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Introduction Date	3-12-14
Enactment Number	14-0418
Enactment Date	3-12-14
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, Acting Superintendent

Subject: **District Submitting Grant Renewal Application**

ACTION REQUESTED:

Approval and support by the Board of Education of District applicant submitting 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.

BACKGROUND:

Grant proposal for OUSD schools for the **2013-2014** fiscal year were submitted 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 for Castlemont HS, Children's Learning Center, Community Immersion Program, Dewey HS, Fremont Federation, Hillside Academy, Life Academy, McClymonds, Met West, Oakland HS, Oakland TECH, Skyline, Ruidsdale/Sojourner Truth, Bret Harte, Edna Brewer, Frick, Montero, Roosevelt, Westlake & UFSA.	The grant provides funding to the Programs for Exceptional Children Department to provide instructional services and support for career transition and employment.	7/1/2013 thru 6/30/2014	California Department of Education	\$315,064.00

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: \$315,064.00

RECOMMENDATION:

Approval and support by the Board of Education of District applicant submitting a grant proposal for OUSD schools for fiscal year **2012-2013** 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: Program Budget, Statement of Assurances, Ed Code Requirement, & Program Profile.

OUSD Grants Management Face Sheet

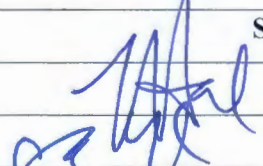
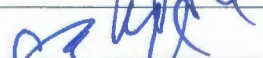
Title of Grant: WorkAbility 1	Funding Cycle Dates: July 1, 2013- June 30, 2014
Grant's Fiscal Agent: (contact's name, address, phone number, email) Sheilagh Andujar, Associate Superintendent Programs for Exceptional Children 2850 West Street Oakland, CA 94608 (510) 874-3700 sheilagh.andujar@ousd.k12.ca.us	Grant Amount for Full Funding Cycle: \$315,064
Funding Agency: California Department of Education Special Education Division	Grant Focus: Career Transition & Employment Support
List all School(s) or Department(s) to be Served: High Schools: Castlemont HS, Children's Learning Center, Community Immersion Program, Dewey HS, Fremont Federation, Life Academy, McClymonds, Oakland HS, Oakland TECH, Skyline, Rudsdale/Sojourner Truth, Coliseum College Prep Academy (CCPA) Middle Schools: Bret Harte, Edna Brewer, Frick, Montera, Roosevelt, Westlake, United for Success, West Oakland MS, CCPA	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	This grant provides resources and personnel support to integrate work-readiness skills in the curriculum, conduct career/vocational assessments & pre-vocational training workshops, develop employment opportunities for students and assist in the development of IEP transition goals.
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 4.57% 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.)	Program activities are centered on an Array of Services consistent with the California Education Code. All students served are recorded in the CDE WorkAbility 1 database system, indicating services received and work placements provided for the school year. Teachers are informed of these career awareness and employment development activities, which may be recorded in each student's IEP. WA1 also conducts a follow-study for those students who have exited the district for up to two years to record their transition outcomes, and provide referrals for additional services as needed.
Does the grant require any resources from the school(s) or district? If so, describe.	Office/classroom space for staff, technology resources to complete data input, office equipment, access to student records (AERIES/ DA), teacher participation and collaboration to connect with students & parents, and to assist students in completing job-readiness activities and assignments.
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.)	Yes, students engage in community based instruction, study tours, college and community agency visits, off-campus employment and job readiness workshop activities to complete the array of services required by the grant.
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Petrina Alexander, WorkAbility 1 Coordinator, TSA PEC/WorkAbility 1 2850 West Street Oakland, CA 94608 (510)874-3724 (510)874-3725 fax petrina.alexander@ousd.k12.ca.us

Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Principal			
Department Head	Sheilagh Andujar		1/29/14

Grant Office Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Fiscal Officer	Vernon Hal		1/30/2014
Superintendent	Gary Yee		2/18/14

WorkAbility 1 Special Grant 2013-14 FINAL Budget
Oakland USD (088-03)

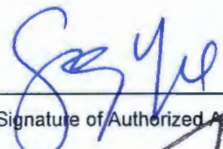
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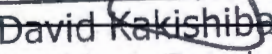
WA1 Project Contact Petrina Alexander, HSS Committee
 Email petrina.alexander@ousd.k12.ca.us
 Phone (510) 874-3724
 Summer Phone (510) 772-6721
 Fax (510) 874-3725
 LEA Type SELPA

CDE Use Only

CERTIFICATION

I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this budget is correct and complete; and that the assurances submitted previously are accepted as the basic conditions in the operation of this program for local participation.

