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Introduction Date	3/12/25
Enactment Number	
Enactment Date	
By	



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

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

March 12, 2025

To: Board of Education

From: Kyla Johnson-Trammell, Superintendent  
Sondra Aguilera, Chief Academic Officer  
Vanessa Sifuentes, High School Network Superintendent

Subject: Grant Award - University of California, Berkeley - Bay Area K-16 Collaborative, College & Career - Castlemont High School

**ACTION REQUESTED:**

Acceptance by the Board of Education of a Grant Award from the Bay Area K-16 Collaborative College & Career Exploration Fund, Berkeley, CA, a Fiscal Agent of the University of California Berkeley, in the amount of \$7,500.00, to be used during the 2024-2025 academic year to support students/educators in the Education, Health Care, and Engineering/STEM pathways by hosting field trips with pathway-specific activities at Castlemont High School, for the period of October 1, 2024 through May 31, 2025, pursuant to terms and conditions thereof, if any.

**BACKGROUND:**

Grant Award 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
25-0458	Yes	Grant	Bay Area K-16 Collaborative College and Career Fund, Castlemont High School	To support field trips for pathway students at Castlemont to increase career exposure.	October 1, 2024 May 31, 2025	Bay Area K-16 Collaborative College & Career Exploration Fund	\$7,500.00

**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: \$7,500.00

**RECOMMENDATION:**



Acceptance by the Board of Education of a Grant Award for Castlemont High School for fiscal year 2024-2025, pursuant to the terms and conditions thereof, if any.

**ATTACHMENTS:**


- Grant Face Sheet
- Grant Award Letter
- Grant Budget Sheet

# OUSD Grants Management Face Sheet

<b>OUSD Grants Management Face Sheet</b>	
<b>Title of Grant:</b>	<b>Funding Cycle Dates:</b>
<b>Bay Area K-16 Collaborative College and Career Fund</b>	10/1/2024 to 5/31/2025
<b>Grant's Fiscal Agent: (contact's name, address, phone number, email address)</b>	<b>Grant Amount for Full Funding Cycle:</b>
<b>Danielle Armstrong</b> <b>Center for Educational Partnerships</b> <b>University of California</b> <b>Room 201J Sproul Hall</b>  <b>408-857-1211</b>  <b>daniarmstrong@berkeley.edu</b>	<b>\$7,500.00</b>
<b>Funding Agency:</b>	<b>Grant Focus:</b>
<b>Bay Area K-16 Collaborative</b>	Field trips for pathway students at Castlemont to increase career exposure.
<b>List all School(s) or Department(s) to be Served:</b>	
<b>Castlemont</b>	
<b>Information Needed</b>	<b>School or Department Response</b>
How will this grant contribute to sustained student achievement or academic standards?	Career Exploration

<p>How will this grant be evaluated for impact upon student achievement?</p> <p><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 3.89% 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></p>	<p>Through the Bay Area K-16 Collaborative College &amp; Career Exploration Fund Survey &amp; Closeout Form, which includes Student testimonials, Pictures and student reflections</p>		
<p>Does the grant require any resources from the school(s) or district? If so, describe.</p>	<p>No</p>		
<p>Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU?</p> <p><b>(If yes, include the district's indirect rate of 3.89% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)</b></p>	<p>No</p>		
<p>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></p>	<p>Yes</p>		
<p>Who is the contact managing and assuring grant compliance? <b>(Include contact's name, address, phone number, email address.)</b></p>	<p>Name/Title:</p>	<p>Maria Lopez</p>	
	<p>Site:</p>	<p>303</p>	
	<p>Address:</p>	<p>8601MacArthur Blvd., Oakland, CA 94605</p>	
	<p>Phone:</p>	<p>510-879-2301</p>	
	<p>Email:</p>	<p>maira.lopezhurtado@ousd.org</p>	
<p><b>Applicant Obtained Approval Signatures:</b></p>			
<p><b>Name/s</b></p>	<p><b>Entity</b></p>	<p><b>Signature/s</b></p>	<p><b>Date</b></p>
<p>Vanessa Sifuentes</p>	<p>Department Chief</p>		
<p>Sondra Aguilera</p>	<p>Chief Academic Officer</p>		<p>2/13/2025</p>
<p><b>Grant Office Obtained Approval Signatures:</b></p>			
<p><b>Name/s</b></p>	<p><b>Entity</b></p>	<p><b>Signature/s</b></p>	<p><b>Date</b></p>
<p>Lisa Grant-Dawson</p>	<p>Senior Business Officer</p>		
<p>Kyla Johnson-Trammell</p>	<p>Superintendent</p>		

Approved as to form by:

  
 \_\_\_\_\_  
 Roxanne De La Rocha  
 OUSD Staff Counsel

1/17/2025  
 \_\_\_\_\_  
 Date

Hello Maria,

Congratulations on being selected as an Award Recipient for the Bay Area K-16 Collaborative College & Career Exploration Fund!

