

File ID Number	14-0226
Introduction Date	2-12-14
Enactment Number	14-0229
Enactment Date	2-12-14
By	



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

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

To: Board of Education

From: Gary Yee, Acting Superintendent

Subject: District Grant Agreement - ConnectEd: The California Center for College and Career - OUSD

ACTION REQUESTED:

Approval and acceptance by the Board of Education of Grant Agreement between District and ConnectEd: The California Center for College and Career, for fiscal year 2013-14, for implementing a district-wide system of at least six (6) high quality pathways in order to reduce high school dropout rates, raise academic achievement, increase high school completion, and boost students' earning power after high school, as specified in the agreement, pursuant to the terms and conditions thereof, and to submit amendments for the grant year, if any.

BACKGROUND:

The Grant Agreement for the Linked Learning Office for the 2013-14 fiscal year was submitted for funding as indicated in the chart below.

File ID #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
	Yes	Grant Agreement	Oakland Unified School District for Linked Learning Office	The grant will fund the Development of a District-wide System of Linked Learning	July 1, 2013 through June 30, 2014	ConnectEd: The California Center for College and Career	\$450,000.00

DISCUSSION:

The Linked Learning Office reviewed the Implementation Plan for Developing a System of Linked Learning Pathways, to assess its contribution to sustained students and to identify OUSD resources required for program success.

FISCAL IMPACT:

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

- Grants valued at: \$450,000

RECOMMENDATION:

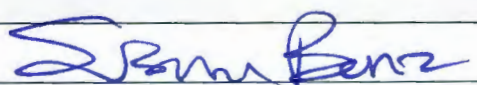
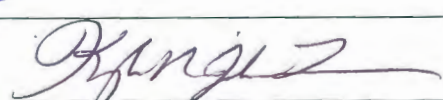
Approval and acceptance by the Board of Education of Grant Agreement between District and ConnectEd: The California Center for College and Career, for fiscal year 2013-14, to continue the development of a district-wide system of linked learning.

ATTACHMENTS: Grants face sheet and grant agreement

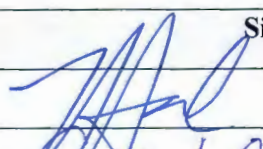
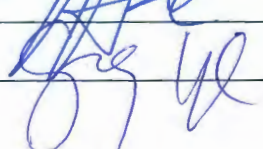
OUSD Grants Management Face Sheet

Title of Grant: Linked Learning	Funding Cycle Dates: July 1, 2013 to June 30, 2014
Grant's Fiscal Agent: Oakland Unified School District	Grant Amount for Full Funding Cycle: \$450,000
Funding Agency: ConnectEd	Grant Focus: Linked Learning
List all School(s) or Department(s) to be Served: All OUSD high schools and middle schools will benefit	
Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	The grant will directly fund professional development, coaching and support for shifting instruction to make education in OUSD more rigorous and relevant for our students.
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 4.75% 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.)	The grant will be evaluated by an external evaluator, SRI International. The evaluation will take into account increased graduation rate, attendance and student test scores; transformed leadership practices; community involvement and partnerships.
Does the grant require any resources from the school(s) or district? If so, describe.	The grant will require the use of additional district resources to ensure the successful implementation of the linked learning initiative, in particular the work of district funded individuals in the Linked Learning Office (Director, Manager Career Readiness, Office Manager and Career Technical Education Specialist).
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 4.25% 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.)	Susan Benz 2607 Myrtle Street, Room 104, Oakland, CA 94606 (510) 273-2361), susan.benz@ousd.k12.ca.us

Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Principal			12/10/13
Department Head (e.g. for school day programs or for extended day and student support activities)			12/19/13

Grant Office Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Fiscal Officer	Vernon Hal		1/22/14
Superintendent	Gary Yee		1/27/14



ConnectEd

The California Center for College and Career

Transforming today's education
for tomorrow's economy

November 11, 2013

Gretchen Livesey
Director, College and Career Readiness Office
Oakland Unified School District
2607 Myrtle Street, Room 200
Oakland, CA 94607

Dear Ms. Livesey:

I am very pleased to inform you that ConnectEd: The California Center for College and Career, through the support of The James Irvine Foundation, has approved a \$450,000 Grant to Oakland Unified School District to support the districts efforts to develop a system of Linked Learning.

