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Enactment Number	24-1404
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By	OS



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

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

August 14, 2024

To: Board of Education

From: Kyla Johnson-Trammell, Superintendent  
Sondra Aguilera, Chief Academic Officer  
Alykhan Boolani, Principal, Life Academy

Subject: Grant Agreement - The Helzel Foundation at the East Bay Community Foundation - Grant #G-2330 - Life Academy

**ACTION REQUESTED:**

Approval by the Board of Education of a Grant Agreement, Grant #G-2330, by and between The Helzel Family Foundation Fund at The East Bay Community Foundation, Oakland, CA, and the District, on behalf of Life Academy, with the latter accepting \$100,000.00, for High School Literacy Instruction at Life Academy, for the period of July 1, 2024 through June 30, 2025.

**BACKGROUND:**

Grant Agreement for OUSD schools for the 2024-2025 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
24-1856	Yes	Grant	Oakland Unified School District High Schools	To support the literacy program development.	July 1, 2024 through June 30, 2025	The Helzel Family Foundation at the East Bay Community Foundation	\$100,000.00

**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: \$100,000.00

**RECOMMENDATION:**

Approval by the Board of Education of a Grant Agreement for Life Academy for fiscal year 2024-2025, pursuant to the terms and conditions thereof, for the grant year, if any.

**ATTACHMENTS:**

Grant Face Sheet  
Grant Agreement

**OUSD Grants Management Face Sheet**

<b>Title of Grant:</b>		<b>Funding Cycle Dates:</b>	
Helzel Family Foundation Literacy Grant		7/1/2024-6/30/2025	
<b>Grant's Fiscal Agent:</b> (contact's name, address, phone number, email address)		<b>Grant Amount for Full Funding Cycle:</b>	
East Bay Community Foundation		<b>\$100,000.00</b>	
200 Frank H. Ogawa Plaza, Oakland, CA 94612			
(510) 836-3223			
mgrajeda@eastbaycf.org			
<b>Funding Agency:</b>		<b>Grant Focus:</b>	
Helzel Family Foundation		Literacy program development	
<b>List all School(s) or Department(s) to be Served:</b>			
Life Academy of Health and Bioscience			
<b>Information Needed</b>		<b>School or Department Response</b>	
How will this grant contribute to sustained student achievement or academic standards?		This grant will fund positions at the school to offer literacy intervention to students in Grades 6-12. This will allow us to provide small group reading intervention for students who are reading far below grade level.	
How will this grant be evaluated for impact upon student achievement?  <b>(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 4.22% 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.)</b>		We will review/analyze iReady reading data 3 times a year to track progress. We will also utilize smaller, more frequent curriculum-embedded assessments (SPIRE, MAZE, DIESELS) to track progress in fluency, comprehension, and phonemic mastery.	
Does the grant require any resources from the school(s) or district? If so, describe.			

Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU?  <b>(If yes, include the district's indirect rate of 4.22% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)</b>	Services are supported by an OUSD funded grant	
Will the proposed program take students out of the classroom for any portion of the school day? <b>(OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)</b>	No	
Who is the contact managing and assuring grant compliance? <b>(Include contact's name, address, phone number, email address.)</b>	Name/Title:	Alykhan Boolani, Co-principal
	Site:	335
	Address:	
	Phone:	510-207-5005
	Email:	alykhan.boolani@ousd.org

Entity	Name/s	Signature/s	Date
Principal/Administrator	Alykhan Boolani	<i>Alykhan Boolani</i>	
Chief Academic Officer	Sondra Aguilera	<i>Sondra Aguilera</i>	7/17/2024

Entity	Name/s	Signature/s	Date
Senior Business Officer	Lisa Grant-Dawson		
Superintendent	Kyla Johnson-Trammell		



The Helzel Family Foundation Fund  
***At The East Bay Community Foundation***

June 17, 2024

Aryn Salazar Bowman  
Life Academy of Health and Bioscience  
Oakland Unified School District  
1000 Broadway, Suite 300  
Oakland, CA 94607

**RE: Grant #G-2330**

Dear Life Academy of Health and Bioscience:

I am pleased to notify you that the Helzel Family Foundation Fund at The East Bay Community Foundation has awarded a grant to Life Academy of Health and Bioscience (Grantee) for \$100,000.00. This grant is for Literacy Instruction. Grant payment distributions are completed after receipt of the signed Grant Agreement (enclosed). Please kindly review this agreement and sign where indicated. Grant disbursement(s) will be mailed within 5-10 business days, contingent upon return of the signed Agreement.

The enclosed Grant Agreement forms the contract between Life Academy of Health and Bioscience and the Foundation. Please read it carefully as it outlines the conditions of the grant, as well as the payment and reporting schedule. Grant Agreement terms and reporting requirements must be accepted by Grantee organization through DocuSign for the grant to be in effect and for distribution of funds. A fully executed copy will be provided. If the Grant Agreement is not accepted and signed within 30 days, this award may be voided.

The grant number for this grant is **#G-2330**. Please refer to it in your correspondence with us.

Please recognize this grant in your media (social, web and print) as the Helzel Family Foundation Fund at The East Bay Community Foundation.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Howard", written over a horizontal line.

