

File ID Number	13-2102
Introduction Date	9/25/13
Enactment Number	13-2018
Enactment Date	9-25-13
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, Ed. D., Superintendent
 Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
 Kimi Kean, Regional Executive Officer

Subject: District Submitting Grant Proposal

ACTION REQUESTED:

Approval and support by the Board of Education of Oakland Unified School District to accept grant proposal for OUSD schools for the fiscal year 2013-2014 from S.H. Cowell Foundation to support the transitional leadership structure for the two elementary schools; New Highland Academy and Rise Community School, which share the Highland campus in East Oakland in the amount of \$2534.00.

BACKGROUND:

Grant proposal for OUSD schools for the 2013-2014 fiscal years was submitted for funding as indicated in the chart below. The Grant Face Sheet and grant proposal packets are attached.

File I.D #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
13-2102	Yes	Grant	Oakland Unified School District	To support a transitional leadership structure for the two elementary schools, New Highland Academy and Rise Community School, which share the Highland campus in East Oakland	July 1, 2013 - June 30, 2014	S.H. Cowell Foundation	\$2,534.00

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 proposal 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: \$2,534.00

RECOMMENDATION:

Approval and support by the Board of Education of District applicant submitting a grant proposal for OUSD schools for fiscal years 2013-2014 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.

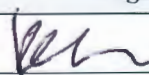

ATTACHMENTS: Grant Face Sheet, Proposal

OUSD Grants Management Face Sheet

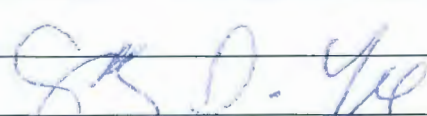
Title of Grant: Restructure Leadership at Highland Neighborhood Schools	Funding Cycle Dates: July 1, 2013-June 30, 2014
Grant's Fiscal Agent: (contact's name, address, phone number, email address)	Grant Amount for Full Funding Cycle: \$2534.00
Funding Agency: S.H. Cowell Foundation	Grant Focus: Full Service Community Schools
List all School(s) or Department(s) to be Served: New Highland Academy and RISE Community School	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	This grant will enable the Campus Director-a new position that the District is creating in response to the needs at this campus-to effect a positive transformation of school culture by: <ul style="list-style-type: none"> Restoring norms of safety and cooperation to classrooms, hallways and the school yard; Revitalizing and refocusing professional development and collaboration among teachers within and across the schools; Initiating partnerships to ease student's transitions to middle school The campus will be transformed into a Full Service Community School.
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 over and above the indirect rate.)	Schools will demonstrate improvements in discipline and climate, organizational performance and engagement, indicators of student academic achievement, and indicators of student and family engagement.
Does the grant require any resources from the school(s) or district? If so, describe.	No
Have you included the required 4.57% for indirect costs i.e. administrative support, evaluation data, financial reporting, and indirect services?	Yes File ID Number: <u>13-2102</u> Introduction Date: <u>9-25-13</u> Enactment Number: <u>13-2018</u> Enactment Date: <u>9-25-13</u> By: _____
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.)	Principal Liz Ozol 8521 A Street Oakland, CA 94621 (510) 729-7723 liz.ozol@ousd.k12.ca.us

Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Principal	Kimi Kean		9/12/13
Department Head (e.g. for school day programs or for extended day and student support activities)	Kimi Kean		9/12/13

Grant Office Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Fiscal Officer	Vernon Hal		
Superintendent	Gary Yee		9-26-13

595 Market Street
Suite 950
San Francisco, CA
94105
415 397.0285

S. H. Cowell Foundation

June 19, 2013

Mr. Tony Smith
Superintendent
Oakland Unified School District
1025 Second Avenue
Oakland, CA 94606

Re: Grant #13-00970

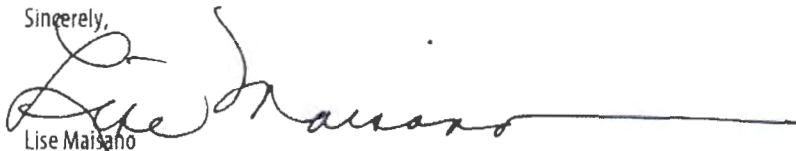
Dear Mr. Smith:

I am very pleased to inform you that the Board of Directors considered your proposal and approved an \$185,000 grant to restructure leadership and renew improvement at East Oakland Highland elementary schools (on the Highland Campus). A check for \$185,000 is enclosed.