This grant is subject to the terms outlined in the enclosed Grant Agreement. After you have reviewed these documents, please ask Superintendent Gary Yee to sign both original documents where indicated. One is for your records; please return the other fully executed agreement to the attention of my associate, Karri Leshner.

Please also ask Superintendent Yee to review and sign the enclosed Expenditure Responsibility Commitment form and return it with the original signed Grant Agreements.

We are delighted to offer this grant to Oakland Unified School District and look forward to continuing our work with the district. If you have any questions, please feel free to contact me by telephone at (510) 849-4945, or by email at rstearns@ConnectEdCalifornia.org. Karri Leshner is also available to respond to questions and can be reached by telephone at (510) 665-8277 or klshner@ConnectEdCalifornia.org

Sincerely,

Roman J. Stearns
Director for Leadership Development

Enclosures

BOARD OF DIRECTORS

Richard Whitmore, Chair
Chief Administrative Officer,
WestEd

Milton Chen
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George Lucas Educational
Foundation

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Former President,
State Board of Education

Ken Noonan
Superintendent Emeritus,
Oceanside Unified School District

Carl Rosendahl
Faculty, Carnegie Mellon University

Gary Hoachlander, Ex Officio
President of ConnectEd

STATEMENT OF WORK

The Grantee, as an independent organization and not as an agent of ConnectEd, will furnish necessary personnel, materials, services, equipment, facilities, and all other items necessary to accomplish all tasks specified in the Grantee's proposal. The Grantee's budget (Attachment A), Budget Narrative (Attachment B) and Scope of Work (Attachment C) are hereby incorporated, made a part of this grant agreement, and are deemed to state the activities, deliverables, and budget to be followed in carrying out this agreement.

SCHEDULE OF DELIVERABLES TIED TO GRANT INSTALLMENTS

2013-2014			
Deliverable Due Date	Deliverable Required	Payment Date	Amount
11/30/2013	Signed Grant Agreement	12/15/2013	\$200,000
1/31/2014	Progress Report, Rubric Completion and Interim Financial Report	2/15/2014	\$200,000
7/31/2014	Final Narrative and Financial Reports	8/13/2014	\$50,000

Please refer to the enclosed Grantee Reporting Guidelines for details on reporting to ConnectEd. Payments will be sent directly from ConnectEd's Grants Administration office.

GRANTEE'S FINANCIAL RESPONSIBILITIES

Grantee is expected to maintain complete and accurate financial records of revenues and expenditures relating to the grant for at least four (4) years after completion of the grant.

In the event that ConnectEd is audited by any government agency, it may be necessary, in rare instances, for ConnectEd to examine, audit, or have audited the records of Grantee insofar as they relate to activities supported by this grant. Any expenses related to such activities will be borne by ConnectEd.

EXPENDITURE OF GRANT FUNDS

This grant contains an "expenditure responsibility" requirement as defined in Section 4945(d)(4) of the IRS Code. Grantee agrees to submit to ConnectEd full and complete reports with respect to the expenditure of the funds granted by ConnectEd in accordance with the reporting schedule set forth herein.

Grantee shall not use any portion of the grant to (a) carry on propaganda or otherwise attempt to influence specific legislation; (b) influence the outcome of any specific public election; (c) make any grant that does not comply with the requirements of Section 4945(d)(3) or (4) of the Internal Revenue Code (IRC); (d) undertake any activity for any purpose other than one specified in Section 170(c)(2)(B) of the IRC; or (e) 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 Section 501(c)(3) of the IRC. Grantee shall not use any portion of the grant funds to support any form of violent political activity, terrorists, or terrorist organizations.

