family, Schools & Community Partnerships

The request name is the brief purpose of the grant for which you are applying for funding (e.g. 'General Operating Support' or 'Reading Intervention Program'). Please update the request name if there is a more accurate or specific purpose than the one we have listed.

Request Name Early Literacy Afterschool Professional Learning Community 2015-16 School Year

The amount invited is the level of funding that the Rogers Family Foundation currently has allocated for your organization. Please be aware that we are open to re-evaluating this amount depending on the needs of your organization and project.

Amount Invited \$ 20,000

Please enter the amount of funding that you are requesting from the Rogers Family Foundation below.

Amount Requested \$ 20,000.00

Contact Information

Contact Name Julia Ma **Contact Email** julia.ma@ousd.k12.ca.us

Contact Title Coordinator, After School Programs **Contact Fax** (510) 273-1551

Contact Phone

Project Description

Please describe the project or purpose for which your organization is seeking funds.

Proposed Project & Purpose

The OUSD After School Programs Office is seeking funding from the Rogers Family Foundation in order to implement an Early Literacy Learning Community for after school program staff from 10-15 different schools. The purpose of this learning community is to provide curriculum, professional development, and coaching to support elementary after school programs in integrating one hour per week of literacy instruction for students in grades K-3rd grade. This project builds upon progress that OUSD has made over the past two years, with support from the Rogers Family Foundation, in increasing the academic focus of our 42 elementary after school programs on literacy, academic discussions, and intentional supports for English language learners. Last year, as part of our funded project, OUSD After School Programs Office (ASPO) staff worked in partnership with a credentialed teacher from Manzanita SEED elementary school to develop an after school literacy curriculum for students in Grades K-5, consisting of 18 weeks of literacy lessons that after school programs could implement with students for one hour per week. This year, we seek to intensify the training that elementary after school staff receive on early literacy, so that they can successfully implement the literacy curriculum for their youngest participants in Grades K-3. Additionally, by increasing after school workers' understanding of the early literacy and social-emotional developmental needs of this age group, this project also seeks to strengthen the quality of enrichment service delivery in general across the entire after school curriculum, and to support program staff in creating literacy-rich after school learning

environments for all students. Finally, by providing learning community participants with training and support to implement a family literacy night at each program, this project will deepen after school programs' family engagement efforts. This project aims to directly support the Oakland Reads 2020 goal of having all OUSD 3rd grade students reading at proficient levels by 2020 by leveraging the critical after school hours when expanded learning can occur.

Please describe how you are planning to implement the proposed project.

The OUSD After School Programs Office will work in partnership with Girls Inc. of Alameda County to implement this project. We will conduct outreach to OUSD after school elementary programs in Sept/Oct to secure participation of 10-15 program sites in this project. On October 16, OUSD's Professional Development non-student day, we will launch this project with a 4 hour Early Learning/Early Literacy Institute open to any after school program staff working with students in grades TK-3. This initial training institute will ground program staff on the early literacy and social-emotional developmental needs of younger elementary students. We will share Oakland data on early literacy rates, and engage after school program staff in discussions about the role they can play in supporting children's literacy development in the context of after school. Participating staff will gain an understanding of foundational concepts such as phonemic awareness. We will open this initial training up to our entire Oakland elementary after school community, and use it as an opportunity to promote the upcoming 6-session Early Literacy learning community.

In November we will launch our first of six learning community sessions. Early Literacy learning community sessions will last 2 hours each, and will take place from November through May. Each session will increase participants' understanding of how they can support early literacy, and will provide participants with guidance on how to effectively implement the after school literacy curriculum that was developed last year as part of this project. Each learning community participant will be given the full 18 week curriculum that was developed by Priscilla Parchia, Manzanita SEED teacher, specifically for the after school context. The curriculum focuses on facilitating opportunities for students to engage in academic discussions and practice language production. Below is a tentative schedule of the six learning community sessions and the content of each session:

November 17: Increasing academic language production in after school programs; prepare after school instructors to implement weeks 1-4 of literacy curriculum

December 17: Using effective reading strategies; prepare after school instructors to implement weeks 5-8 of literacy curriculum

January 21: Selecting age-appropriate reading; academic language; prepare after school instructors to implement weeks 9-12 of literacy curriculum

February 18: Focusing on student experience; guidance to agencies on integrating literacy into upcoming program plans as a mandatory program component; prepare participants to implement weeks 13-16 of literacy curriculum

March 17: Preparing to organize a family literacy night; prepare participants to implement final literacy lessons

April 21: Sharing and reflecting on successes and challenges in implementing literacy curriculum

The above content will be modified and augmented to meet the specific needs of learning community participants.

