

File ID Number	16-0252
Introduction Date	2/10/16
Enactment Number	16-0252
Enactment Date	2-10-16
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

Subject: **District Submitting Grant Proposal**

**ACTION REQUESTED:**

Approval by the Board of Education of Grant Agreement with Oakland Education Fund on behalf of Bernard and Alba Witkin Charitable Foundation, awarding \$14,400.00 to Bridges Academy, for fiscal year 2015-2016, 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 2015-2016 fiscal year were submitted for funding as indicated in the chart below. The Grant Face Sheet and grant proposal packets are attached.

File ID #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
15-014061	Yes	Grant	Bridges Academy	to support compensation of library clerk	July 1, 2015- June 30, 2016	Bernard and Alba Witkin Charitable Foundation	\$14,400.00

**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 proposal 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: \$14,400

**RECOMMENDATION:**

Approval by the Board of Education of Grant Agreement with Oakland Education Fund on behalf of Bernard and Alba Witkin Charitable Foundation, awarding \$14,400.00 to Bridges Academy, for fiscal year 2015-2016, 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.

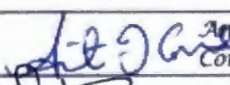

**ATTACHMENTS:** Grant face sheet, Grant Award Letter

**OUSD Grants Management Face Sheet**

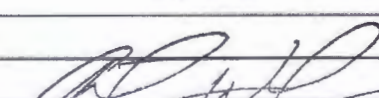
<b>Title of Grant:</b> Bernard and Alba Witkin Charitable Foundation grant for Bridges' library clerk compensation	<b>Funding Cycle Dates:</b> July 1, 2015-June 30, 2016
<b>Grant's Fiscal Agent:</b> (contact's name, address, phone number, email address) Anita Iverson-Comelo	<b>Grant Amount for Full Funding Cycle:</b> \$14,400
<b>Funding Agency:</b> Bernard and Alba Witkin Charitable Foundation	<b>Grant Focus:</b> to support funding library clerk compensation
<b>List all School(s) or Department(s) to be Served:</b> Bridges Academy at Melrose	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	The grant has helped Bridges Academy to keep the school library open. Our students need access to good literature and choice of books to select from to read for pleasure and learning. Each of the school's 19 classrooms visit the library once a week for half hour each.
How will this grant be evaluated for impact upon student achievement?	Our student achievement data on a variety of authentic and district assessments.
Does the grant require any resources from the school(s) or district? If so, describe.	None except hiring of clerk
Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU?	Services are provided by a STIP sub./library clerk hired through OUSD funded by Bernard and Alba Charitable Foundation grant.
Will the proposed program take students out of the classroom for any portion of the school day?	No
<b>Who is the contact managing and assuring grant compliance?</b>	Anita Iverson-Comelo

**Applicant Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Principal:	Anita Iverson-Comelo		1/8/16
Department Head (e.g. for school day programs or for extended day and student support activities)	Allen Smith		

**Grant Office Obtained Approval Signatures:**

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

1

8/2010 OUSD Grants Management Services

  
**James Harris**  
 President, Board of Education

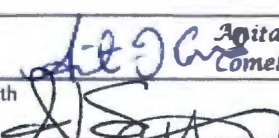

File ID Number: 16-0212  
 Introduction Date: 2-10-16  
 Enactment Number: 16-0250  
 Enactment Date: 2-10-16

**OUSD Grants Management Face Sheet**

<b>Title of Grant:</b> Bernard and Alba Witkin Charitable Foundation grant for Bridges' library clerk compensation	<b>Funding Cycle Dates:</b> July 1, 2015-June 30, 2016
<b>Grant's Fiscal Agent:</b> (contact's name, address, phone number, email address) Anita Iverson-Comelo	<b>Grant Amount for Full Funding Cycle:</b> \$14,400
<b>Funding Agency:</b> Bernard and Alba Witkin Charitable Foundation	<b>Grant Focus:</b> to support funding library clerk compensation
<b>List all School(s) or Department(s) to be Served:</b> Bridges Academy at Melrose	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	The grant has helped Bridges Academy to keep the school library open. Our students need access to good literature and choice of books to select from to read for pleasure and learning. Each of the school's 19 classrooms visit the library once a week for half hour each.
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Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU?	Services are provided by a STIP sub./library clerk hired through OUSD funded by Bernard and Alba Charitable Foundation grant.
Will the proposed program take students out of the classroom for any portion of the school day?	No
Who is the contact managing and assuring grant compliance?	Anita Iverson-Comelo

**Applicant Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Principal: Anita Iverson-Comelo		 Anita Iverson-Comelo	1/8/16
Department Head (e.g. for school day programs or for extended day and student support activities)	Allen Smith		

**Grant Office Obtained Approval Signatures:**

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



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Brian Stanley, Ed.D.  
Executive Director

Rebecca Hopkins  
Deputy Director

David Korsak  
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Elnora Tena Webb, Ph.D.  
Laney College President  
Member-at-Large

December 17, 2015

The Oakland Public Education Fund is pleased to provide a grant in the amount of: \$4,400.00.

