

File ID Number	13-2675
Introduction Date	3-12-14
Enactment Number	14-0414
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, Ph.D., Superintendent

By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action  
Vernon Hal, Deputy Superintendent, Business & Operations

Subject: District Submitting Grant Award

### **ACTION REQUESTED:**

Approval and support by the Board of Education of District applicant submitting grant award 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 award 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	Type	Recipient	Donation's Purpose	Time Period	Funding Source	Donation Amount
13-2675	YES	Grant	Claremont Middle School	Support School Liaison Position	August 26, 2013 through June 12, 2014	Abundance Foundation Grant	\$26,500

### **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: \$26,500

### **RECOMMENDATION:**

Approval and support by the Board of Education of District applicant submitting a grant award for OUSD schools for fiscal year to same, if granted, in whole or part, pursuant to the terms and conditions thereof and to submit amendments thereto, for the grant year, if any.

### **ATTACHMENTS:**

OUSD Grants Management Face Sheet

OUSD Grants Management Face Sheet

<b>Title of Grant:</b> Abundance Foundation Grant	<b>Funding Cycle Dates:</b> 9/26/13 - 6/13/14
<b>Grant's Fiscal Agent:</b> (contact's name, address, phone number, email address) STEPHEN KAHN, 510-841-4145, www.abundance.org	<b>Grant Amount for Full Funding Cycle:</b> \$26,500
<b>Funding Agency:</b> Abundance Foundation	<b>Grant Focus:</b> Design Thinking & Making
<b>List all School(s) or Department(s) to be Served:</b> Claremont Middle School	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	Design Thinking & Making provides learning experiences that deepen student understanding and application of student discourse.
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.)	The Abundance Foundation & Agency by Design will collect and assess student work throughout the school year. In addition, they conduct frequent visit and bi-monthly conferences with the Design Thinking & Making Teacher.
Does the grant require any resources from the school(s) or district? If so, describe.	The grant does not require any resources from the school or district
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, services are not being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU.
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, the Design Thinking & Making Project Zero Program does not take students out of the classroom at anytime.
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Nendy Donner is the contact person managing and assuring grant compliance.

**Applicant Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Principal	Reginald Richardson		12/3/13
Department Head - REXO (e.g. for school day programs or for extended day and student support activities)	Sarah JO		1/6/13

**Grant Office Obtained Approval Signatures:**

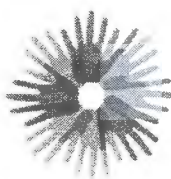
Entity	Name/s	Signature/s	Date
Fiscal Officer	Vernon Hal		
Superintendent	Gary Yee		

David Kakishiba  
8/29/10 OUSD Grants Management Services  
President, Board of Education

Gary Yee, Ed.D.  
Secretary, Board of Education

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





**ABUNDANCE**  
FOUNDATION

**127 UNIVERSITY AVENUE  
BERKELEY, CA 94710  
510-841-4145  
[www.abundance.org](http://www.abundance.org)**

October 9, 2013

Mr. Reginald Richardson, Co-Principal  
Claremont Middle School  
5750 College Avenue  
Oakland, CA 94618

Dear Reginald:

The Abundance Foundation is pleased to make a grant in the amount of \$26,500 to Claremont Middle School (Grantee) under our sub-contract with the Harvard Graduate School of Education/Project Zero to support the position of Agency by Design (AbD) School Liaison for the 2013-14 academic year. This grant is made under the following terms and conditions:

1. The purpose of the grant is to provide support for the services of a teacher, half-time, who will be designated the AbD School Liaison. The scope of service, responsibilities and expectations of the AbD School Liaison are further detailed in the attached Scope of Service.
2. If, for any reason, this grant cannot be used for the above purposes, Grantee will contact the Abundance Foundation in advance of making any expenditures from grant funds.
3. This grant will be paid in two installments: \$13,250 no later than October 15, 2013 and \$13,250 no later than February 15, 2014. The second payment will be made upon completion of the fall semester work and submission of the fall semester report.
4. The Abundance Foundation will also reimburse Grantee for reasonable, documented expenses that Grantee incurs in connection with the performance of the duties under this Grant Agreement, such as supplies and project-related travel. Expenditures over \$100.00 must be approved in writing in advance by the Abundance Foundation. Grantee will submit documentation of the purpose of the expenditures in accordance with the expense billing policies of the Abundance Foundation. Reimbursement of approved expenses will be made within 30 days of submission of complete documentation.