Also enclosed are copies of this letter and of the General and Specific Reporting Requirements. These documents outline the terms of your grant; please read them carefully. One copy of each document requires your signature and that of Kimi Kean, Executive Officer, Region 3. Please return the signed copies to the Foundation at your earliest convenience to acknowledge your receipt of the check and acceptance of the grant terms. You may return the signed copies by mail or you may submit them electronically through the Foundation's online grantee portal. We will send you an email with instructions for using the portal. Please retain one signed copy of each document for your files.

The first progress report on the grant is due January 31, 2014. Please contact Program Director Ken Doane if you have any questions about the grant or the reporting requirements. We at the Foundation appreciate this opportunity to support your vital work on behalf of families and students in East Oakland. We look forward to hearing of your progress.

Sincerely,



Lise Maisano
Vice President Grant Programs

LM:ah/enclosures

cc: Kimi Kean, Executive Officer, Region 3
Liz Ozol, Principal, New Highland Academy

Check received and terms accepted by Oakland Unified School District:

Gracy Yee  _____
Tony Smith, Superintendent

 _____
Kimi Kean, Executive Officer, Region 3

7/1/2013

Date

6/28/13

Date

S. H. Cowell Foundation
General Requirements of Grant
Oakland Unified School District
Grant #13-00970
APPROVED 06/13/2013

This grant has been awarded to **Oakland Unified School District** contingent upon your acceptance of the following requirements. Full compliance will protect your agency, its governing board and the Cowell Foundation (the Foundation). By signing the copy of this document and the award letter you accept each of the following conditions and requirements:

1. **Reporting**. You are required to submit full and complete reports on the grant project continuing until the work is completed as described in the attached Specific Reporting Requirements. These reports must include both a narrative and financial section. Reports are very important as they provide the basis upon which Cowell Foundation staff determines that use of the grant funds is in conformity with the conditions of the grant as approved by the Cowell Board of Directors.
2. **Use of Funds**. This grant, and any interest earned from investment of the grant funds, may be used only for the purposes stated in our award letter. Any change in purpose or scope of the project, or any major budget change, must be communicated promptly to the Foundation. If the Foundation does not agree to modify the grant, any funds not expended on the approved project budget must be returned to the Foundation together with the interest earned.
3. **Deadlines**. Grant conditions which have not been met within the specified time limits may result in cancellation of the grant and a requirement that all unexpended funds, excluding such funds as are necessary to meet non-cancellable obligations that were specifically enumerated in the grant budget, be returned to the Foundation. Contact the Foundation immediately if it appears that a deadline will not be met.
4. **Payment of Grants**. In the case of all grants that are not payable outright, including multi-payment, multi-year, matching grants and pledges; payment and continued funding are conditioned upon the submission of specific progress reports to the Foundation as described in the attached Specific Reporting Requirements. The contents of the reports will be used by the Foundation staff in the determination whether there is sufficient evidence of progress toward grant objectives and outcomes in order to support each past and future payment. Payments are not automatic and are conditioned upon receipt and approval of the reports.
5. **Acknowledgement of Grant**. The Foundation does not expect you to incur advertising or public relations expenses in announcing receipt of this grant. However, you may acknowledge the grant publically, including the use of the Foundation name. Any press release mentioning the Foundation should be submitted to the Foundation for approval *before* distribution.
6. **Bookkeeping Procedure**. Please show the grant funds separately on your books of account and maintain an accurate record of the funds received and expenses incurred under this grant in accordance with generally accepted accounting principles. Please keep on file books of account and records relating to this grant for at least four years

after the Foundation's receipt of your final report.

7. Tax Status. In accepting this grant you are confirming that your organization is: (i) one that is described in IRS Code Section 501(c)(3) and is not classified as a private foundation; or (ii) a governmental entity or a political subdivision thereof within the meaning of IRC Sections 115 or 170(c)(1); or (iii) a state college or university within the meaning of IRS Code Section 511(a)(2)(B); and that your tax-exempt status, under the foregoing statutes or any successors thereto, remains in full force and effect, having not been revoked, rescinded or modified; and that you will notify us of any change in your organization's tax-exempt status.