The grant is for the purpose(s) stated in this agreement. Grant funds may be expended only in accordance with the terms set forth herein. Grant funds may not be expended for any other purpose without prior written approval by ConnectEd. Grantee shall repay to ConnectEd any portion of the grant funds that is not spent or committed for the purposes stated in this agreement. Permission to make any major change (line items added or deleted, or transfers among line items greater than 20 percent of the approved line item amount) to the approved budget (Attachment A) must be requested in writing, and approved by ConnectEd in advance of the implementation of the change. ConnectEd requests written notification of any changes to key personnel during the term of the grant.

USE OF SUBGRANTEES

With regard to the selection of any subgrantee necessary to carry out the purposes of the grant, ConnectEd retains the right to approve subgrantees, in advance. In accordance with the Foundation's Indenture of Trust, any funds regranted to public agencies, or agencies established by the federal, state or a local government, should supplement and not supplant government support.

PUBLICITY, PUBLICATIONS, AND COMMUNICATION WITH THE MEDIA

Should Grantee choose to acknowledge ConnectEd's support of its organization and to include ConnectEd and the Foundation's name on printed and visual materials that are produced with its support, Grantee should refer to the Grantee Communications Guidelines included in this packet.

ANTI-DISCRIMINATION

Grantee agrees that, in the performance of this Agreement, it will not unlawfully discriminate in its employment practices, volunteer opportunities, or the delivery of programs or services on the basis of race, color, religion, gender, national origin, ancestry, age, medical condition, handicap, veteran status, marital status, sexual orientation, or any other characteristic protected by law.

INDEMNIFICATION

In the event that a claim of any kind is asserted against the Grantee or ConnectEd related to or arising from the project funded by the Grant and a proceeding is brought against ConnectEd by reason of such claim, the Grantee, upon written notice from ConnectEd, shall, at the Grantee's expense, resist or defend such action or proceeding, at no cost to ConnectEd, by counsel approved by ConnectEd in writing.

Grantee hereby agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless ConnectEd, 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 by 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 supported by the Grant, except to the extent that such claims, liabilities, losses, and expenses arise from or in connection with any act or omission by ConnectEd, its officers, directors, employees, or agents.

TERMINATION

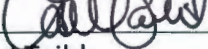
ConnectEd, at its sole option, may terminate this agreement or withhold payments, or both at any time if, in ConnectEd's judgment: a) ConnectEd is not satisfied with the quality of the Grantee's progress toward achieving the project goals, objectives, and statement of work; b) ConnectEd is of the opinion that the Grantee is incapable of satisfactorily completing the project or has ceased to be an appropriate means of accomplishing the purposes of the grant; c) the Grantee dissolves or fails to operate; or d) the Grantee materially fails to comply with the terms and conditions of this agreement. If termination occurs prior to the scheduled end date, the Grantee shall, upon request by ConnectEd, provide to ConnectEd a full accounting of the receipt and disbursement of funds and expenditures incurred under the Grant as of the effective date of termination. Within sixty (60) days after written request by ConnectEd, the Grantee shall remit all Grant funds unexpended as of the effective date of termination.

LIMITATION

This Agreement contains the entire agreement between the parties with respect to the Grant and supersedes any previous oral or written understandings or agreements. It is expressly understood that by making this Grant, ConnectEd has no obligation to provide other or additional support to the Grantee for purposes of this project or any other purposes.

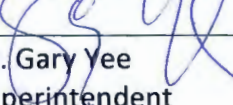
ACCEPTANCE OF TERMS

On behalf of **ConnectEd: The California Center for College and Career**, I extend every good wish for the success of this project.

By: 
Name: Carl Faibl
Title: Chief Financial Officer
Date: 11-11-13

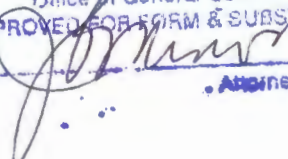
I acknowledge that the Grantee has received and reviewed this document. The above terms and conditions are hereby accepted and agreed to as of the date specified.

