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By	



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Board of Education

To: Board of Education

From: Antwan Wilson, Superintendent
Vernon Hal, Deputy Superintendent
Jennifer LeBarre, Director

Subject: Grant Award Notifications– Center for Ecoliteracy

ACTION REQUESTED:

Acceptance by the Board of Education of the Center for Ecoliteracy Grant

BACKGROUND:

Grant proposals for OUSD was submitted for 2014-15 fiscal year for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached.

File ID #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
	X	Grant	Oakland Unified School District Nutrition Services	FoodCorps Service Member Professional Development for Staff Expansion of California Thursdays Program	August 1, 2014-July 30, 2015	Center for Ecoliteracy	\$5,000.00

DISCUSSION

The District created a Grant Face Sheet process to:

- Review proposed grant projects at OUSD sites and assess their contribution to sustained student
- 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 from the funder.

- Grants valued at: \$5,000.00

RECOMMENDATION:

Acceptance by the Board of Education of Center for Ecoliteracy Grant according to the terms and conditions set forth in the attached Grant Award Notification letter and Grant Agreement.

Attachments:



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Grant Face Sheet; Grant Agreement; Grant Award Notification; Grant Application

OUSD Grants Management Face Sheet

Title of Grant: Center for Ecoliteracy	Funding Cycle Dates: August 1, 2014-July 30, 2015
Grant's Fiscal Agent: (contact's name, address, phone number, email address) District	Grant Amount for Full Funding Cycle: \$5,000.00
Funding Agency: Center for Ecoliteracy	Grant Focus: FoodCorps Position and Professional Development for Staff
List all School(s) or Department(s) to be Served: Nutrition Services	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	Grant provides funding for FoodCorps Service Member to develop and expand California Thursdays Lunch program and education for students on the agricultural character of school lunch. Additionally, the funds will be used to train Nutrition Services staff to prepare healthy, local, scratch cooked meals. School meals support student health and wellness which is essential for academic achievement.
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 5.17% 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.)	N/A
Does the grant require any resources from the school(s) or district? If so, describe.	Matching is not required by the grant; however, Nutrition Services is contributing \$2,500 towards the FoodCorps position and our staff time to expand and develop California Thursdays.
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 5.17% 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.)	Alexandra Emmott 900 High St. Oakland, CA 94601 510-434-3334 alexandra.emmott@ousd.k12.ca.us

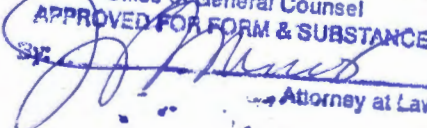
Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
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Department Head Jennifer LeBarre
(e.g. for school day programs or for extended day and student support activities)

Grant Office Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Fiscal Officer	Vernon Hal		
Superintendent	Antwan Wilson		

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

Attorney at Law



CENTER FOR ECOLITERACY

July 9, 2014

Jennifer LeBarre, SNS
Executive Director
Oakland Unified School District
Nutrition Services
900 High St.
Oakland, CA 94601

Dear Jennifer,

I am pleased to notify you that the Center for Ecoliteracy has awarded a grant (#14-003) to Oakland Unified School District (OUSD in the amount of \$5,000). This grant is to support the expansion of the California Thursdays program with a FoodCorps position and professional development training.

The enclosed Grant Agreement forms the contract between Oakland Unified School District and the Center for Ecoliteracy. Please read it carefully, print two copies, and sign and return one copy of the Grant Agreement as soon as possible. We will return a copy of the signed agreement back to you with your award check.

Also enclosed are the Report guidelines and templates. Please submit an interim report by January 30, 2015 and a final report by August 31, 2015.

