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Introduction Date	10/24/18
Enactment Number	18-1671
Enactment Date	10/24/18
By	OS



OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Board of Education

October 24, 2018

To: Board of Education
From: Kyla Johnson, Superintendent
Subject: District Submitting Grant Letter Agreement

ACTION REQUESTED:

Approval by the Board of Education of a Letter Agreement between Refugee Transitions and the District, via its Refugee and Asylee Student Assistance Program, accepting \$14,400.00, in City of Oakland OFCY funds, if awarded, for the Newcomer Community Engagement Program, to provide support for newcomer refugee and unaccompanied minor students in District, as described in Agreement, incorporated herein by reference as though fully set forth, for the term July 1, 2018 through June 30, 2019.

BACKGROUND:

Grant Agreement for OUSD schools for the FY17-18 fiscal year was submitted for funding as indicated in the chart below. The grant face sheet and letter agreement are attached.

File I.D #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
18-1812	Yes	Agreement	All Oakland Unified School District Schools	Support newcomer refugee and unaccompanied minor students in OUSD	7/1/2018 through 06/30/2019	Refugee Transitions	\$14,400.00

DISCUSSION:

The district created a Grant Face sheet process to:

- Review proposed grant projects at OUSD sites and assess their contribution to sustained student
- 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:\$14,400

RECOMMENDATION:

Approval by the Board of Education of a Letter Agreement between Refugee Transitions and the District, via its Refugee and Asylee Student Assistance Program, accepting \$14,400.00, in City of Oakland OFCY funds, if awarded, for the Newcomer Community Engagement Program, to provide support for newcomer refugee and unaccompanied minor students in District, as described in Agreement, incorporated herein by reference as though fully set forth, for the term July 1, 2018 through June 30, 2019.

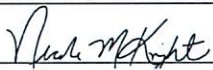

ATTACHMENTS: Grant Face Sheet, Grant Letter Agreement

OUSD Grants Management Face Sheet

Title of Grant: Refugee Transitions	Funding Cycle Dates: July 1, 2018-June 30, 2019
Grant's Fiscal Agent: Oakland Unified School District	Grant Amount for Full Funding Cycle: \$14,400
Funding Agency: Refugee Transitions/ Oakland Fund for Children and Youth	Grant Focus: Support newcomer refugee and unaccompanied minor students in OUSD
List all School(s) or Department(s) to be Served: All Schools	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	The grant's primary focus is to assist refugee and unaccompanied minor school age students paying for 3 OUSD summer school teachers to provide newcomer-specific ELD programming at 3 school sites without existing newcomer curriculum or support. Each teacher allows us to enroll up to 22 students.
How will this grant be evaluated for impact upon student achievement? <small>(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 5.94% 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.)</small>	We have a flag for refugee and unaccompanied minor students and a tracking system in place to measure and track attendance, CELDT scores, grades, and other test scores.
Does the grant require any resources from the school(s) or district? If so, describe.	We are currently using office space at the Lakeview campus.
Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU? <small>(If yes, include the district's indirect rate of 5.94% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)</small>	No.
Will the proposed program take students out of the classroom for any portion of the school day? <small>(OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)</small>	No
Who is the contact managing and assuring grant compliance? <small>(Include contact's name, address, phone number, email address.)</small>	Nate Dunstan 746 Grand Ave, Room E, Oakland CA 94610, (510) 273-1661, Nathaniel.dunstan@ousd.org



Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Principal	Nicole Knight		
Department Head <small>(e.g. for school day programs or for extended day and student support activities)</small>	Sondra Aguilar		10/5/18

Grant Office Obtained Approval Signatures:

Entity	Name	Signature	Date
Fiscal Officer			
Superintendent			

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

By:  9/20/18
Michael L. Smith, Attorney at Law




refugee transitions

Education • Family Engagement • Community Leadership

Letter of Agreement for Oakland Fund for Children and Youth (OFCY)

This Letter of Agreement establishes the intention of Refugee Transitions (RT) and Oakland Unified School District (OUSD)/Refugee and Asylee Student Assistance Program (RASAP) to work together if OFCY funds are awarded for the *Newcomer Community Engagement Program (NCEP)*.

Through the expansion of its successful *NCEP*, RT and partners will engage at least 550 children, youth and family members annually in Oakland, including unaccompanied minors and other newcomers who have experienced forced migration due to war, persecution, violence or economic duress. Individual services will include home-based tutoring/mentoring for youth as well as family support services. Group services will include after-school tutoring/mentoring at Fremont High School, Franklin and Garfield Elementary Schools, soccer, leadership opportunities, field trips, camping trips, summer school classes at several OUSD schools, a week long summer camp with soccer, art and English language support, family engagement events/workshops, and gardening/cooking.

Refugee Transitions will fulfill the following responsibilities:

- Oversee the OFCY grant, including ensuring program compliance, maintaining accurate fiscal and management practices.
- With partners, engage at least 550 children, youth and family members in Oakland annually, including unaccompanied minors and other newcomers.
- Provide a Program Director and Associate Program and Volunteer Manager to ensure leadership, program and service quality.
- Secure community/classroom space and a field at Franklin Recreation Center for quarterly educational/enrichment activities and soccer.
- Ensure all hiring criteria and procedures such as fingerprint clearances, criminal background checks, and TB testing are completed with approval for all program staff and volunteers.
- Conduct outreach and recruitment and enroll an adequate number of student participants.
- Collect and analyze data on student enrollment, attendance, academic performance, student and parent satisfaction; and ensure data are being entered into the OFCY database.
- Create and adhere to a transparent enrollment policy including maintaining an active wait list.