Accepted on behalf of **Oakland Unified School District**

By: 
Name: Dr. Gary Yee
Title: Superintendent
Date: 1/27/14

 2/13/14
David Kakishiba
President, Board of Education

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

By: 
Attorney at Law

ATTACHMENT A

**Ready for College and Career:
District-wide Systems of Linked Learning
Grant Budget Template for Oakland Unified School District**

July 1, 2013 to June 30, 2014

Amount of Grant: \$450,000

Salaries	Hours or FTE	Basis for Annual Salary	Total (FTE/Hrs x Annual Salary)	District Contribution	Grant Funds Requested
Project Director	0.5	\$ 120,000	\$ 60,000	\$ -	\$ 60,000
CTE Specialists	2	\$ 41,383	\$ 82,766	\$ -	\$ 82,766
Other - Internal Coach	0.2	\$ 70,000	\$ 14,000	\$ -	\$ 14,000
C & C Readiness Specialist	1	\$ 90,000	\$ 90,000	\$ -	\$ 90,000
<i>Total Salaries</i>			\$ 246,766	\$ -	\$ 246,766
Benefits			\$ 86,368	\$ -	\$ 86,368
Total Salaries and Benefits			\$ 333,134	\$ -	\$ 333,134

Other Direct Costs			Total	District Contribution	Grant Funds Requested
Stipends			\$ 24,000	\$ -	\$ 24,000
Consultants -LL Coaching			\$ 67,000	\$ -	\$ 67,000
Travel			\$ 22,210	\$ -	\$ 22,210
Other - Meals			\$ 3,656	\$ -	\$ 3,656
Total Other Direct Costs			\$ 116,866	\$ -	\$ 116,866
Total Expenses			\$ 450,000	\$ -	\$ 450,000

Grant Funds may not be used to cover any indirect costs.



COLLEGE & CAREER READINESS

Linked Learning Budget Narrative - 2013-14 SY - Oakland Unified School District

Category	Amount	Narrative
Salaries and Benefits		
Project Director	\$60,000	.5 FTE for Director of College and Career Readiness Office, Gretchen Livesey
Internal LL Coach	\$14,000	.2 FTE for John Nepomuceno to coach at Fremont High School
College and Career Readiness Specialist	\$90,000	1.0 FTE for Diana Kampa to oversee the development of a college and career going culture in high schools that include all 9 th & 12 th graders using the OUSD template for Education Plans and ConnectED Studios
Specialists, Work Based Learning	\$82,766	2.0 FTE Career Technical Education Specialists – report to the CCRO Career Readiness Coordinator. Each CTE Specialist is deployed to 4-5 HS sites where they directly support pathway leads and teams to plan and implement ECCO curriculum, WBL experiences, Advisory Board Development, as well as generally support pathway development
Total Salaries	\$246,766	
Benefits	\$86,368	Benefits for all above @35%
Total Salaries and Benefits	\$333,134	
Other Direct Costs		
Travel	\$22,210	Galaxy Travel – flights, accommodations, other travel expenses for: Pathway, District Leadership Institutes through ConnectEd and Scope; Educating for Careers conference; Alignment Nashville, and other related meetings and workshops (see attached detail)
Teacher stipends	\$8,000	\$4,000 each - 2 pathway teams going through the Pathway Certification process this year – for meetings and work outside the regular work day
	\$16,000	\$4000 each - 4 new ECCO teams training
Consultants	\$33,800	ConnectEd Coach – John Watkins, pathway coach working with four pathway teams for 52 days @ \$650 per day
	\$22,000	NAF – Year of Planning for 4 pathways: \$1000 Engineering @ McClymonds HS \$14,000 Academy of Finance and Info Technology @ Madison \$7000 STEM @ Castlemont HS
	\$11,200	Michael Moore, principal coach at Oakland High School and Oakland Tech 14 days @ \$800 per day

