

File ID Number	17-0779
Introduction Date	5-10-17
Enactment Number	
Enactment Date	
By	



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

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

To: Board of Education
 From: Devin Dillon, Interim Superintendent
 Subject: District Acceptance of Donation – Oakland Public Ed. Fund – Office of Post-Secondary Readiness

ACTION REQUESTED:

Acceptance by the Board of Education of a donation from Oakland Public Ed. Fund donation for the Office of Post-Secondary Readiness for fiscal years 2016-17.

BACKGROUND:

The sole purpose of this donation is to fund the position of Oakland Promise Manager for OUSD Office of Post-Secondary Readiness for the 2016-2017 fiscal year as indicated in the chart below. The Grant Face Sheet and Grant Award Notification are attached.

File ID #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
17-0779	x	Donation	Oakland Unified School District	To fund the position of Oakland Promise Manager with OUSD and the Office of Post-Secondary Readiness to support the launch and expansion of the Middle School Future Centers across OUSD.	07/01/2016 thru 5/31/2017	Oakland Public Education Fund	\$120,000.00

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 description of the donation for the program listed in the chart by the department.

FISCAL IMPACT:

The total amount of donation will be provided to OUSD from the funder.

- Grants valued at: \$120,000.00

RECOMMENDATION:

Acceptance by the Board of Education of the Oakland Public Education Fund donation for Office of Post-Secondary Readiness for fiscal year 2016-17.


ATTACHMENTS: Face Sheet
 Donation Award Letter; Check No. 011212

OUSD Grants Management Face Sheet 2016/17

Title of Grant: Oakland Public Ed. Fund	Funding Cycle Dates: July 1, 2016 – June 30, 2017
Grant's Fiscal Agent: Brian Stanley PO Box 27148, Oakland 94602	Grant Amount for Full Funding Cycle: \$120,000.00
Funding Agency: Oakland Public Ed. Fund	Grant Focus: Funding for Oakland Promise Manager Position
List all School(s) or Department(s) to be Served: Office of Post-Secondary Readiness	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	By funding the position of Oakland Promise Manger, this will help to support the launch and expansion of Middle School Future Centers.
How will this grant be evaluated for impact upon student achievement?	Helping students develop college bound identity. Schools develop college going culture. Increased percentage of students reading at grade level by 3 rd grade.
Does the grant require any resources from the school(s) or district? If so, describe.	No
Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU? (If yes, include the district's indirect rate 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?	No
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Bernard McCune, Deputy Chief OPSR 1000 Broadway, Suite 600 Oakland, Ca. 94607

Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Principal			
Department Head			4/11/17

Grant Office Obtained Approval Signatures:

Entity	Name	Signature	Date
Fiscal Officer	Vernon Hal		
Interim Superintendent	Devin Dillon		



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

OUSD Donation Form

Please complete the information requested on this form. **Attach your donation checks made payable to Oakland Unified School District with the name of the school referenced on the check's memo note.** For school sites receiving donations: deliver/mail check & form to the Office of your Regional Executive Officer/Network Executive Officer for processing and board review/preparation. For central office departments receiving donations: deliver/mail check & form to your department Office Manager for processing and board review/preparation.

Questions? Contact Betty Guerin at 879-8369 or by email at Betty.Guerin@ousd.k12.ca.us for further information.

Site No.	School Name	Donation's Purpose	Start Date	End Date	Donor	Donation Value*	Check Date	Check No.
912	Office of Post-Secondary Readiness	To fund the position of Oakland Promise Manager at the OUSD/OPSR to support the launch and expansion of Middle School Future Centers across OUSD	July 1, 2016	May 31, 2017	Oakland Public Education Fund	\$120,000.00	03/10/2017	011212

Print Your Name: LaTanya Smith

Signature:

Job Title: Executive Assistant

Date: 4/10/2017

Approval Signature by Regional Executive Officer/Network Executive Officer/Executive Officer:

(*Donations or grants over \$5,000 require separate board review Legistar File ID Numbers.)

011212

Oakland Public Education Fund

PO Box 27148
Oakland, CA 94602

Torrey Pines Bank
1951 Webster St
Oakland, CA 94612
(510) 899-7500
90-4363/1222

03/10/2017

PAY TO THE
ORDER OF

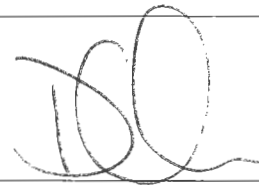
Oakland Unified School District

\$ **120,000.00**

One Hundred Twenty Thousand Dollars

DOLLARS

Oakland Unified School District
1000 Broadway
Oakland, CA 94607



MEMO

⑈011212⑈ ⑆122243635⑆

2800214171⑈

Oakland Public Education Fund

V-0434--Oakland Unified School District
Print As: Oakland Unified School District

1000 Broadway
Oakland, CA 94607

011212

Torrey Pines Bank
Checking - 4171 4171
Date: 03/10/2017

Date	Bill #	Reference Number	Fund	Amount Entered	Amount Paid
03/09/2017	17-02-02085927	Department ID			
7020--Grants to other org	Grant for OP Manager position	NA	OUSD	\$120,000.00	\$120,000.00
Net Amount:					\$120,000.00



STAFF

Brian Stanley, Ed.D.
Executive Director

Rebecca Hopkins
Deputy Director

David Korsak
Director of Finance &
Administration

Benj Vardigan
Director of Communications

Quierra Trammel
Special Events Coordinator

Helen Vance
Staff Accountant

Zachary Hennessy
Junior Accountant

Bridget Daly
Administrative Assistant

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Member-at-Large

March 8, 2017

The Oakland Public Education Fund is pleased to provide a donation in the amount of: \$120,000.00.