8. Lobbying. No part of the grant funds can be used contrary to the law in an attempt to influence legislation [within the meaning of Section 4945(d)(1) of the Internal Revenue Code], or to influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive [within the meaning of Section 4945(d)(2) of the Internal Revenue Code].

9. Evaluation. For the purposes of making any financial audits, verifications or program evaluations, the Cowell Foundation requires reasonable access to your files, records, and personnel.

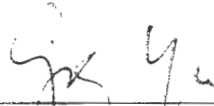

10. Violations of Conditions. Any violation of the conditions set forth above will require a return to the Cowell Foundation of any grant funds involved in the violation. The Cowell Foundation reserves the right to discontinue, modify or withhold any payments due under this grant award or to require a refund of any grant funds if, in its judgment, such action is necessary to comply with the requirements of any law or regulation affecting the Foundation's responsibilities under this grant award.

Please countersign and return the attached copy of this document to the Cowell Foundation signifying that you understand and agree to the requirements stated above. Two signatures from your organization are required as specified below.



Lise Maisano
Vice President Grant Programs

SIGNED AND AGREED TO BY OAKLAND UNIFIED SCHOOL DISTRICT:

 _____ Tony Smith, Superintendent Gary Yee	_____ Date 7/1/2013
 _____ Kimi Kean, Executive Officer, Region 3	_____ Date 6/20/13

S. H. Cowell Foundation
Specific Reporting Requirements
Oakland Unified School District
Grant #13-00970
APPROVED 6/13/2013

Grant reports are very important to the Foundation because they:

- Provide us with valuable information about progress toward grant objectives
- Ensure accountability for the use of grant funds
- Help us learn, improve our grantmaking and strengthen our understanding of your work, organization, community and field.

The Cowell Foundation requires reports for all the grants it awards. We encourage you to submit your reports online through the Foundation's grantee portal. I'll contact you about this as the report due-dates approach. Hard copies are not necessary but if you would like to share photos or other printed material, you are welcome to mail it to the Foundation. Please make sure all correspondence includes the grant number above.

NOTE: If you have a significant personnel change, a need to request a change in the scope or timing of the funded work or a major budget adjustment, please discuss it promptly with me by scheduling a conversation with Grants Assistant Anna Luna at luna@shcowell.org. Don't wait until a progress report is due.

A progress report on this grant is due January 30, 2014. It must include the following:

- A. A review of grant-funded activities, challenges encountered, changes in circumstances and general results during the report period.
- B. Data and/or other appropriate evidence of progress toward the following grant objectives as outlined in the proposal:
 1. Improved discipline and climate for learning at Rise Community School, as evidenced by:
 - a) A 50% decline in office referrals by teachers, compared to the 2012-13 baseline;
 - b) A 20% reduction in the disproportionality of office referrals of African American students, compared to the 2012-13 baseline;
 - c) A 50% reduction in chronic absence of African American students, compared to the 2012-2013 baseline;
 - d) Zero "Level 1" written complaints filed by parents or other qualified community members;
 - e) A 10% increase in positive responses to items on the California Healthy Kids Survey pertaining to "high expectations" and "caring adults at school," as compared to the 2012-13 baseline;
 - f) A 10% increase in positive responses to items on the California Parent Survey pertaining to home-school engagement.
 2. Improved organizational performance and engagement in learning at NHA and Rise, as evidenced by:
 - a) An increase in students' time spent "on-task, on standards" in classrooms of both NHA and Rise, as observed by leadership (principal and two assistant principals) during "walk-through" observations, comparing artifacts of walkthrough tools from beginning, middle and end of year;
 - b) Ratings that are at least one performance-band higher on all specified dimensions of school performance as measured by Partners in School Innovation's School Transformation Rubric, comparing the STR conducted in Spring 2013 at NHA, and Fall 2013 at Rise, to an end-of-year STR conducted in May 2014 at both schools.
 3. Improved indicators of student achievement at NHA and Rise as evidenced by:
 - a) 1.0 lexile growth in reading level for at least 75% of all students, grades 2-5, as measured by Scholastic Reading Inventory;
 - b) 1.5 or better lexile growth for at least 40% of students, grades 2 to 5, who are 2 or more grade levels below in reading level as measured by Scholastic Reading Inventory;
 - c) A 10% gain in number of students scoring at Proficient/Advanced on District benchmark