With warm regards,

Zenobia Barlow
Executive Director



CENTER FOR ECOLITERACY

GRANT APPLICATION

DATE:

May 29, 2014

PROJECT NAME:

California Thursdays Expansion in Oakland Unified School District

AMOUNT REQUESTED:

\$5,000.00

START AND COMPLETION DATES:

August 1, 2014 through July 30, 2015

NAME OF APPLYING ORGANIZATION:

Oakland Unified School District, Department of Nutrition Services

DESCRIPTION OF APPLYING ORGANIZATION:

Public School

Parent Teacher Association

Private School

Nonprofit Agency

Fiscal Sponsor Nonprofit Agency
(see below if applicable)

Other

MAILING ADDRESS:

900 High Street

CITY: Oakland

STATE: CA

ZIP: 94601

NAME OF CONTACT PERSON: Alexandra Emmott

TITLE: Farm to School Supervisor

TELEPHONE: 510-434-3334

E-MAIL: alexandra.emmott@ousd.k12.ca.us

FISCAL SPONSOR INFORMATION (if applicable) Not Applicable

NAME:

CONTACT PERSON:

TELEPHONE:

E-MAIL:

ADDRESS:

STATE: ZIP

Please attach a copy of the IRS tax determination letter for this agency

PROGRAM: *describe the project for which you are seeking funding*

OUSD Nutrition Services is seeking funding to support the expansion of the successful California Thursdays program in our district. First, we will hire and host a full time FoodCorps service member to promote California Thursdays district wide and work with target schools to test new recipes with students and analyze feedback. OUSD NS was awarded 2 of only 12 FoodCorps service members in California in the 2013-14 school year, and we are fortunate to have been awarded 3 of 14 service members for the upcoming 2014-15 school year, one of whom will be entirely focused on California Thursdays. In addition to taste tests and promotions, the Service Member will also work with our department to gather, analyze, and report out relevant data on the California Thursdays program, such as procurement and participation shifts. California Thursdays in Oakland will serve as a best practice model as we develop new fresh recipes for the Marcus Foster central kitchen and as the Center for Ecoliteracy expands California Thursdays across the state. As such, accurate data is essential for the success and sustainability of the program.

Second, we will hold our fourth Professional Development training for frontline staff in October 2014. OUSD NS, with support from Center for Ecoliteracy, held three Professional Developments during the 2013-14 school year to train our staff on preparing new recipes and safe handling of raw poultry. As we expand California Thursdays, we need to continue to invest in our managers and cooks to ensure the consistent and appropriate execution of new fresh recipes.

TARGET POPULATION: *describe who will be served*

Students and families of OUSD are the targets for the proposed project. OUSD serves almost 40,000 students, of whom over 70% qualify for free and reduced price lunch. Our students are 38% Latino, 30% African American, 14% Asian, 11% White, and the remaining 7% represent a wide diversity of ethnic backgrounds.

Our Nutrition Services staff is also a target of the proposed project, and like OUSD's students and families, our 300 staff members represent a wide diversity of socioeconomic statuses and races.

OUTCOMES: *what do you intend to accomplish over the course of the program?*

Outcome 1 – OUSD NS staff are able to prepare new 1-2 new CA Thursdays recipes and expand their capacity to prepare scratch cooked meals by leaning new kitchen skills.

Activity 1.1 - Hold a 3.5 hour Professional Development for Managers and Cooks (October 2014.)
CEL, OUSD NS

Outcome 2 – Identify 4-6 New California Thursdays recipes to implement which are vetted by OUSD elementary, middle, and high school students.

Activity 2.1 – Hold 10-15 taste tests at schools to gather student feedback about new recipes.

School will represent a wide range of geographic locations and grade levels.

Activity 2.2 – Input and analyze data gathered from taste tests to identify successful recipes.

CEL, OUSD NS, FoodCorps

Outcome 3 – Increase student, staff, and parent awareness of California Thursdays program and increase meal program participation on Thursdays.

Activity 3.1 – In partnership with Center for Ecoliteracy and OUSD Communications Department, create and implement communications plan.

Activity 3.2 – Distribute marketing materials to each school site and reach out to school staff via newsletters of other relevant communication vehicle.

Activity 3.3 – Promote CA Thursdays at appropriate community engagement meetings such as wellness council meetings and health fairs.