 Gary Yee, Superintendent 2/18/14
 Signature of Authorized Agent Name and Title of Authorized Agent Date


 David Kakishiba
 President, Board of Education

	Amount for 2013-14	Grant Reporting Period
Total Budget (from 2013-14 Grant Award Letter)	\$315,064.00	7/1/2013 – 6/30/2014

CDE Use Only

Reviewed and Recommended for Approval By

Special Education Division Consultant

Date

Object of Expenditures			Budget Amounts
Line	Account	Classification	Budget Date: 5/31/2013
1	1000	Certificated Salaries	\$ 58,505.00
2	2000	Classified Salaries	\$ 144,387.00
3	3000	Employee Benefits	\$ 75,365.00
4	4000	Books and Supplies	\$ 10,466.00
5	5000	Services and Other Operating Expenses	\$ 10,853.00
6		Total Direct Costs (Subtotal)	\$ 299,576.00
7		Indirect Cost 5.17 %	\$ 15,488.00
8		Total Budget	\$ 315,064.00

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Project Description:

The WorkAbility I grant provides resources and personnel support to integrate work-readiness skills in the curriculum, conduct career/vocational assessments, offer pre-vocational training workshops and develop employment opportunities for students. The Oakland USD WorkAbility I program staff work closely with school site staff, local businesses, and community agencies to create opportunities that will assist students in transitioning to adulthood. Partnerships have been established with local youth organizations to leverage program funds and increase student access to work opportunities.

Number of High School Students funded to serve for 2013-14: **640**

Number of High School Students to place in paid employment positions for 2013-14: **160**

Number of Middle School Students funded to serve for 2013-14: **206**

Middle School funds for 2013-14 (already included in Budget Total): **\$68,804.00**

Line	Account	Classification	Budget Amounts	
1	1000	Certificated Salaries	\$58,505.00	
	\$45,968	(HS) <u>Petrina Alexander</u> , WorkAbility I Program Coordinator, TSA		0.550 FTE @ \$83,579/yr FTE
		Coordinate WAI program district-wide and supervise program staff members to ensure implementation of array of services for high school and middle school program participants. Responsibilities include facilitating staff meetings to assist teachers in understanding the mission of WorkAbility I, support classroom teachers with the integration of pre-employment materials provided, marketing WAI program to parents, students school site staff, community agencies and employers. Create annual budget based on program needs and activities, monitor WAI budget expenditures and work with financial officers to ensure grant compliance.		
		Serve WAI program participants at designated middle and high schools, conduct job-readiness workshops, interview students to assess career/employment interests, provide counseling and guidance related to careers and post-secondary education, and develop work opportunities for students with employment partners. Attend mandatory WAI trainings and fulfill goals of the Human Support Services committee as the elected chairperson.		
	\$12,537	(MS) <u>Petrina Alexander</u> , WorkAbility I Program Coordinator, TSA		0.150 FTE @ \$83,579/yr FTE
		Organize and coordinate WAI activities for middle school students to identify and explore career interests. Create opportunities for career exploration in the community and with local businesses.		
2	2000	Classified Salaries	\$144,387.00	
	\$45,150	(HS) <u>Lillian Johnson</u> , WAI Employment Specialist		1.000 FTE @ \$45,150/yr FTE