Program Responsibilities:

- Expand home-based tutoring and provide youth and parents with 2-4 hours a week of English language, life skills and academic support;
- Host popular events 4x/year at Franklin Recreation Center (FRC), featuring food, crafts, sport, entertainment, etc., as well as 4 field trips a year to help families explore their new communities and the Bay Area.
- Organize 2 youth summer camping trips in the Presidio in San Francisco in partnership with Soccer Without Borders;
- Provide art/English language instruction during Soccer Without Border's summer camps Cesar Chavez field (International Community School);
- Continue after-school program at Fremont High School; and
- Provide care management through RT's Family Resource Coordinator as needed.
(see detailed list of individual and group activities attached.)

RASAP will fulfill the following responsibilities:

- Be responsible for the timely completion of Cityspan attendance.
- Ensure all hiring criteria and procedures such as fingerprint clearances, criminal background checks, and TB testing are completed with approval for all program staff and volunteers.
- Provide a Supervisor for staff and teachers to ensure program quality.

- Conduct outreach and recruitment and enroll an adequate number of student participants.
- Collect and analyze data on student enrollment, attendance, academic performance, student and parent satisfaction.
- Create and adhere to a transparent enrollment policy including maintaining an active wait list.

RASAP Program Responsibilities:

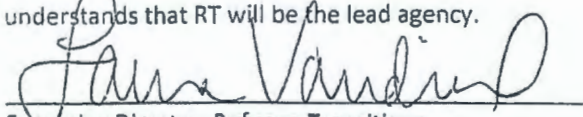
- Supervise a new Mam/Spanish Community Navigator (CN) (1FTE), who will be hired by Refugee Transitions to serve at least 100 students and their families per year. The CN will be based at the OUSD Community Schools and Student Services Department, will make frequent visits to school sites, and will accompany Mam-speaking students and their families to appointments across Oakland. The CN will leverage and provide a continuum of educational, enrichment, advocacy, and enrollment supports for Mam students and families, in particular unaccompanied minors. The contractor will report to Nate Dunstan, RASAP, and will receive support and training from OUSD's RASAP Office, as well as RT. The CN will also refer students and families to the services provided by RASAP, RT, SWB and other existing refugee local service providers.
- OUSD summer school teachers will provide newcomer-specific ELD programming at Roosevelt Middle, Bret Harte Middle, and Franklin Elementary Schools. Each teacher allows us to enroll up to 15 students, who can take advantage of free breakfast and lunch and be included in existing after-school enrichment programs, which extend the learning day to 7 hours. In addition, by hosting newcomer summer school, these school sites will develop partnerships with RASAP, RT, SWB and other newcomer/refugee service providers that will strengthen year-round support of newcomers. Finally, students attending programs at these sites will be easily recruited for myriad summer programs provided by RT and SWB. The funding of 3 summer school teachers enables service to at least 45 students for 4 weeks. Days/hours are Monday-Friday, 7 hours per day.
- Ensure student attendance data are being entered into the OFCY database.

JOINT RESPONSIBILITIES

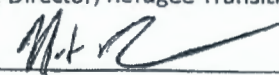
- RT, RASAP, and other partners will seek funds from OFCY to support the **Newcomer Community Engagement Program (NCEP)**. Additionally, RT and RASAP will leverage other resources including in-kind resources, volunteers, and additional grant dollars to support program implementation and expansion.
- RT and RASAP representatives will participate in regular planning meetings to address issues including programming, scheduling, staffing, student recruitment and retention, data collection, volunteer recruitment and management, and appropriate program refinements.
- RT and RASAP representatives agree to actively resolve any disputes or conflicts that may endanger the partnership. If the conflict cannot be resolved by the two parties, both parties will inform and invite OFCY into the resolution process.

COMPENSATION AND TERM

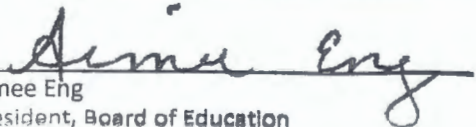
RASAP will receive \$14,400 of OFCY funds (not including match funds) for July 2018 – June 2019. RT and RASAP are aware of their responsibilities fiscally and programmatically for all grant requirements if OFCY funds are awarded. RT recognizes that it is responsible for ensuring that all the terms of the contracted services with RASAP are fulfilled. RASAP understands that RT will be the lead agency.


 Executive Director, Refugee Transitions

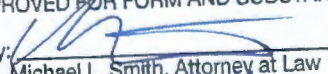
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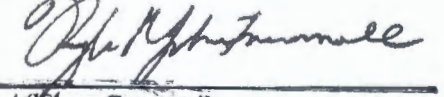

 Oakland Unified School District (OUSD)/
 Refugee and Asylee Student Assistance Program (RASAP)

5/30/18
 Date


 Aimee Eng
 President, Board of Education

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

By:  9/20/18
 Michael L. Smith, Attorney at Law
 CAGC 9/18/18


 Kyla R. Johnson-Trammell
 Secretary, Board of Education