Castlemont High School will receive an award of \$7,500 to be used during the 2024-2025 academic year to support students/educators in the Education, Health Care, and Engineering/STEM pathways by hosting the following:

- field trips with pathway-specific activities

Across the Bay Area, school districts, community colleges, and universities have expressed a dire need for college and career exploration activities to supplement college readiness efforts and guidance on pathways to various careers and industries. The College & Career Exploration Fund was designed to support a range of work-based learning, college-going, and professional development experiences to support students and educators in three designated subregions – East Bay, San Francisco/Peninsula, and San José. The Bay Area K-16 Collaborative invited institutions to apply for resources to host an event, activity, or experience to increase awareness in the industries of Healthcare, Education, and/or Engineering/STEM.

**Please respond to this email ASAP and accept the award**, which will be seen as a commitment to spend the funds as outlined in the budget submitted with your application. If we do not receive a response accepting the terms of the award by the end of the day on November 12th, we may redistribute the funding to another applicant.

#### **Receiving Award Funds:**

In your response to accept the award, please provide the contact information of your organization's business officer to receive an invitation to become a UC Berkeley Supplier. **It is important that you connect with your organization's business officer and let them know that they will be receiving this invitation.** Once the financial profile is set up, the award will be issued to your campus within 3-4 weeks. *\*If your organization opts to receive an Electronic Funds Transfer (or ACH), processing time will be greatly reduced.\** **Please make sure to keep in contact with your business officer to ensure that you receive the funds in a timely manner.**

#### **Use of Award Fund:**

The funding cannot be spent on events, activities, projects, materials, salaries and benefits; student scholarships or cash equivalents, or basic operational costs that are not in direct alignment with the approved budget attached to this award letter.

Proposed changes to your site's approved budget may be submitted to Danielle Armstrong via email ([daniarmstrong@berkeley.edu](mailto:daniarmstrong@berkeley.edu)), detailing the change in expense type, amount, and justification prior to April 30,



2025. The change must be approved prior to hosting the experience. Notification will be provided within 2 weeks of the request.

**IMPORTANT:** In order to close out your mini award, you must complete the [Bay Area K-16 Collaborative College & Career Exploration Fund Survey & Closeout Form](#). Here are some of the required elements.

- Detailed highlights & challenges
- Student testimonial(s)
- Picture(s) that have photo clearance(s)
- Receipts from approved budget purchases

**Awarded funds must be spent by May 31, 2025.** Any unexpended funds must be returned to the Center for Educational Partnerships at UC Berkeley. A check made out to the Regents of the University of California, must be remitted to Hearst Field Annex C-10, Berkeley, CA 94710-1060 by June 30, 2025.

We deeply value your partnership and look forward to serving the future needs of Bay Area students and communities.

Feel free to contact Danielle Armstrong ([daniarmstrong@berkeley.edu](mailto:daniarmstrong@berkeley.edu)) with any questions.

Warm Regards,



Claudia Morales  
Executive Director  
Center for Educational Partnerships  
University of California, Berkeley



<b>Bay Area K-16 Collaborative</b>							
<b>College &amp; Career Exploration Fu</b>		<b>SITE NAME:</b>	Castlemont High School				
		<b>DISTRICT:</b>	Oakland Unified School District				
<b>Expense Category</b>							
	<b>Personnel: Salaries/M</b>	<b>Budget Line Item Narrative</b>	<b>Duration</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>TOTAL</b>
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
		<b>TOTAL Salaries</b>		0.00	0.00	0.00	0.00
		<b>TOTAL Benefits</b>					0.00
		<b>TOTAL COMPENSATION</b>		0.00	0.00	0.00	0.00
<b>Event Expenses</b>	<b>Budget Narrative</b>			<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>TOTAL</b>
	Transportation	2 busses (80 students, 10 staff) x 2 trips					6,000.00
	Food for Lunch	\$15/person (100 people- OUSD students/staff + BCC staff)	OUSD will cover lunch one day and BCC will cover lunch one day				1,500.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
		<b>TOTAL EVENT EXPENSES</b>		0.00	0.00	0.00	7,500.00