In addition to learning community sessions, participating sites will receive one Winter and one Spring on-site coaching visit. Instructors implementing the literacy curriculum will be observed, and then receiving coaching and feedback to strengthen their delivery of the literacy curriculum. Coaching will be provided by Girls Inc. staff who will be facilitating the learning communities, as well as credentialed teachers on extended contract.

Project Implementation

In the Spring, during program planning season for the upcoming 2016-17 program year, we will hold planning sessions with participating program sites and lead agencies on intentionally structuring a literacy component into program schedules and plans for the upcoming program year. This planning will support programs' implementation of the new OUSD After School requirement that all elementary after school programs offer one hour per week of literacy instruction for students in grades K-5.

In the Spring, participating programs in the learning community will also receive training on family engagement around literacy. Programs that consistently attended all 6 sessions of the learning community and implemented the after school literacy curriculum at their sites will be awarded with \$300 to support a family literacy night, and \$200 for the purchase of books to distribute to students. They will receive guidance on selecting age appropriate books and tapping into free and low cost community resources for the acquisition of books.

At the close of this year's project, we will survey after school staff who participated in the learning community and provided the literacy instruction in their programs, to assess the effectiveness of this project, and gather baseline data on the impact of the literacy curriculum on K-3rd grade students in their programs.

What do you foresee as some of the challenges of implementing this project?

Project Challenges

Potential challenges may include getting consistent attendance at all 6 learning community sessions by all participants. Another challenge may be effective follow through by sites in implementing the literacy curriculum with fidelity and consistency from Nov - May.

We have structured an incentive into this project to encourage consistent attendance and follow through with implementation of the curriculum: all participating sites that attend all 6 learning communities and follow through with implementing the 1 hour/week of literacy instruction for after school students will receive the following stipends: \$300 to support a family literacy night; \$200 to purchase books.

We will meet with program leaders and agency directors before the start of the first learning community session to go over project expectations with them.

Name other organizations with which your organization is collaborating on the proposed project. Describe the nature of your collaboration. Please do not list organizations that only provide financial support.

Collaboration with Other Organizations

The OUSD After School Programs Office is pleased to work in partnership with Girls Incorporated of Alameda County (Girls Inc.) to execute this project. Girls Inc. is currently one of 17 after school lead agency partners for OUSD. Girls Inc. has distinguished itself as a high quality after school service provider with a strong academic focus on literacy, and successful alignment with the regular school day. Girls Inc. serves nearly 8,000 Alameda County girls, boys, and families and community members annually, with programs at two service centers in Oakland, and 17 public schools throughout Alameda County. Girls Inc. has over fifteen years of experience implementing literacy intervention.

Girls Inc. will co-lead this project with the OUSD ASPO. They will design and facilitate the Early Literacy learning community sessions and provide on-site coaching to 10 of the 15 after school programs involved in this project. They will also serve as an invaluable thought partner with the ASPO, helping us plan central office supports to our 42 elementary after school programs as they work to fulfill our new requirement that all elementary programs offer at least 1 hour of literacy instruction for students in grades K-5 by the 2016-17 school year.

By collaborating with Girls Inc. on this project, the ASPO will leverage the expertise of Girls Inc. to strengthen the quality of elementary after school literacy instruction across our entire Oakland after school system.

Project Beneficiaries

Please select the populations that your organization will serve through the proposed project.

Target Population Elementary School Students (Grades K-5)

How many students will be involved in or helped by the proposed project?

Number of Students Served by Project 600

Please indicate the total number of students that will be served by your school or organization this year.

Total Number Students Served by Org 9,000

If site based, please let us know how many students you will serve at each of your sites this year.

Number of Students Per Site
An anticipated 40 students per site at 10 afterschool programs in grades K-3rd grade will benefit from the 1 hour/week of literacy instruction for this project.
An anticipated 60 students per site at 10 after school programs will participate in a family literacy night where they will take home 2 developmentally appropriate books for their home library

Project Leader

What is the name, title, and background of the person who will be leading this project?