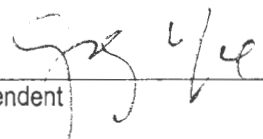

- assessments for Math from Fall 2013 to Spring 2014;
- d) A 10% gain in number of students scoring 3 or 4 on the District benchmark science writing task from Fall 2013 to Spring 2014.
- 4. Indicators of increasing student and family engagement at NHA and Rise as evidenced by:
 - a) 60% of families participate in activities that support transition to middle school and college/career awareness;
 - b) 90% of Highland students visit at least two middle schools and one college or university;
 - c) 90% of Highland students develop a college-preparedness plan with their families;
 - d) A 25% increase in positive responses to items on the California Healthy Kids Survey pertaining to college awareness and goal setting as compared to the 2012-13 baseline.
- C. If applicable, a brief summary of other noteworthy activities in the District and in the community, including anything that changes, or could change, the context for the grant-funded work.
- D. A financial statement that compares the original budget submitted with your proposal to actual income and expenses to date.

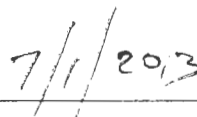
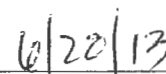
A final report on this grant is due July 31, 2014. The report must include:

- A. A review of activities, challenges, changes and results, specifically in the period since the last report and, in summary, over the entire grant period.
- B. A cumulative statement and assessment of evidence with respect to the grant objectives enumerated above.
- C. If applicable, a description of new partners, funders, awards or special recognition received during the grant period. Please let us know if Cowell funding helped you leverage other funding or support of any kind.
- D. A summary of other relevant developments and reflections on lessons learned that might improve your work or that of others, including the Cowell Foundation, and how all of the above informs your plans and expectations for the 2014-15 school year.
- E. A financial statement that compares the original budget to the final, actual income (including any interest earned on the grant funds) and expenses. If applicable, append a request in regard to the use of any unexpended grant funds.


 Ken Doane
 Program Director

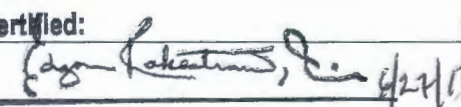
SIGNED AND AGREED TO BY OAKLAND UNIFIED SCHOOL DISTRICT:


 Tony Smith, Superintendent
 Gary Yee

 Kimi Kean, Executive Officer, Region 3

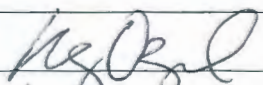
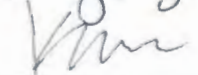

 Date 7/1/2013

 Date 6/22/13

OUSD Grants Management Face Sheet 2012-13

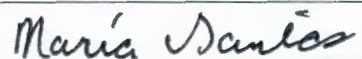
Title of Grant: Restructure Leadership at Highland Neighborhood Schools	Funding Cycle Dates: July 1, 2013 – June 30, 2014
Grant's Fiscal Agent:	Grant Amount for Full Funding Cycle: \$182,466
Funding Agency: S.H. Cowell Foundation	Grant Focus: Full Service Community Schools
List all School(s) or Department(s) to be Served: New Highland Academy and Rise Community School	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	This grant will enable the Campus Director – a new position that the District is creating in response to the needs at this campus -- to effect a positive transformation of school culture by: <ul style="list-style-type: none"> • restoring norms of safety and cooperation to classrooms, hallways and the school yard; • revitalizing and refocusing professional development and collaboration among teachers within and across the schools; • initiating partnerships to ease students' transitions to middle school The campus will be transformed into a Full Service Community School.
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Does the grant require any resources from the school(s) or district? If so, describe.	No.
Have you included the required 4.57% for indirect costs i.e. administrative support, evaluation data, financial reporting, and indirect services?	Yes
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.)	Principal Liz Ozol 8521 A Street Oakland, CA 94621 (510) 729-7723 liz.ozol@ousd.k12.ca.us <div style="text-align: right;"> Certified:  Edgar Rakestraw, Jr., Secretary Board of Education </div>

Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Principal	Liz Ozol		6/10/13
Department Head (e.g. for school day programs or for extended day and student support activities)	Kimi Kean		6/10/13

Grant Office Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Fiscal Officer	Vernon Hal		
Superintendent	Maria Santos Tony Smith		6-17-2013