**COLLEGE & CAREER READINESS**

Meals	\$3656	Food and refreshments for teacher PD, executive level Advisory Board meetings for Health and Arts, Media, and Entertainment, and Oakland Education Cabinet.
Total Other Direct Costs	\$116,866	
Grand Total	\$450,000	

OUSD Travel - LL Budget Details

<i>Event/Meeting</i>	<i>Location</i>	<i># of Participants</i>	<i># of Days</i>	<i>Cost per Person</i>	<i>Total Cost</i>
<i>Fall Pathway Leadership Series</i>	<i>Bay Area</i>	<i>10</i>	<i>2</i>	<i>\$250</i>	<i>\$2500</i>
<i>Spring Pathway Leadership Series</i>	<i>Bay Area</i>	<i>10</i>	<i>2</i>	<i>\$250</i>	<i>\$2500</i>
<i>Alignment Nashville</i>	<i>Nashville, TN</i>	<i>6</i>	<i>2</i>	<i>\$1635</i>	<i>\$9810</i>
<i>CPA Conference</i>	<i>Sacto.</i>	<i>2</i>	<i>2</i>	<i>\$700</i>	<i>\$1400</i>
<i>Summer Institute</i>	<i>Palo Alto</i>	<i>12</i>	<i>2.5</i>	<i>\$500</i>	<i>\$6000</i>
TOTALS					\$22,210

Oakland USD

General area of growth	Specific Benchmark(s)
Leadership for Linked Learning A.1.1 District and community leaders have formally agreed upon their goals for students when they graduate and a clear vision for pathways as a primary strategy for transforming secondary education.	<ul style="list-style-type: none"> Graduate Profile design team work is completed; all six grad profile attributes are defined with elements, indicators of practice, and specific outcomes. The Graduate Profile is community vetted and board approved OUSD uses the Graduate Profile to drive and vet all central and site work. At the high school level, Linked Learning is the primary strategy for getting students to exemplify the Graduate Profile Annual increase in numbers of students involved in Linked Learning pathways – to meet 80% goal by 2016
Linked Learning Communications A.1.2. Guided by a clear communications plan , district, community, and school site leaders use consistent language to articulate their shared vision. The plan prioritizes, and its implementation has ensured, the early engagement of teachers, students, and families.	<ul style="list-style-type: none"> OUSD central office staff, and site personnel at all levels, use consistent language to explain Linked Learning to a variety of audiences OUSD teachers – elementary, middle and high school – use the Graduate Profile to drive their instruction, and can articulate the purpose of this to families and the community OUSD community and business partners use consistent language to articulate our shared vision for Linked Learning OUSD highlights Linked Learning success stories on our website, and shares with the local media
Linked Learning Pathway Formation and Support A.2.1. Based on a comprehensive analysis of needs, the district and its partners have in place and are implementing plans to expand pathway options. The district has established a corresponding process for creating and supporting new pathways.	<ul style="list-style-type: none"> Working with our partners, OUSD continues refining a plan for pathway expansion that takes into account local economic and community trends and needs OUSD revises and better articulates a tiered plan of support for new and for expanding pathways The three big high schools (Oakland High, Oakland Tech and Skyline) have a plan in place to first narrow, and then to thoughtfully increase enrollment in, pathways, working towards wall to wall implementation by 2016 Transformation high schools (McClymonds, Castlemont and Fremont) develop plans for pathway development and expansion Small high schools (International, MetWest, Life, Coliseum College Prep) continue to develop and/or refine their pathways Alternative high schools adopt Linked Learning strategies to support their students (ECCO, CTE/ROP sequences, integrated core academic and technical classes and projects, etc.)
Equity A.3.1. The district eliminates any practices that limit choice, perpetuate tracking, or permit other forms of inequity . The district ensures that all pathways, by design, appeal to and engage any student regardless of his or her prior academic achievement and postsecondary aspirations.	<ul style="list-style-type: none"> OUSD eliminates, through district policy, entrance requirements for any pathway Through data analysis and subsequent action planning, pathway demographics begin to better match district demographics, especially in regards to the engagement of African American males