Project Lead Name Julia Ma

Project Lead Title Coordinator, OUSD After School Programs

Project Lead Background

Julia Ma has served as Coordinator of OUSD After School Programs for the past 7 years. In this role, Ms. Ma has had extensive experience developing and sustaining partnerships with community partners to strengthen the quality of OUSD After School Programs. Ms. Ma will work closely in collaboration with Katie Hendricks, Literacy Specialist Manager at Girls Inc. of Alameda County, who will co-lead this project.

Ms. Hendricks has served as the Literacy Specialist at Girls Inc. since 2012. In this role, she supports all Girls Inc. after school program staff in implementing high-quality literacy activities. She also provides trainings and 1:1 coaching, completes classroom observations and oversees literacy assessments, as well as works with school leadership to ensure alignment with school day literacy practices.

Ms. Hendricks, who is bilingual in English and Spanish, originally joined Girls Inc. in 2011 as the Site Coordinator at Think College Now and International Community School in Oakland. Prior to coming to Girls Inc., Ms. Hendricks was a grade school teacher for four years, including a total of three years as a 2nd Grade ELL Classroom Teacher, and one year as a 4th Grade Classroom Teacher. Ms. Hendricks earned her B.S. in Public Health (minor in Spanish) at George Washington University, and her Masters in Teaching, Bilingual Education Extension, from Pace University.

Project Timeline

Please outline a brief timeline of the proposed project.

Sept 2015: Collaborative meetings with Girls Inc. to plan project; give Girls Inc. after school literacy curriculum to review and improve

Sept/Oct 2015: Recruit after school program sites to participate in Early Literacy Learning Community

Oct. 16, 2015: Launch project with Early Learning/Early Literacy Training Institute open to any program staff serving Grades K-3rd grade in all Oakland elementary after school programs

November 17: 1st Early Literacy Learning Community session

Nov/Dec: Participating sites begin to implement after school literacy curriculum; coaching begins

Project Timeline Dec. 17: 2nd Early Literacy Learning Community session

Jan. 21: 3rd Early Literacy Learning Community session; coaching continues into Spring

Feb. 18: 4th Early Literacy Learning Community session

March 27: 5th learning community session; sites begin to plan family literacy night events and order children's books for distribution

April 21: final learning community session; hold focus group with participating staff; sites implement family literacy nights

Feb-April: Lead agencies work in collaboration with school sites to develop program and budget plans for 2016-17; agencies will intentionally integrate one hour/week of literacy into their program schedules for the new school year

If this grant will help purchase technology for your organization, please let us know whether or not you have developed an implementation plan. Please describe the plan in the text field below.

Technology Implementation Plan

Technology Implementation Plan Details

Project Funding

What is the total cost of the project for which you are applying for funding? Please enter 0 in the field below if your organization is applying for general operating support.

Total Cost of the Project \$ 30,696

What is your total annual organizational budget?

Organizational Budget \$ 800,000

Intended Outputs

Please enter at least two outputs your organization plans to carry out during the grant period. Outputs are activities, events, services, and products that your organization plans to carry out during the grant period (e.g. number of meetings held, reports published, number of students served, hours of tutoring, number of mentors recruited, etc.).

Intended output 1 Provide one four-hour Early Learning training institute to 40 after school staff, and six ongoing two-hour Early Literacy learning community sessions for 20 after school staff from 10 different elementary after school programs.

Intended output 2 Provide 18 weeks of after school literacy curriculum to 10 participating program sites in the After School Early Literacy learning community

Intended output 3 Provide two early literacy-focused coaching visits per site to 10 after school program sites

Intended output 4 Provide at least 16 hours of after school literacy instruction to 400 students in grades K-3

Intended output 5 Provide funding to 10 after school programs to support the implementation of 10 family literacy nights, and funding to support the distribution of at least 1200 developmentally appropriate children's books for 600 families

Intended Outcomes

Please enter at least two intended outcomes and the metrics/evidence you plan to use to measure them. When writing each intended outcome, please be sure to include the result or impact your organization aims to produce and the number and/or percentage of students (or other participants) that your organization projects will achieve your target. Please select intended outcomes that best demonstrate your organization's effectiveness. Example: 95% of the participants in our literacy program will read on grade-level by the end of the 2013-14 school year (intended outcome); Scholastic Reading Inventory (metrics/evidence)