5. All work performed by the AbD School Liaison shall be performed as an employee of Grantee. Grantee is solely responsible under all applicable laws for (i) withholding and reporting of taxes on the School Liaison's income, (ii) other tax and welfare and benefits payments, insurance and other contributions required with respect to the employment of the School Liaison by Grantee. The School Liaison is not an employee, agent or contractor of the Abundance Foundation, Project Zero of the Harvard Graduate School of Education.

6. All work performed under this Agreement is performed as "work for hire" under the terms Abundance Foundation's sub-contract with Harvard Graduate School of Education/Project Zero.

7. Grantee agrees to defend and indemnify and hold the Abundance Foundation, Project Zero and the Harvard Graduate School of Education and its affiliates, employees, faculty members, students, members of its governing boards and agents harmless from and against any claims, losses, liabilities, damages, costs and expenses including reasonable attorneys' fees arising out of or relating to Grantee's breach or alleged breach of any warranty or other provision of this Agreement, or any other negligent or wrongful act or omission of Grantee. Grantee shall not be obliged to pay or indemnify any settlement amount unless Grantee has consented to the settlement.

Please sign and return the enclosed copy of this letter indicating your receipt of the check and acknowledgement of the terms of this grant agreement.

On behalf of the Abundance Foundation, Project Zero and Agency by Design, we really appreciate the partnership with your school and the engagement of community educators in the development and implementation of the program.

Sincerely,

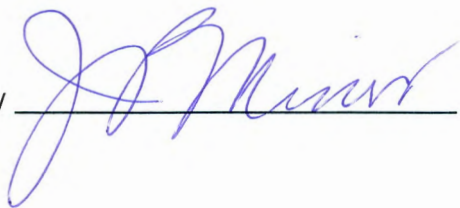


Stephen Kahn  
President

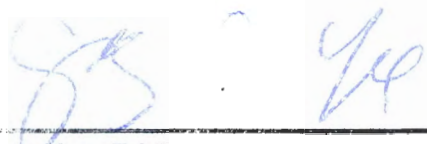
Received and acknowledged:

CLAREMONT MIDDLE SCHOOL

By



David Kakishiba  
President, Board of Education

  
\_\_\_\_\_  
Gary Yee, Ed.D.  
Secretary, Board of Education

Date

2/28/14



## **2013-14 School Liaison Scope of Service**

### **FOCUS**

- Provide overall AbD support in schools
- Design and lead study groups
- Act as school point person among various AbD groups (PZ team, LEDT, OLC, David Stephen, etc.), ensuring ongoing relationships and connections
- Encourage the visibility of the project
- Bring LEDT ideas back to their school

### **RESPONSIBILITIES**

#### ***STUDY GROUPS/WORKSHOPS***

- Design and facilitate Study Groups (in consultation with PZ if/when appropriate)
- Provide logistical support around workshops and study groups (if and when at participant's school: securing space, gathering material, distributing worksheets, providing directions, getting snacks, etc.)
- Participate as LEDT member
- Send out email to school participants (Cohorts 1 and 2) following any activity sent out by PZ (confirming receipt, offering support, etc.)

#### ***DOCUMENTATION/VISIBILITY***

- Help document the project – during workshops and study groups, taking pictures at schools, recording student work, etc.
- Help make student and teacher AbD work visible in schools (exhibitions, gallery space, etc.)
- Contribute to AbD blog (one post per year per liaison; co-authoring acceptable)
- Actively engage social media aspect of project, including twitter, photos, documentation, yammer

### **EXPECTATIONS**

- Meet monthly as a School Liaison Team
- Liaison's schedule must allow for regular meeting time within school day
- Participate on LEDT and attend those meetings
  - Create rotating leadership model, e.g.:
    - ↓ Design and lead the meeting; Document the meeting; Share/report out;
    - Social media lead

2405

**ABUNDANCE FOUNDATION**

127 UNIVERSITY AVE.  
BERKELEY, CA 94710  
(510) 841-4123

Bank of America



Check Fraud  
Protection for Business

11-35-1210

10/7/2013

PAY TO THE ORDER OF Claremont Middle School

\$ \*\*13,250.00

Thirteen Thousand Two Hundred Fifty and 00/100\*\*\*\*\*

DOLLARS

Claremont Middle School  
5750 College Avenue  
Oakland, CA 94618

AUTHORIZED SIGNATURE

MEMO PZ School Liason Grant

⑈002405⑈ ⑆121000358⑆ 05443⑈41640⑈

**ABUNDANCE FOUNDATION**

Claremont Middle School

10/7/2013

2405

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
10/7/2013	Bill	PZ Liason Grant	13,250.00	13,250.00		13,250.00
					Check Amount	13,250.00