<p>Middle School Preparation A.4.1. Through a coordinated and sequenced career exploration program, combined with interest and career assessments and the development of portfolios and/or a multiyear college and career success plan, students develop the self-awareness and knowledge needed to make informed decisions about their pathway options.</p>	<ul style="list-style-type: none"> • Student level College, Career and Community Readiness plans are developed, and eventually start at the third grade • CCCR plans are articulated to the Graduate Profile • The Options Process is transformed to support active student choice regarding pathways • Middle school teachers and site administrators understand Linked Learning, and are knowledgeable about pathway offerings
<p>Academic Core Curriculum B.3.1. The district ensures that each pathway provides its students with access to an academically rigorous college preparatory curriculum that promotes eligibility to and success at the state's public colleges and universities.</p>	<ul style="list-style-type: none"> • OUSD conducts a course review to decrease the number of non-A-G courses available to students in core academic and technical areas, and to align course taking pathways across the district in core academic areas • CCRO and Leadership, Curriculum and Instruction work together to provide PD and targeted classroom support to teachers to implement instructional shifts to meet CCSS and Linked Learning goals • CCRO and LCI provide curricular support to teachers • OUSD teachers use COPs and BLTs to refine practice to engage students in rigorous curriculum • Through instructional rounds, immediate PD needs are identified and supported
<p>Learning and Teaching B.5.1. The district uses or has adapted the Learning and Teaching Framework for Linked Learning which provides both a common vocabulary for staff to discuss teaching practice and quality criteria to calibrate their observations. To create systemic coherence, the district has aligned evaluation criteria with professional development and the Learning and Teaching Framework.</p>	<ul style="list-style-type: none"> • CCRO and Leadership, Curriculum and Instruction work together to provide PD and targeted classroom support to teachers to implement instructional shifts to meet CCSS and Linked Learning goals • OUSD teachers use COPs and BLTs to refine practice to engage students in rigorous curriculum • Through instructional rounds, immediate PD needs are identified and supported
<p>Work-based Learning B.7.1. The district has developed the policies, resources, and technology infrastructure to support coordinated, structured, and scaled WBL for pathway students. WBL is guided by a set of desired student outcomes, flexible WBL options for achieving those outcomes, clear criteria, and processes for monitoring and evaluating WBL quality.</p>	<ul style="list-style-type: none"> • Pathways continue to expand scaled and sequenced WBL opportunities to students • Middle schools are supported to incorporate WBL exploration activities • Refine and scale the ECCO program

ConnectEd: The California Center for College and Career
EXPENDITURE RESPONSIBILITY COMMITMENT
Grant Number: 13-05

This commitment is made and given by Oakland Unified School District to ConnectEd: The California Center for College and Career (ConnectEd) as of the date noted below.

1. The Grant

In response to the application of the Grantee, ConnectEd proposes to make a grant of \$450,000 to the Grantee. The grant shall be used solely and exclusively to provide support in the form of a Grant for Priority Areas of Growth for the District-wide System of Linked Learning.

2. Prohibition on Use of Funds Granted

The Grantee agrees that it will not use any of the funds granted to it by ConnectEd (a) to carry on propaganda or otherwise attempt to influence legislation; (b) to influence the outcome of any specific public election, or to carry on, directly or indirectly, any voter registration drive; (c) to make any grant that does not comply with the requirements of Section 4945(d)(3) or (4) of the Internal Revenue Code ("IRC"); (d) to undertake any activity for any purpose other than one specified in Section 170(c)(2)(B) of the IRC; or (e) 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 Section 501(c)(3) of the IRC.

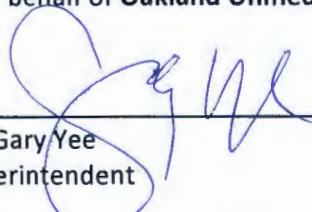
3. Grantee's Obligation to Maintain Separate Records and Submit Reports

Grantee agrees to maintain separate records of all of its receipts and all of its expenditures, and to make its books and records available to ConnectEd upon reasonable notice.