The purpose, deliverables, intended impact, and reporting deadlines for this grant are detailed in the attached award letter. Below are some details related to this grant that will help you better load the funds into the appropriate district budget:

Site Code: 178

Primary Program Contact: Anita Iverson-Comelo

Grant Start: July 1, 2015

Grant End: June 30, 2016

**Special Requirements related to this allocation:**

This grant is provided with funding from the Bernard and Alba Witkin Charitable Foundation

The funds should be placed in the following district accounts

Revenue Orgkey: 6011552002

Expense Budget Orgkey: 1781552206

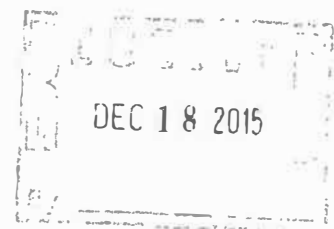
Site: 178 Bridges Academy

If you need additional documentation or have any questions related to these funds, please do not hesitate to contact me via email at [brian@oaklandfund.org](mailto:brian@oaklandfund.org).

Congratulations on your award! We are immensely honored to partner with you in helping every Oakland public school student learn, grow and thrive.

Warmly,

Brian Stanley, Ed.D.  
Executive Director  
Oakland Public Education Fund







Oakland Public Education Fund  
PO Box 27148  
Oakland, CA  
94602

## SECTION 1: PROJECT FUNDING OVERVIEW

Name of Project	Bridges Academy at Melrose
Date Approved	December 17, 2015
Funding Source	Oakland Public Education Fund
Amount of Grant	\$4,400.00
Grant Period	<b>Grant Start:</b> July 1, 2015 <b>Grant End:</b> June 30, 2016
Primary Program Contact	<b>Name:</b> Anita Iverson-Comelo <b>Email:</b> anita.comelo@ousd.k12.ca.us
Grant Writer	<b>Name:</b> Joanna Kaplan Rasheed <b>Email:</b> jkaplanrasheed@gmail.com
Reporting Requirements & Due Dates	<b>Interim Report:</b> <b>Final Report:</b> June 30, 2016

## SECTION 2: GRANT PURPOSE AND EXPECTED OUTCOMES

It is mutually understood that this grant is awarded with the expectation that you will expend the entire amount to address the following agreed-upon purpose and objectives. *While minor changes in plan are expected, if you or the team responsible for this grant wishes to modify these fundamental intentions of the project, you must seek prior approval of the Oakland Public Education Fund.*

### PURPOSE OF THIS GRANT

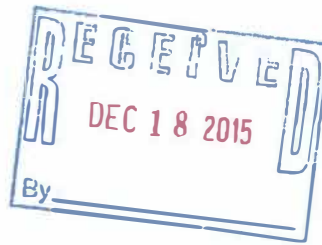
To support the compensation of the library clerk.

### STEPS YOU WILL TAKE TO ACHIEVE YOUR RESULTS

N/A

### WHAT WILL CHANGE AS A RESULT OF YOUR PROJECT

N/A



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PO Box 27148  
Oakland, CA  
94602

### SECTION 3: DISBURSEMENT

**IF FUNDS WILL BE TRANSACTED THROUGH THE OAKLAND ED FUND:** Please work with our Director of Finance and Administration, David Korsak (david@oaklandedfund.org), to set up any funds you requested that we hold on account in service of this project. Your organization may need to complete an agreement establishing a fund management relationship if one does not already exist.

**IF THE OAKLAND ED FUND IS ISSUING A GRANT TO A PUBLIC ENTITY:** Generally the board of public entities must approve receipt of grants above a certain limit. You should plan on the board approval process taking at least thirty days from submission. Please work closely with the appropriate staff at the public entity you are working with to ensure this process moves quickly so that work can begin on time. If you need additional documentation from the Ed Fund please do not hesitate to contact us.

#### PAYMENT SCHEDULE

Number of payments: 1

Payment 1	\$4,400.00	Return of this signed agreement.
Payment 2		N/A
Payment 3		N/A
Payment 4		N/A

#### REPORTING SCHEDULE

Note: Any reports without dates are not required for this grant.

Report Name	Date
<b>Interim Reporting</b>	
Interim 1 Due	
Interim 2 Due	
Interim 3 Due	
Interim 4 Due	
<b>Financial Reporting</b>	
Interim Financial Report Due	
Final Financial Report Due	June 30, 2016
<b>Final Reporting</b>	
Final Report Due	June 30, 2016

### SECTION 4: GRANT AGREEMENT

This grant was solicited using the 501(c)(3) designation of the Oakland Public Education Fund (the Ed Fund). Therefore, the Ed Fund is obligated to serve as the fiscal sponsor for these funds and as such has a unique role in ensuring that these charitable funds are expended in ways that align with applicable state and federal laws, I.R.S. Codes, and, if applicable, original funder intent.