CEL, OUSD Communications, OUSD NS, FoodCorps

Outcome 4 – Document procurement and participation shifts as part of CA Thursdays.

Activity 4.1 – Complete comparative analysis of OUSD non-produce purchases from 2012-13 to 2014-15 and present data in infographic form.

Activity 4.2 – Analyze average daily participation data for Thursdays relative to other days of the week by school and present data in infographic form.

Activity 4.3 – Analyze procurement data for each CA Thursday meal and analyze impact on CA economy. Present data in infographic form.

OUSD NS, FoodCorps

EVALUATION: *how will you assess your impact?*

Outcome 1 – OUSD NS staff are able to prepare new 1-2 new CA Thursdays recipes and expand their capacity to prepare scratch cooked meals by leaning new kitchen skills.

Number of staff members who attend PD (Target = 45-60)

Evaluation surveys for staff members

Outcome 2 – Identify 4-6 New California Thursdays recipes to implement which vetted by OUSD elementary, middle, and high school students.

Number of taste tests held (Target = 10-15)

Number of recipes identified (Target = 4-6)

Outcome 3 – Increase student, staff, and parent awareness of California Thursdays program and increase meal program participation on Thursdays.

Number of schools reached with promotional materials (Target = 85)

Number of promotional events attended (Target = 4-6)

Percent increase in average daily participation on Thursdays (Target = 5%)

Outcome 4 – Document procurement and participation shifts as part of CA Thursdays.

Midterm procurement data update by January 2015

Procurement data completed and analyzed by June 2015

Midterm participation data update by January 2015

Participation data completed and analyzed by June 2015

Please note that procurement and participation data will be shared with CEL throughout the duration of the grant period, as it is completed and shared with OUSD Nutrition Services' stakeholders.

BUDGET: *include dates here*

CATEGORY	TOTAL	CEL Support	Other Support	Notes
I. Personnel	\$58,445.00	\$4,500.00	\$2,500.00 – OUSD NS Contribution to FoodCorps position	Labor for PD & FoodCorps Service Member
			\$24,145.00 AmeriCorps Contribution to FoodCorps position	
			\$27,300.00 – 30% FTE Alex Emmott, Time on Project	
II. Direct Costs				
III. Purchased Services	\$500.00	\$500.00	NA	Food and Supplies for PD
Total Costs I-III				
IV. Indirects				
GRAND TOTAL	\$58,945.00	\$5,000.00		



CENTER FOR ECOLITERACY

Center for Ecoliteracy GRANT AGREEMENT

On July 9, 2014, the Center for Ecoliteracy (Grantor) awarded a grant (#14-003) to Oakland Unified School District (OUSD (Grantee) in the amount of \$5,000.00 to support the expansion of the California Thursdays program with a FoodCorps position and professional development training.

The following terms and conditions must be met by the Grantee in order to receive the grant that has been awarded. Grantee shall use the grant solely for the purposes of the specific project described above, and Grantee shall repay to Grantor any portion of the amount granted which is not used for those purposes. Any change in the purpose for which grant funds are allocated must be approved in writing by the Grantor before implementation. Grantee shall return to Grantor any portion of the amount granted which is not used within the grant period. Grantee may request from Grantor an extension in writing to be received no later than one month prior to the end of the grant period.

1. Grant Period

The grant period shall run from August 1, 2014 to July 30, 2015, unless extended in writing by mutual agreement.

2. Payment

Grantees shall initially be provided with seventy-five percent (75%) of their funds. Grantor shall provide the final twenty-five percent (25%) of said grant upon submission of an interim report, as described below in section 3, and determination by Grantor that Grantee is successfully meeting Grantee's objectives, as outlined in Grantee's timeline.

3. Report

Grantee shall submit an interim report before January 30, 2015 and a final report by August 31, 2015 using the included report template and not to exceed two pages, on the accomplishments of the project.