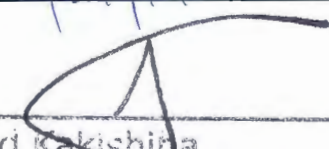
Grantee agrees to submit to ConnectEd full and complete financial and narrative reports with respect to the expenditure of the funds granted by ConnectEd up to and including the final year in which grant funds are expended.

This Expenditure Responsibility Commitment has been executed and given to ConnectEd by a duly authorized representative of the Grantee.

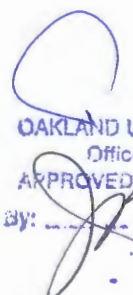
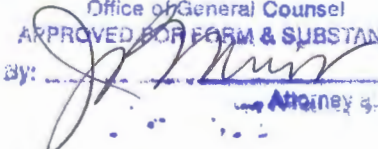
Accepted on behalf of **Oakland Unified School District**

By: 
Name: Dr. Gary Yee
Title: Superintendent

Date: 1/27/14


David Kakishina
President, Board of Education

2/13/14


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

ConnectEd: The California Center for College and Career
GRANTEE PROGRAM REPORTING GUIDELINES:
Oakland Unified School District
Grant Number: 13-05

SCHEDULE OF DELIVERABLES TIED TO GRANT INSTALLMENTS:

YEAR 1			
Deliverable Due Date	Deliverable Required	Payment Date	Amount
11/31/2013	Signed Grant Agreement	12/31/2013	\$200,000
1/31/2014	Progress Report and Interim Financial Report	2/15/2014	\$200,000
7/31/2014	Final Narrative and Financial Reports	8/13/2014	\$50,000

Note: All future grant payments are contingent upon ConnectEd's receipt of complete and timely reporting from your organization.

**ConnectEd: The California Center for College and Career
GRANTEE PROGRAM REPORTING GUIDELINES:
Oakland Unified School District
Grant Number: 13-05**

INSTRUCTIONS FOR INTERIM PROGRAM NARRATIVE REPORT:

Using bullet points, briefly summarize progress made and challenges faced during the reporting period for each of the benchmarks listed in the reporting template.

Using bullet points for each benchmark, list next steps planned for the coming months, if not the remainder of the grant period.

Completed Progress Reports should be e-mailed to Roman Stearns at rstearns@ConnectEdCalifornia.org, and Karri Leshner at kleshner@connectedcalifornia.org.

Note: All future grant payments are contingent upon ConnectEd's receipt of complete and timely reporting from your organization.

ConnectEd: The California Center for College and Career
GRANTEE FINANCIAL REPORTING GUIDELINES:
Oakland Unified School District
Grant Number: 13-05

INSTRUCTIONS FOR FINANCIAL REPORTS:

Financial Reports should follow the format of your Approved Budget, which is included as Attachment A to the Grant Agreement. Attached is an example of the Financial Report format. You will receive a Microsoft Excel template before the due date. Karri Leshner is also available to respond to any questions you may have about completing the Financial Reports. She can be reached at kleshner@ConnectEdCalifornia.org or 510-665-8277.

As you manage the expenditure of grant funds, please remember that permission must be requested in writing in order to make any major change to the budget (line items added or deleted or transfers among line items greater than 20 percent of a stated line item amount), and approved by ConnectEd **in advance** of the implementation of the change. Changes that would result in less than a 20% variance do not require advance permission.

Please note that **all** funds **must** be expended by the end of the grant period. Per the Grant Agreement: "Within sixty (60) days after written request by ConnectEd, the Grantee shall remit all Grant funds unexpended as of the effective date of termination."

Please send an electronic version of the Financial Reports to Roman Stearns at rstearns@ConnectEdCalifornia.org, and Karri Leshner at kleshner@connectedcalifornia.org.

Note: All future grant payments are contingent upon ConnectEd's receipt of complete and timely reporting from your organization.