The purpose, deliverables, intended impact, and reporting deadlines for this donation are detailed in the attached award letter. Below are some details related to this donation that will help you better load the funds into the appropriate district budget:

Primary Program Contact: Vinh Trinh

Donation Start: July 1, 2016

Donation End: May 31, 2017

Purpose: To fund the position of Oakland Promise Manager at the OUSD Office of Post Secondary Readiness to support the launch and expansion of Middle School Future Centers across OUSD.

If you need additional documentation or have any questions related to these funds, please do not hesitate to contact me via email at brian@oaklandfund.org.

Congratulations on your award! We are immensely honored to partner with you in helping every Oakland public school student learn, grow and thrive.

Warmly,

Brian Stanley, Ed.D.
Executive Director
Oakland Public Education Fund



March 8, 2017

Dear Vinh Trinh,

On behalf of The Oakland Public Education Fund Board of Directors, I am pleased to inform you that a grant has been approved in the amount of \$120,000.00 for the project: Oakland Unified School District.

This agreement forms the contract between the Oakland Public Education Fund and Oakland Unified School District. (Grantee). Please read it carefully as it outlines the conditions of the grant as well as the payment and reporting schedules. If you can agree to the terms and conditions please sign this agreement. No funds will be disbursed until this agreement has been returned.

As a local education fund, our ability to fund important programs such as yours is contingent upon ongoing support from the Bay Area community. We look forward to partnering with you to let others know about the importance of philanthropy. Please include us in any communications connected with the grant, including press releases, programs, announcements, invitations, stories in the media, annual reports, and newsletters, and submit copies of any such publications with your reports. If your organization has a website, please link to www.oaklandedfund.org. Our logo is available upon request. Any statement about Oakland Public Education Fund policy should be cleared in advance through our Director of Communications Benj Vardigan (benj@oaklandedfund.org).

The Oakland Ed Fund is deeply honored to join you in the work of helping every Oakland public school student learn, grow, and thrive.

Warmly,

A handwritten signature in black ink, appearing to read "Brian Stanley".

Brian Stanley, Ed.D.
Executive Director
Oakland Public Education Fund



Oakland Public Education Fund
PO Box 27148
Oakland, CA
94602

SECTION 1: PROJECT FUNDING OVERVIEW

Name of Project	Oakland Unified School District
Date Approved	March 8, 2017
Funding Source	Oakland Public Education Fund
Amount of Grant	\$120,000.00
Grant Period	Grant Start: July 1, 2016 Grant End: May 31, 2017
Grant Writer	Name: Brian Stanley / Email: brian@oaklandedfund.org
Reporting Requirements & Due Dates	Final Report: July 21, 2017

SECTION 2: GRANT PURPOSE AND EXPECTED OUTCOMES

It is mutually understood that this grant is awarded with the expectation that you will expend the entire amount to address the following agreed-upon purpose and objectives. *While minor changes in plan are expected, if you or the team responsible for this grant wishes to modify these fundamental intentions of the project, you must seek prior approval of the Oakland Public Education Fund.*

PURPOSE OF THIS GRANT

To fund the position of Oakland Promise Manager at the OUSD Office of Post Secondary Readiness to support the launch and expansion of Middle School Future Centers across OUSD.

SECTION 3: DISBURSEMENT

You have told us that you wish to: Awarding of grant to OUSD or other agreed upon designee.

IF FUNDS WILL BE TRANSACTED THROUGH THE OAKLAND ED FUND: Please work with our Director of Finance and Administration, David Korsak (david@oaklandedfund.org), to set up any funds you requested that we hold on account in service of this project. Your organization may need to complete an agreement establishing a fund management relationship if one does not already exist.

IF THE OAKLAND ED FUND IS ISSUING A GRANT TO OUSD: The Oakland Unified School District Board of Education must approve receipt of grants by Oakland the District above a certain limit. You should plan on the board approval process taking at least thirty days from submission. Please work closely with the appropriate OUSD staff to ensure this process moves quickly and the work can begin on time.

SECTION 4: GRANT AGREEMENT

This grant was solicited using the 501(c)(3) designation of the Oakland Public Education Fund (the Ed Fund). Therefore, the Ed Fund is obligated to serve as the fiscal sponsor for these funds and as such has a unique role in ensuring that these charitable funds are expended in ways that align with applicable state and federal laws, I.R.S. Codes, and funder intent.