4. Recordkeeping

Grantee shall maintain accounting books for all general expenditures and credits to the Grantor made in furtherance of the purposes of the grant and keep records to substantiate such expenditures. Grantee shall make such books and records available to Grantor at reasonable times. Grantee shall keep copies of all books and records and all reports to Grantor for at least four years after completion of the use of the grant funds.

5. Subgrantee(s)

With regard to the selection of any subgrantees to carry out the purposes of this grant, Grantee retains full discretion and control over the selection process, acting completely independently of Grantor. There is no agreement, written or oral, by which Grantor may cause Grantee to choose any particular subgrantee.

6. Public Acknowledgment

Grantee agrees to credit the Grantor in publications, press releases, brochures, videotapes, and other publicity or public relations materials and presentations resulting from the use of these funds or developed for activities authorized under this grant.

7. Limitations

Grantee shall not use any portion of the funds granted herein to:

- a. attempt to influence legislation, within the meaning of Internal Revenue Code §4945(d)(1), as interpreted by regulations thereunder;
- b. influence the outcome of any specific election for candidates to public office, nor to carry on, directly or indirectly, any voter registration drive, within the meaning of Internal Revenue Code §4945(d)(2), as interpreted by regulations thereunder;
- c. make any grant to any individual who does not comply with Internal Revenue Code §4945(d)(3), or to any organization which does not comply with §4945(d)(4);
- d. undertake any activity for any purpose other than a religious, charitable, scientific, literary, educational, or other purpose specified in Internal Revenue Code §170(c)(2)(B);
- e. 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 Section 501(c)(3) of the Internal Revenue Code.

8. Notification of Change

Grantee shall notify Grantor immediately of any change in Grantee's executive staff or key staff responsible for achieving the grant purposes, Grantee's tax-exempt status, or foundation status.

9. Hold Harmless Agreement

Grantee hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless Grantor, its officers, directors, trustees, 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 of Grantee, its employees or agents, in applying for or accepting the grant, in expending or applying the funds furnished pursuant to the grant or in carrying out the program or project to be funded or financed by the grant, except to the extent that such claims, liabilities, losses or expenses arise from or in connection with any act or omission of Grantor, its officers, directors, trustees, employees or agents.

10. Termination

In the event that Grantee violates or fails to carry out any provision of this Agreement, Grantor may, in addition to any other legal remedies it may have, refuse to make any further grant payments to Grantee, and Grantor may demand the return of all or part of the unexpended grant funds, which the Grantee shall immediately repay to Grantor.

11. Modification

This Agreement, which includes Grantee's proposal to Grantor and Grantor's award letter to Grantee, shall supersede any prior oral or written understandings or communications between the parties and constitutes the entire agreement of the parties with respect to the subject matter hereof. This Agreement may not be amended or modified, except in writing signed by both parties hereto.

IN WITNESS WHEREOF, the parties have executed this Grant Agreement effective on the 9th day of July, 2014.

CENTER FOR ECOLITERACY

By: Zenobia Barlow Dated: July 2014
Zenobia Barlow, Executive Director

OAKLAND UNIFIED SCHOOL DISTRICT

By: Jennifer LeBarre Dated: 7/10/14
Jennifer LeBarre, Executive Director, Oakland Unified School District Nutrition Services

David Kakishiba 8/28/14
David Kakishiba
President, Board of Education

Antwan Wilson 8/28/14
Antwan Wilson
Secretary, Board of Education

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

File ID Number: 14-1704
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Bv:



988 BROADWAY, UNIT 169, OAKLAND, CA 94607
(510)763-2233
CAFE.GABRIELA@YAHOO.COM

Nicole Steward
OUSD

Cafe Gabriela has provided the following for OUSD on July 3, 2014.

8 BOXED LUNCHES.....	\$88.00
10 Assorted Drinks.....	20.00
SUBTOTAL.....	\$108.00
TAX.....	9.72
TOTAL.....	\$117.72

PLEASE MAKE ALL CHECKS PAYABLE TO CAFE GABRIELA AND THANK YOU FOR MAKING CAFE GABRIELA A PART OF YOUR FESTIVITIES.