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		Assists in the coordination and implementation of high school program activities, works directly with program participants at designated high schools per the array of services, conducts Get Ready! pre-employment workshops, interview and provides careers assessments to students to determine employment interests, develops work opportunities, places students to work with various employer partners, and monitors work performance to meet employer expectations and transition to unsubsidized employment.	
	\$2,500 (HS)	100.00 hrs X \$25.00/hr	
		After hours extended time as required to complete follow-up study phone calls and input data electronically	
	\$34,017 (MS)	<u>Victor Littles</u> , Community Relations Specialist 0.700 FTE @ \$48,596/yr FTE	
		Assists in the coordination and implementation of middle school activities that develops student career awareness and future employability. Develops partnerships with community agencies and businesses to promote the mission of WorkAbility. Organize field trips to local colleges and training programs to inform students of higher education opportunities. Perform general office duties.	
	\$62,720 (HS)	Student Wages: 112 students X 80.00 hours X \$7.00 per hour	
3	3000	Employee Benefits	\$75,365.00
	\$3,207 (HS)	Workers Compensation for student workers	
	\$32,400 (HS)	<u>Petrina Alexander</u> , WorkAbility I Program Coordinator, TSA Certificated	Salary: \$45,968
	\$19,414 (HS)	<u>Lillian Johnson</u> , WAI Employment Specialist Classified	Salary: \$45,150
	\$14,627 (MS)	<u>Victor Littles</u> , Community Relations Specialist Classified	Salary: \$34,017
	\$5,717 (MS)	<u>Petrina Alexander</u> , WorkAbility I Program Coordinator, TSA Certificated	Salary: \$12,537
4	4000	Books and Supplies	\$10,466.00
	\$3,000 (HS)	Instructional materials- career/college reference books, interest inventories, employment/educational information DVD's, posters, and work interview/uniform clothing items for student training and employment, tools/supplies for work simulation activities and special projects.	
	\$2,600 (HS)	Two (2) computers needed for program staff to input follow-up data, and document services provided to students for WAI online grant reporting.	
	\$1,881 (HS)	Office supplies and consumables to maintain student records, document student activities and data entry.	
	\$1,800 (HS)	Printing (time sheets, business cards, program pamphlets, and brochures), supplies for program promotion/ marketing activities and student exhibition activities.	

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	\$ 525	(HS)	Bus tickets for student work based learning activities	
	\$ 300	(HS)	Postage for mailings to students and follow -up	
	\$ 360	(MS)	Bus tickets for student community based learning activities	
5	5000	Services and Other Operating Expenses	\$10,853.00	
	\$4,000	(HS)	Required travel for trainings and business meeting for WAI staff. Travel for HSS Chair to attend required Advisory Board and Human Support Services Committee meetings. Expense for Committee Chair	
	\$2,800	(HS)	Bus service to commute students to community and business industry events	
	\$2,507	(HS)	Mileage for WAI staff to travel between school sites, community agency meetings, job develop and monitor students at work.	
	\$ 800	(MS)	Travel expenses for Middle School program staff to attend WAI business meetings and trainings.	
	\$ 396	(MS)	Mileage for staff to travel to various middle school sites, meetings with local community partners, and conduct program activities.	
	\$ 350	(MS)	Admission fees for community outings/industry tours	
7		Indirect Cost: 5.17%	\$15,488.00	
	Indirect costs assigned to budget to cover central administrative costs			
Total Budget			\$315,064.00	

WorkAbility 1 Vision/Mission Statement

- The vision of the CDE, Special Education Division is that all individuals with disabilities will successfully participate in preparation for the workplace and independent living.
- The mission of WorkAbility 1 is to promote the involvement of key stakeholders (students, families, WorkAbility staff, educators, youth-serving organizations, workforce development organizations, postsecondary education and training, and business partners) in planning and implementing an array of services that will culminate in successful student transition to employment, lifelong learning, and quality adult life.
- WorkAbility 1 culminates in preparing students for successful transition to employment, continuing education, and quality adult life with an emphasis on work-based learning opportunities for all students.
- WorkAbility 1 achieves this mission primarily by providing work-based learning experiences for all WorkAbility 1 students.

Section 56471 of the California Education Code states that:

WorkAbility project applications shall include, but are not limited to, the following elements: (1) recruitment, (2) assessment, (3) counseling, (4) pre-employment skills training, (5) vocational training, (6) student wages for try-out employment, (7) placement in unsubsidized employment, (8) other assistance with transition to a quality adult life, and (9) utilization of an interdisciplinary advisory committee to enhance project goals.

Please describe in 250 words or less how each of the above requirements is implemented by your WorkAbility 1 site:

1. Recruitment

The OUSD WorkAbility I program recruits student participants in a variety of ways. WAI personnel meet regularly with Special Education department staff at designated schools to identify students that will be best served by the program. WAI staff give classroom presentations to review the objectives of the program and connect with students who want to participate in pre-employment workshops and job search services offered. Promotional materials are distributed to share the program mission and goals with parents, staff and administrators. Program staff also attend IEP meetings, Back to School night, Open House events, and Community Advisory Committee (CAC) meetings to make parents aware of the services offered by our department.

2. Assessment

WorkAbility I staff utilize printed/online career assessments, conduct observational, and situational assessments to identify each student's post-secondary interests. WAI staff work with classroom teachers to complete these career assessments, so that the information can be used to develop individualized career and education plans, transition goals and training opportunities for students.