Intended outcome 1	At least 400 students will increase the amount of time they spend doing literacy-based activities outside of the regular school day	Metrics/evidence for outcome 1	Program schedules Program staff surveys Student attendance reports Program staff reports on implementation of literacy curriculum
Intended outcome 2	At least 400 students will increase their ability to use academic language, and their willingness to participate in literacy-based activities	Metrics/evidence for outcome 2	Group leader observations/focus group Coaches' observations
Intended outcome 3	At least 20 after school staff will gain increased knowledge of early literacy; will be able to identify developmentally appropriate activities to facilitate with K-3rd grade students after school to support early literacy; and will gain increased confidence in facilitating early literacy instructio	Metrics/evidence for outcome 3	Staff surveys and training exit tickets; Staff focus group; Coaches' observations
Intended outcome 4	A total of 600 families will participate in a family literacy night organized by the after school program at 10 different school sites;	Metrics/evidence for outcome 4	Sign In sheets Family Literacy night photos Family Literacy night agendas Staff report outs/surveys
Intended outcome 5	600 children will receive two developmentally appropriate children's books to increase their home library collection (total of 1200 books distributed to students)	Metrics/evidence for outcome 5	Book distribution counts from sites Family Literacy night sign in sheets

Evaluation

How do you evaluate your programs? What tools do you have in place? How did you select these tools for your target population?

In partnership with the OUSD ASPO, Girls Inc. will develop a coaching observation rubric to assess the facilitation skills of after school program staff involved in the Early Literacy learning community. In addition, Girls Inc. will create and disseminate a survey tool for participating after

Evaluation

school program staff, to assess the impact of the learning community on their attitudes about early literacy and their facilitation practices at their program sites. The survey tool will also include items to capture after school staff members' observations of the impact of the early literacy curriculum on K-3rd grade students' willingness to participate in literacy activities and development of academic language skills. The Senior Director of Grants and Evaluation at Girls Inc. will be involved in the development of these evaluation tools. Additionally, we will facilitate a focus group with participating after school program staff to gather additional qualitative data on project impact.

Grant Payment Information

If awarded, to whom should we make the grant check payable, and where should we mail it?

Grant Check Recipient Oakland Unified School District, After School Programs

Grant Check Address OUSD Community Schools and Student Services Dept.
After School Programs Office
746 Grand Ave., Room 2
Oakland, CA 94610

Please check the box below and answer the following questions if the grant payment will be processed through a fiscal sponsor.

Fiscal Sponsor

**Fiscal Sponsor Main
Phone**

Fiscal Sponsor EIN

Returning Grantee

Please check the box below if you have received a grant from the Rogers Family Foundation in the past and provide a brief update on the status of your most recent grant.

Renewal

Last Year's Grant

We have been grateful to receive Rogers Family Foundation funding for the past two years. As a result of this funding, the OUSD After School Programs Office succeeded in developing an 18 week literacy curriculum specifically designed for the after school workforce to be able to implement in programs. In past years, RFF funding supported two learning community strands: a learning community for program staff focused on supporting students' literacy and academic language development; as well as a learning community for program leaders focused on understanding the needs of English language learners. In this third year of RFF funding, we will continue the program staff learning community, and intensify the focus and support on early literacy and academic language production for students in grades K-3. We have decided to partner closely with Girls Inc., an organization with demonstrated expertise in implementing literacy programming in the after school setting, to support us in intensifying these early literacy efforts. Supporting English Language Learners is still a priority for OUSD and our After School Programs Office; thus, we have decided to invest our own resources to support an ELL learning community focused on secondary after school program sites this year. (Salary savings from ASPO staff vacancies enable us to have the funds to support this endeavor this year.) We are working closely with the district's English Language Learner and Multilingual Achievement Office to ensure that this Secondary English Language Learner learning community is aligned to the goals of OUSD's new English Language Learner strategic plan. OUSD ASPO will continue to partner with Development Without Limits West to implement this ELL learning community.

Contact Role

Contact Name	Organization Name	Role	Is Primary	Action
Julia Ma	Oakland Unified School District - Family, Schools & Community Partnerships	Primary Grant Contact (RFF Internal Use)	<input checked="" type="checkbox"/>	
Kasey Blackburn	Oakland Unified School District - Family, Schools & Community Partnerships	CC Contact (RFF Internal Use)	<input type="checkbox"/>	

Other Funders

Name

Attachments

[IRS Letter of Determination.pdf](#)

[Financials.pdf](#)

[Board of Directors.pdf](#)

[ProjectOrganization Budget.xlsx](#)