On March 8, 2017, the Oakland Public Education Fund decided that financial support of the project described in the cover letter accompanying this agreement will further the Ed Fund's tax-exempt purposes. Therefore, the Ed Fund has created a restricted fund designated for such a project and has decided to grant all amounts that it may deposit to that fund, less any administrative charge as set forth below, to Oakland Unified School District (Grantee), subject to the following terms and conditions:



Oakland Public Education Fund
PO Box 27148
Oakland, CA
94602

hereof. The failure of the Ed Fund to exercise any of its rights under this Agreement shall not be deemed a waiver of such rights.

- 11. This Agreement shall be governed by and construed in accordance with the laws of the State of California applicable to agreements made and to be performed entirely within such State.

SPECIAL CONDITIONS IMPOSED ON THIS GRANT

This grant is awarded by the Oakland Public Education Fund with the generous support of Salesforce.org.

This Agreement constitutes the only agreement, and supersedes all prior agreements and understandings, both written and oral, among the parties with respect to the subject matter hereof. All Exhibits hereto are a material part of this Agreement and are incorporated by reference. This Agreement, including any Exhibits hereto, may not be amended or modified, except in a writing signed by all parties to this Agreement.

Understood and agreed to,

Grantee Signature

Oakland Ed Fund Authorized Signature

Signature:

Signature:

Title: OUSD Liaison to the Oakland Promise

Title: Executive Director

Date: March 9, 2017 | 8:44:24 AM PST

Date: March 9, 2017 | 6:40:09 AM PST



Oakland Public Education Fund
PO Box 27148
Oakland, CA
94602

1. If not already on file, grantee shall provide the Ed Fund with its governing documents, a completed and filed IRS Form SS-4 or other documentation satisfactory to the Ed Fund, showing Grantee's separate existence as an organization.
2. Grantee shall use the grant solely for the project described in the accompanying cover letter, and Grantee shall repay to the Ed Fund any portion of the amount granted which is not used for that project. Any changes in the purpose for which grant funds are spent must be approved in writing by the Ed Fund before implementation. The Ed Fund retains the right, if Grantee breaches this Agreement, or if Grantee's conduct of the project jeopardizes the Ed Fund's legal or tax status, to withhold, withdraw, or demand immediate return of grant funds, and to spend such funds so as to accomplish the purposes of the project as nearly as possible within the Ed Fund's sole judgment. Any tangible or intangible property, including copyrights, obtained or created by Grantee as part of this project shall remain the property of Grantee.
3. An administrative charge of percent will be deducted from all amounts paid into the restricted fund. Such fees, interest, and charges are necessary to compensate the Ed Fund for its services administering the funds, and thus become unrestricted rather than restricted assets when paid.
4. Nothing in this Agreement shall constitute the naming of Grantee as an agent or legal representative of the Ed Fund for any purpose whatsoever except as specifically and to the extent set forth herein. This Agreement shall not be deemed to create any relationship of agency, partnership, or joint venture between the parties hereto, and Grantee shall make no such representation to anyone.
5. Grantee shall submit full and complete reports to the Ed Fund in compliance with the schedule presented in the letter accompanying this agreement. The report shall describe the charitable programs conducted by the Grantee with the aid of this grant and the expenditures made with grant funds, and shall report on the Grantee's compliance with the terms of this grant.
6. Grantee shall ensure that the Ed Fund is included in any communications connected with the grant including press releases, programs, announcements, invitations, stories in the media, annual reports, and newsletters. Grantee will submit copies of any such publication with project report(s). Finally, Grantee will ensure that any mention of the Ed Fund on all printed material shall read: " 'Project Name' has been made possible (in part) by the sponsorship of the Oakland Public Education Fund, with funding provided by (funders)" or an alternate credit to be agreed upon between you and the Ed Fund.
7. This grant is not to be used in any attempt to influence legislation within the meaning of Internal Revenue Code (IRC) Section 501(c)(3). No agreement, oral or written, to that effect has been made between the Ed Fund and Grantee.
8. Grantee shall not use any portion of the funds granted herein to participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, to induce or encourage violations of law or public policy, to cause any private inurement or improper private benefit to occur, nor to take any other action inconsistent with IRC Section 501(c)(3).
9. Grantee shall notify the Ed Fund immediately of any change in (a) Grantee's legal or tax status, and (b) Grantee's executive or key staff responsible for achieving the grant purposes.
10. In the event of any controversy, claim, or dispute between the parties arising out of or related to this Agreement, or the alleged breach thereof, shall be determined by arbitration in Alameda County, CA, before one arbitrator. The arbitration shall be administered by Judicial Arbitration and Mediation Services (JAMS) pursuant to its Streamlined Arbitration Rules and Procedures. Judgment on the award may be entered in any court having jurisdiction. This clause shall not preclude parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction. The prevailing party shall, in addition to any other relief, be entitled to recover its reasonable attorneys' fees and costs of sustaining its position. Each provision of this Agreement shall be separately enforceable, and the invalidity of one provision shall not affect the validity or enforceability of any other provision. This Agreement shall be interpreted and construed in accordance with the laws of the State of California applicable to contracts to be performed entirely within such State. Time is of the essence of this Agreement and of each and every provision