Brandi Howard  
President & Chief Executive Officer  
The East Bay Community Foundation

Enclosure: Grant Agreement, Report Guidelines

### GRANT AGREEMENT

Between The East Bay Community Foundation (the “Foundation”) and:

**Grantee:** Life Academy of Health and Bioscience, Oakland Unified School District  
**Address:** 1000 Broadway, Suite 300  
Oakland, CA 94607  
**Contact Person:** Aryn Salazar Bowman  
**Foundation Contact:** [grantsmanagement@eastbaycf.org](mailto:grantsmanagement@eastbaycf.org)  
**Grant Number:** #G-2330

#### Purpose and Conditions of the Grant

This grant from the Helzel Family Foundation Fund at the East Bay Community Foundation is made to Life Academy of Health and Bioscience for the purpose and with the conditions outlined below (the “Grant”).

- 1. Grant Purpose:** Literacy Instruction
- 2. Grant Period:** 7/1/2024 - 6/30/2025
- 3. Grant Amount:** \$100,000.00
- 4. Payment Schedule:** Payment will be processed after receipt of the signed Grant Agreement.
- 5. Reporting Schedule:** Progress report must be provided annually, and no later than: **April 1, 2025**  
  
Final report should be provided at the end of the Grant period, but no later than: **No Final Report Due**
- 6. Special Conditions:** Grant Classification (re: Financial Accounting Standard Board’s SFAS 116-117):  
I. Unconditional                       II. Unrestricted   
    Conditional                                       Restricted

Restricted grants can be used only to fund the stated purpose of the grant. Conditional grants are paid only after a condition has been met. The undersigned hereby agrees to the following grant requirements and conditions:

This grant can be used only to fund the stated purpose of the grant. Conditional grants are paid only after the stated condition(s) has been met.

Because this Grant is from a donor advised fund, we must remind you that the Grant must be used exclusively for charitable purposes, and that this Grant may not result in a more than incidental benefit to the donor, donor-appointed advisor, or related parties or businesses.

By accepting this Grant, Your organization agrees to the following:

- I. That this Grant will not be used by you to satisfy the payment of any pledge or other personal financial obligation on behalf of the donors of the above listed fund;
- II. That you will not use the funds for lobbying or political activities or for any purpose other than one specified in section 170(c)(2)(b) of the Code;
- III. That you will return any funds not used for the designated purposes;
- IV. That you will maintain the Grant funds in a separate fund so that charitable funds are segregated from non-charitable funds.

The Foundation reserves the right to discontinue, modify or withhold any payments under this grant award or to require a total or partial refund of any grant funds if, in the Foundation's sole discretion, such action is necessary: (a) because you have not fully complied with the terms and conditions of this grant; (b) to protect the purpose and objectives of the grant or any other charitable activities of the Foundation; or (c) to comply with the requirements of any law or regulation applicable to you, the Foundation, or this grant.

By signing this Agreement the Grantee organization signatory acknowledges that he/she has read and understood the Agreement and that the Grantee accepts its terms and conditions.

**Grantee Organization:**

By: Authorized Officer of Grantee

Name: Sondra Aguilera Signature: Sondra Aguilera

Date 7/10/2024

*Approved as to form by OUSD Legal Department*

Name: Roxanne De La Rocha Signature: Roxanne De La Rocha Date: 7/10/24

**The East Bay Community Foundation:**

Brandi Howard  
President & Chief Executive Officer  
The East Bay Community Foundation

Kyla Johnson-Trammel 8/15/2024

Kyla Johnson-Trammel  
Superintendent and Secretary, BOE

Benjamin Davis 8/15/2024

Benjamin Davis  
President, Board of Education

## REPORTING REQUIREMENTS

***Please keep this form in your files.*** Grantee must complete the below reporting requirements and submit a complete report to the Foundation per the report due date(s). Please read these requirements carefully at the start of your grant period to better address the points below at the grant's conclusion.

**Grant #:** G-2330                      **Amount:** \$100,000.00  
**Agency Name:** Life Academy of Health and Bioscience, Oakland Unified School District  
**Grant Contact:** Aryn Salazar Bowman  
**Purpose of Grant:** Literacy Instruction  
**Grant Period:** 7/1/2024 - 6/30/2025  
**Final Report Due:** 4/1/2025  
**Foundation Contact:** [grantsmanagement@eastbaycf.org](mailto:grantsmanagement@eastbaycf.org)

Please submit a brief narrative report (2-3 pages) addressing the following. The grant number for this grant must be included as part of your submission:

1. An update on your organization's accomplishments and challenges during the grant period, including any significant changes in your organization's programs, finances or leadership (key staff or board).
2. If your grant included special outcomes, goals, or activities, please discuss your progress towards those, including the methods used to evaluate them.
3. Your organization's current operating budget, indicating actual and anticipated sources of revenue. If this is a project-specific grant, please include a project budget indicating how grant funds were expended.

If you have any questions concerning these guidelines, please contact our grants team via below listed email address.

**Please submit this report electronically to [grantsmanagement@eastbaycf.org](mailto:grantsmanagement@eastbaycf.org) and include the grant number in the subject line of your email and body of the document.**