**OUSD After School Programs: Early Literacy Learning Community Project
Overall Project Budget**

Description	Requested Amount from RFF	OUSD Funds
Girls Inc. Contract for Learning Community Facilitation, Coaching, and Project Evaluation	\$20,000	\$1,196.40
Stipends to 10 After School Programs for Family Literacy Nights (\$300/site)		\$3,000
Stipends to 10 After School Programs to purchase books to distribute to students (\$200/site)		\$2,000
Additional Coaching supports from credentialed teachers		\$1,500
OUSD Staff Time for Project Coordination and Implementation		\$3,000
SUBTOTALS	\$20,000	\$10,696
TOTAL PROJECT COST		\$30,696

Detailed Breakdown of Girls Inc. Contract

E. Budget, Literacy Learning Community Project Summary		
Task	Description of Activity to Accomplish Task	Cost
Task 1: Review and provide a list of recommendations of existing Academic Language curriculum		
1.1	Read existing curriculum and note places to change information/revise lesson plans	\$1,200.00
1.2	Create list of recommendations to improve its use in an afterschool setting	\$450.00
1.3	Meet with ASPO staff to review recommendations	\$150.00
Task 2: Develop and deliver 4-hour Kick-off Institute		
2.1	Create Kick-off Institute training	\$750.00
2.2	Deliver Kick-off Institute Training <ul style="list-style-type: none"> • 1 hour prep/post training • 4 hours of training 	\$750.00

**OUSD After School Programs: Early Literacy Learning Community Project
Overall Project Budget**

2.3	Post training meeting	\$150.00
Task 3: Develop and deliver 6 two-hour workshops for direct service staff		
3.1	<p>Create and deliver training #1</p> <ul style="list-style-type: none"> • 4 hour to create • 1 hours prep/post training • 2 hours of training • 1 hour post training meeting 	\$1,200.00
3.2	<p>Create and deliver training #2</p> <ul style="list-style-type: none"> • 4 hour to create • 1 hours prep/post training • 2 hours of training • 1 hour post training meeting 	\$1,200.00
3.3	<p>Create and deliver training #3</p> <ul style="list-style-type: none"> • 4 hour to create • 1 hours prep/post training • 2 hours of training • 1 hour post training meeting 	\$1,200.00
	<p>Create and deliver training #4</p> <ul style="list-style-type: none"> • 4 hour to create 	

**OUSD After School Programs: Early Literacy Learning Community Project
Overall Project Budget**

3.4	<ul style="list-style-type: none"> • 1 hours prep/post training • 2 hours of training • 1 hour post training meeting 	\$1,200.00
3.5	<p>Create and deliver training #5: Literacy Learning Convening.</p> <ul style="list-style-type: none"> • 4 hour to create • 1 hours prep/post training • 2 hours of training • 1 hour post training meeting 	\$1,200.00
3.6	<p>Create and deliver training #6 focusing on</p> <ul style="list-style-type: none"> • 4 hour to create • 1 hours prep/post training • 2 hours of training • 1 hour post training meeting 	\$1,200.00
3.7	Post training meeting after each of 6 trainings	\$900.00
Task 4: Provide 1:1 coaching to 10 direct service staff		
4.1	Develop an observation rubric specific to ASP	\$600.00
4.2	Provide 3 hour of coaching to 10 direct service staff before April 2016.	\$4,500.00
4.3	Provide observation notes to ASPO staff, director, and direct service staff	\$300.00

**OUSD After School Programs: Early Literacy Learning Community Project
Overall Project Budget**

4.4	Produce a general mid-year and end of year observation report to ASP	\$600.00
Task 5: Determine LLC's impact on staff and stakeholders on increasing their knowledge and commitment to literacy		
5.1	Design Survey tools to distribute to staff to measure impact of workshops	\$900.00
5.2	Design evaluation tool to measure impact on K-3rd grade students	\$1,000.00
5.3	Distribute tool during last LLC workshop	n/a
5.4	Facilitate evaluation Focus Group with staff to measure behavior, attitude, and knowledge changes	\$500
5.5	Analyze data from surveys, evaluation tool, and focus group	\$525.00
5.6	Report findings to ASPO	\$300.00
Total Requested for Staff Time		\$20,775.00
Additional Costs		
Item		Cost
Training Supplies		\$300.00
Transportation (14 miles to site x 10 sites x .51/mile)		\$71.40
Food for trainings (\$45/training x 7 trainings)		\$315.00
Agency Administrative Expenses		\$500.00
Total Requested for additional items		\$1,186.40
Total Requested for project		\$21,961.40