Grant Notification: Agreement Number: 15014923-Bridges Academy at Melrose

Page 3 of 5



December 17, 2015

Dear Anita Iverson-Comelo,

On behalf of The Oakland Public Education Fund Board of Directors, I am pleased to inform you that a grant has been approved in the amount of \$4,400.00 for the project: Bridges Academy at Melrose (Grantee).

Please read the attached grant agreement carefully as it outlines the conditions of the grant as well as the payment and reporting schedules. If you agree to the terms and conditions please sign this agreement.

No funds will be disbursed until this agreement has been signed and returned.

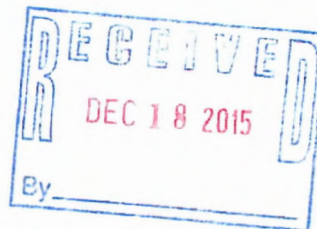
As a local education fund, our ability to fund important programs such as yours is contingent upon ongoing support from the Bay Area community. We look forward to partnering with you to let others know about the importance of philanthropy. Please include us in any communications connected with the grant, including press releases, programs, announcements, invitations, stories in the media, annual reports, and newsletters, and submit copies of any such publications with your reports. If your organization has a website, please link to [www.oaklandedfund.org](http://www.oaklandedfund.org). Our logo is available upon request. Any statement about the Oakland Public Education Fund should be cleared in advance through our Director of Communications Benj Vardigan ([benj@oaklandedfund.org](mailto:benj@oaklandedfund.org)).

The Oakland Ed Fund is deeply honored to join you in the work of helping every Oakland public school student learn, grow, and thrive.

Warmly,

A handwritten signature in black ink, appearing to read "Brian Stanley".

Brian Stanley, Ed.D.  
Executive Director  
Oakland Public Education Fund





Oakland Public Education Fund  
PO Box 27148  
Oakland, CA  
94602

hereof. The failure of the Ed Fund to exercise any of its rights under this Agreement shall not be deemed a waiver of such rights.

10. This Agreement shall be governed by and construed in accordance with the laws of the State of California applicable to agreements made and to be performed entirely within such State.

### SPECIAL CONDITIONS IMPOSED ON THIS GRANT

None

This Agreement constitutes the only agreement, and supersedes all prior agreements and understandings, both written and oral, among the parties with respect to the subject matter hereof. All Exhibits hereto are a material part of this Agreement and are incorporated by reference. This Agreement, including any Exhibits hereto, may not be amended or modified, except in a writing signed by all parties to this Agreement.

Understood and agreed to,

Grantee Authorized Signature

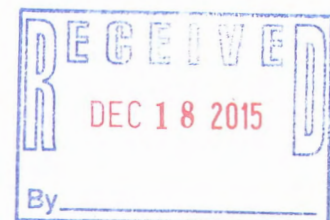
Signature:

DocuSigned by:  
*Anita Iverson-Comelo*  
42A5CB1B6B3B4A4

Oakland Ed Fund Authorized Signature

Signature:

DocuSigned by:  
*David Korsak*  
50FE1E7E95B9B4E6





007928

**Oakland Public Education Fund**  
 PO Box 27148  
 Oakland, CA 94607  
 (510) 221-6968

**Torrey Pines Bank**  
 1951 Webster St  
 Oakland, CA 94612  
 (510) 899-7500  
 90-4363/1222

12/18/2015

PAY TO THE  
 ORDER OF

Oakland Unified School District

\*\*4,400.00\*\*  
 \$

\*\*\*Four Thousand Four Hundred Dollars\*\*\*

DOLLARS {

Oakland Unified School District  
 1000 Broadway  
 Oakland, CA 94607

MEMO

⑈007928⑈ ⑆122243635⑆

2800214171⑈

Oakland Public Education Fund/PO Box 27148

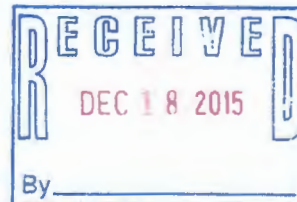
V-0434--Oakland Unified School District  
 Print As: Oakland Unified School District

1000 Broadway  
 Oakland, CA 94607

Torrey Pines Bank  
 Checking - 4171 4171  
 Date: 12/18/2015

007928

Date	Bill #	Reference Number	Fund	Amount Entered	Amount Paid
Acct	Memo	Department ID			
12/18/2015	15-014923				
1240--Grants receivable	Bridges Academy grant	NA	Bridges Academy at Melrose	\$4,400.00	\$4,400.00
Net Amount:					\$4,400.00





**STAFF**

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