3. Counseling

WorkAbility I program participants are counseled individually and in small group settings, about their desired career interests and then directed to counselors, agencies, and programs that can assist them in pursuing their goals. Special education case managers communicate with WA staff

regarding students in need of additional support to stay connected to school, via work-based learning opportunities. WorkAbility staff meet regularly to share concerns about student academic/behavior issues and identify strategies to best serve and meet the student's needs or refer them to the appropriate community agency. Students are also counseled about higher education opportunities that will help them to pursue their stated professional interests.

4. Pre-employment skills training

All WorkAbility I staff conduct "Get Ready" employment skill development workshops at assigned school sites to prepare students for job training opportunities and placement. Pre-employment training topics include: application skills, resume writing, interview preparation, customer service, business etiquette, work ethics, safety in the workplace, job retention and financial literacy. Students are given the opportunity to practice these skills before seeking competitive employment or meeting employer partners for job placement.

5. Vocational training

At each high school, the OUSD Career and College Readiness Office (CCRO) offers various academy programs that students may apply to. These academies give students exposure to different career industry pathways. Students are informed of these academy choices and encouraged to apply based on their career interests. WorkAbility I program participants are enrolled in the following vocational courses: Computer Technology, Construction Technology, Graphic Design, Fashion Design, Education, Media, Social Justice, Health Science, Environmental Science, Law and Public Service. Interested students are also taken on study tours to visit local training programs throughout the school year. In junior year, WorkAbility I staff refer students enrolled in the Career Technical Education academies for internship opportunities.

The WorkAbility I program is working with the CTE Outreach Manager at Laney College to inform students of certificate programs offered to prepare for jobs in the skilled trades. Students have been assisted with signing up for these post-high school programs and in taking classes through concurrent enrollment.

This year, students were accepted to the ACE Mentor program with Turner Construction and were paired with mentors in the Construction & Engineering fields. Students worked as part of teams with other youth on current Bay Area construction project tasks.

Additionally, WAI students are referred to local program partners for internship opportunities- Waterside Workshops, Youth Radio, Youth Employment Partnership, Youth Uprising, BRIDGES. Students are assisted in completing the enrollment process for employment with these various agencies, and WAI staff work collaboratively with agency staff to monitor student work performance.

6. Student wages for try-out employment

Students that participate in the "Get Ready" pre-employment skill development workshops, meet attendance and g.p.a. requirements and are interested in working may apply to the Work Experience program offered by OUSD WorkAbility I.

In the workshops, students are prepared to interview with employer partners that offer training opportunities related to their interests. Once selected by an employer for a position, a training agreement is prepared and signed by all parties (employer, student, parent, WA/OUSD staff) outlining the duties the student will perform. Prior to their start date, students are counseled about employer expectations, work environment and safety procedures, as well as their responsibility in maintaining academic performance and meeting school obligations.

All work experience education students may participate in an employment training opportunity for up to 80 per school year. The training hours per try-out opportunity will be determined by WorkAbility staff and may differ based on identified student need for transition to unsubsidized employment.

Priority for placement in employment try-out opportunities is as follows:

Young Adult Program Participants

Special Day Class/ NSH students (11-12th grade)

Resource Specialist students (11-12th grade)

High School SH students (12th grade)

*Within each category, work opportunities are first provided to students with no previous work experience.

7. Placement in unsubsidized employment

WorkAbility staff develop direct hiring opportunities for students by attending local job fairs and meeting with employers to market our program and the student clientele served. Students who have previously completed a subsidized work opportunity are referred to, and supported in completing the application and enrollment process with community organizations that provide internships and work opportunities. Information about hiring opportunities is shared with students via "Job Alert" postings, pre-employment workshops, emails and text messages. Students contact the employment specialists to get assistance in following through the application process and interview preparation. Local hiring managers have supported our work placement efforts by granting interview opportunities, when they have been alerted that a WA student has applied for a position. Additionally, while students are in a subsidized work placement, they are monitored and evaluated regularly to assist them in meeting employer expectations to become hired.

8. Other assistance with transition to a quality adult life

WorkAbility I partners with the OUSD Transition Partnership Project (TPP) which is a collaborative effort between OUSD and the Department of Rehabilitation (DOR) to provide post-secondary vocational support services. High school juniors and seniors participating in WorkAbility are referred to TPP and encouraged to apply for DOR services to assist them in their transition from high school to post-secondary training opportunities or employment. Students who complete the DOR application process participate in additional transition activities with designated TPP teachers and staff.