**ConnectEd: The California Center for College and Career
Grantee Financial Expenditure Report**

Grant to Oakland Unified School District
Approved Budget as of September 4, 2013

Grant Number: 13-05

Grant Approved Amount: \$450,000

Grant Recipient: Oakland Unified School District

Primary County(ies) Served by Grant Recipient: _____

Operating Budget Size of Grant Recipient
(Please pick from the range on the right):

☐
 ☐

Less Than \$500,000 (\$0-\$499,999)
\$2,000,000-\$9,999,999

☐
 ☐

\$500,000-\$1,999,999
Over \$10 Million

Purpose of the Grant: Grant for Priority Areas of Growth for the District-wide System of Linked Learning

CATEGORY	APPROVED AMOUNT	TOTAL EXPENDITURES FOR THE PERIOD	TOTAL EXPENDITURES TO DATE	REMAINING BALANCE
Salaries & Benefits				
Project Director	\$60,000	\$0	\$0	\$60,000
CTE Specialist	\$82,766	\$0	\$0	\$82,766
Internal Coach	\$14,000	\$0	\$0	\$14,000
C & C Readiness Specialist	\$90,000	\$0	\$0	\$90,000
Total Salaries	\$246,766	\$0	\$0	\$246,766
Benefits	\$86,368	\$0	\$0	\$86,368
Total Salaries & Benefits	\$333,134	\$0	\$0	\$333,134
Other Direct Costs				
Travel	\$22,210	\$0	\$0	\$22,210
Teacher Stipends	\$24,000	\$0	\$0	\$24,000
Consultants - LL Coaching	\$67,000	\$0	\$0	\$67,000
Meals	\$3,656	\$0	\$0	\$3,656
Total Other Direct Costs	\$116,866	\$0	\$0	\$116,866
TOTAL	\$450,000	\$0	\$0	\$450,000

Reporting Period: _____

Report Completed By: _____

Telephone Number: _____

ConnectEd: The California Center for College and Career

GRANTEE COMMUNICATIONS GUIDELINES

We delighted to continue work with you as a ConnectEd grantee, through the support of the James Irvine Foundation, and encourage you to announce your grant via the news media or other communication vehicles, if the opportunity arises. Below we provide some simple guidelines to assist you when communicating about our grant.

ConnectEd: The California Center for College and Career and the James Irvine Foundation Credit

Your communications should focus on your organization and the benefits of Linked Learning to youth and the community at large, not on ConnectEd or the James Irvine Foundation. We ask only that ConnectEd and the James Irvine Foundation be recognized for its support when appropriate. We have found that highlighting our connection in this way benefits all parties. We therefore request the opportunity to review any public announcement of your grant in advance of its publication to ensure that ConnectEd, the James Irvine Foundation, and our program goals are presented in this way.

- In any grant announcements, or any printed or visual materials funded by the grant, please use the following credit: *The (project/event) is supported by ConnectEd: The California Center for College and Career, through a grant received from The James Irvine Foundation.*
- In addition, when research or other work generated with support from ConnectEd and the James Irvine Foundation advocates a point of view, please use the following disclaimer: *The opinions expressed in this report are those of the authors and do not necessarily reflect the views of ConnectEd: The California Center for College and Career or The James Irvine Foundation.*
- If you need a written description for your materials to describe ConnectEd or the James Irvine Foundation, please contact Roman Stearns either by e-mail at rstearns@ConnectEdCalifornia.org or by telephone at (510) 849-4945.

Media-related Inquires

Grantees occasionally have a need for a statement from a member of our staff for use in a press announcement or have other media-related questions. Please feel free to contact Roman Stearns for assistance in this regard.

Capturing News Coverage

Please forward us a final copy of all external communications material such as press releases, newsletters, press kits, flyers, fact sheets or other print collateral that recognizes the grant. We also would appreciate a copy of any news media coverage that activities sponsored by the grant might generate.

We look forward to working with you!