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Introduction Date	5/14/14
Enactment Number	14-0772
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By	<u>6</u>



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

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

To: Board of Education

From: Dr. Gary Yee, Acting Superintendent and Secretary, Board of Education  
By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action  
Vernon Hal, Deputy Superintendent, Business & Operations

Subject: **Grant Award Acceptance – Abundance Foundation – Oakland International High School**

**ACTION REQUESTED:**

Acceptance by the Board of Education of the Abundance Foundation Grant Award for Oakland International High School for fiscal year 2013-14.

**BACKGROUND:**

Grant proposals for OUSD schools for the 2013-2014 fiscal years 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
14-0491	x	Grant	Oakland International High School	The grant will support Project Zero liaison position, supplies and the maker projects	07/01/2013 thru 07/01/2014 <i>6/30/14</i>	Abundance Foundation	\$41,000.00

**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 completed grant application for the program listed in the chart by the school.

**FISCAL IMPACT:**

The total amount of grant will be provided to OUSD schools from the funder.

- Grants valued at: \$41,000.00

**RECOMMENDATION:**

Acceptance by the Board of Education of the Abundance Foundation Grant Award for Oakland International High School for fiscal year 2013-14.

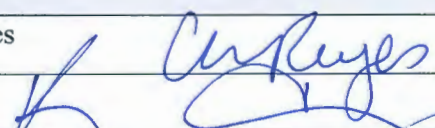
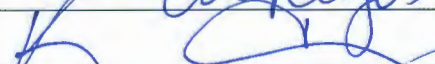
**Attachments:** Grant Award Notification  
Face Sheet

# OUSD Grants Management Face Sheet

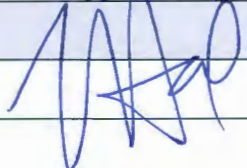
<b>Title of Grant:</b> Agency By Design	<b>Funding Cycle Dates:</b> 2013-14
<b>Grant's Fiscal Agent:</b> (contact's name, address, phone number, email address) 127 University Ave Berkeley Ca 94710 510-841-4145 www.abundance.org	<b>Grant Amount for Full Funding Cycle:</b> \$41,000.00
<b>Funding Agency:</b> Abundance Foundation	<b>Grant Focus:</b> Arts & Design
<b>List all School(s) or Department(s) to be Served:</b> Oakland International HS	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	Supporting teacher professional development to design projects through coaching and PD attendance
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 4.75% 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.)	There is no grant requirement for impact on student achievement.  All reporting will be done by the school site.
Does the grant require any resources from the school(s) or district? If so, describe.	No
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 4.25% 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.)	Carmelita Reyes, Principal <a href="mailto:Carmelita.Reyes@ousd.k12.ca.us">Carmelita.Reyes@ousd.k12.ca.us</a> 510-597-4287

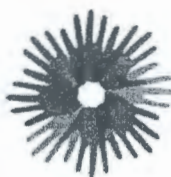
## Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Principal	Carmelita Reyes		4/7/14
Department Head			4/8/14

## Grant Office Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Fiscal Officer	Vernon Hal		
Superintendent	Garry Yee		4/14/14





**ABUNDANCE**  
FOUNDATION

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

February 14, 2014

Carmelita Welsh Reyes, Principal  
Oakland International High School  
4521 Webster Street  
Oakland, CA 94609

Dear Carmelita:

The Abundance Foundation is pleased to make a grant in the amount of \$41,000 to Oakland International High 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: \$20,500 no later than October 15, 2013 and \$20,500 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.

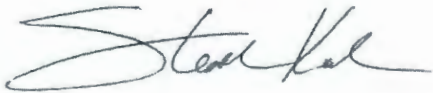
6. All work performed under this Agreement is performed as "work for hire" under the terms Abundance Foundation's sub-contract with Harvard Graduate School of Education/Project Zero.

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.

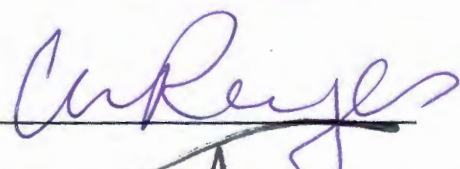
Sincerely,



Stephen Kahn  
President


Received and acknowledged:

OAKLAND INTERNATIONAL HIGH SCHOOL

By 

David Kakishiba  
President, Board of Education

Date \_\_\_\_\_

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





## **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