Marriott Bridges "School to Work Program" is another program partner, which supports students in landing competitive employment opportunities. Students who may have completed a WAI subsidized placement or want to pursue unsubsidized employment are referred and can continue to utilize these services after they exit the school district. Additionally, many of the students contacted during the follow study who indicate a need for or request employment support are referred to Bridges.

WAI students who have barriers to employment due to incarceration and probation are referred to our program partners at Youth Radio, Youth Uprising and the Youth Employment Partnership, which receive Measure Y funding, dedicated to provide counseling and work training to at-risk youth.

This school year, a specific Memo of Understanding was developed with Youth Employment Partnership (YEP) to set aside a designated number of guaranteed summer employment positions for WAI identified students. WAI and YEP staff support the students in securing job placements and monitor work performance.

9. Utilization of an interdisciplinary advisory committee to enhance project goals

OUSD WAI program staff participates in planning meetings with other local agencies that offer employment resources and training opportunities to youth or serve individuals with disabilities. Our program works closely with the OUSD Career and College Readiness Office, the Marriott Bridges "School to Work" Transition program, Department of Rehabilitation, Youth Radio, Youth Uprising, and Youth Employment Partnership Program and Developmental Disabilities Council.

WA1 Project Information

Grantee Name **Oakland USD**
Project Name **Oakland USD**
Project Number **088-03**
Street Address 2850 West Street
City, State, Zip Oakland, CA 94608
Phone (510) 874-3724
Fax (510) 874-3725
LEA Type SELPA
Mailing Address 1025 2nd Avenue
City, State, Zip Oakland, CA 94606

WA1 Project Contact

Name Petrina Alexander
Title HSS Committee
Phone (510) 874-3724
Summer (510) 772-6721
Fax (510) 874-3725
Email petrina.alexander@ousd.k12.ca.us

Expected to serve the following:

Counties: Alameda

Districts: Oakland Unified School District

Schools: *	Name	County	# of Eligible Students
	Bay Hill	Alameda	10
	Bret Harte Middle School	Alameda	100
	Castlemont High	Alameda	98
	Children's Learning Center	Alameda	10
	Claremont Middle School	Alameda	75
	Community Immersion Program/ On-TRAC	Alameda	94
	Dewey Academy	Alameda	18
	Edna Brewer Middle School	Alameda	116
	Elmhurst Community Prep	Alameda	50
	Emiliano Zapata Street Academy	Alameda	15
	Fremont HS	Alameda	107
	Frick Middle School	Alameda	65
	Hillside Academy	Alameda	8
	Life Academy High School	Alameda	41
	McClymonds High School	Alameda	32
	MetWest High School	Alameda	11
	Montera Middle School	Alameda	122
	Oakland High School	Alameda	185
	Oakland International High School	Alameda	16
	Oakland Technical High School	Alameda	220
	Oakland Unity High School	Alameda	26
	Ralph Bunche	Alameda	5
	Roosevelt Middle	Alameda	83
	Rudsdale Continuation HS	Alameda	13
	Skyline High School	Alameda	222
	Sojourner Truth	Alameda	33
	Temporary Alternative Placement Center (TAP)	Alameda	10
	United For Success Academy	Alameda	31
	West Oakland Middle School	Alameda	28
	Westlake Middle School	Alameda	101

Number of LEAs by Category:

Gen Ed (11)
Non-Public (2)

Spec Ed (3)
Continuation (3)

Middle Sch (10)
DJJ (0)

Adult Ed (0)
Alternative (1)

* The school list and number of eligible students by school are based on the current year.

	2012-13 Funded	Actual through June 30, 2013	2012-13 Requested INCREASE/DECREASE	2013-14 Proposed Served Total	CDE Approved for 2013-14
Served (HS)	620	627	0	620	640
Served (MS)	206	213	0	206	206
Placed *	155	174			

* Students placed should be no less than 25% of students funded to be served. Placed means a student working at a job earning a wage.

On-Campus Waiver Request

If applicable, please provide a justification for your project's on-campus waiver request. Please include the number of students you propose to place on-campus. Be aware that the waiver cannot be for more than 5% of the students you place in employment, and the number of on-campus placements will be considered in your project's renewal application:

No waiver requested