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Enactment Number	16-1703
Enactment Date	10/26/16
By	OC



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: **Conditional Award - Letter of Agreement - Refugee Transitions - English Language Learners and Multi-Lingual Achievement Office**

ACTION REQUESTED:

Approval by the Board of Education of Conditional Award - Letter of Agreement Between District and Refugee Transitions, Oakland, CA, accepting up to \$50,400.00, if awarded, from Refugee Transitions, pursuant to the terms and conditions thereof, to assist refugee and unaccompanied minor school age students by hiring and supervising a new Mam speaking Community Assistant (CN)(1 FTE), who will serve at least 100 students and their families, for School Year 2016-2017 via the English Language Learners and Multi-Lingual Achievement Office.

BACKGROUND:

Grant proposal for OUSD schools for the FY15-18 fiscal year was submitted for funding as indicated in the chart below. The grant gace sheet and grant proposal packets are attached.

File I.D.#	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
16-1852	Yes	Grant Proposal	All Oakland Unified School District Schools	Support newcomer refugee and unaccompanied minor students in OUSD	7/1/2016 through 06/30/2017	Refugee Transitions	\$50,400.00

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 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:\$50,400

RECOMMENDATION:

Approval by the Board of Education of Conditional Award - Letter of Agreement Between District and Refugee Transitions, Oakland, CA, accepting up to \$50,400.00, if awarded, from Refugee Transitions, pursuant to the terms and conditions thereof, to assist refugee and unaccompanied minor school age students by hiring and supervising a new Mam speaking Community Assistant (CN)(1 FTE), who will serve at least 100 students and their families, for School Year 2016-2017 via the English Language Learners and Multi-Lingual Achievement Office.

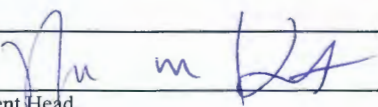

ATTACHMENTS: Grant Face Sheet, Proposal and Budget

OUSD Grants Management Face Sheet

Title of Grant: Refugee Transitions	Funding Cycle Dates: July 1, 2016-June 30, 2017
Grant's Fiscal Agent: Oakland Unified School District	Grant Amount for Full Funding Cycle: \$50,400
Funding Agency: Refugee Transitions/ Oakland Fund for Children and Youth	Grant Focus: Support newcomer refugee and unaccompanied minor students in OUSD
List all School(s) or Department(s) to be Served: All Schools	

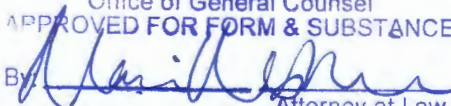
Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	The grant's primary focus is to assist refugee and unaccompanied minor school age students by hiring and supervising a new Mam speaking Community Assistant (CN) (IFTE), who will serve at least 100 students and their families per year. The position will be based at the OUSD Refugee and Asylee Program, will make frequent visits to school sites, and will accompany Mam-speaking students and their families to appointments across Oakland. The Assistant will leverage and provide a continuum of educational, enrichment, advocacy, and enrollment supports for Mam students and families, in particular unaccompanied minors. The grant will also pay for 3 OUSD summer school teachers to provide newcomer-specific ELD programming at 3 school sites without existing newcomer curriculum or support. Each teacher allows us to enroll up to 22 students.
How will this grant be evaluated for impact upon student achievement? <small>(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 5.94% 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.)</small>	We have a flag for refugee and unaccompanied minor students and a tracking system in place to measure and track attendance, CELDT scores, grades, and other test scores.
Does the grant require any resources from the school(s) or district? If so, describe.	We are currently using office space at the Lakeview campus.
Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU? <small>(If yes, include the district's indirect rate of 5.94% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)</small>	No.
Will the proposed program take students out of the classroom for any portion of the school day? <small>(OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)</small>	No
Who is the contact managing and assuring grant compliance? <small>(Include contact's name, address, phone number, email address.)</small>	Nate Dunstan 746 Grand Ave, Room E, Oakland CA 94610, (510) 273-1661, Nathaniel.dunstan@ousd.org

Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Principal			
Department Head		NICOLE KNIGHT	9/14/14
<small>(e.g. for school day programs or for extended day and student support activities)</small>			

Grant Office Obtained Approval Signatures:

Entity	Name	Signature	Date
Fiscal Officer	Vernon Hal		
Superintendent	Antwan Wilson		

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



Letter of Agreement for Oakland Fund for Children and Youth (OFCY)

This Letter of Agreement establishes the intention of **Refugee Transitions (RT)** and **Oakland Unified School District (OUSD)/Refugee and Asylee Student Assistance Program (RASAP)** to work together if OFCY funds are awarded for the **Newcomer Community Engagement Program (NCEP)**.

Through the expansion of its successful **NCEP**, **RT and partners will engage at least 550 children, youth and family members annually** in Oakland, including unaccompanied minors and other newcomers who have experienced forced migration due to war, persecution, violence or economic duress. Individual services will include home-based tutoring/mentoring for youth as well as family support services. Group services will include pull-out and push-in instruction at Fremont High School, Franklin and Garfield Elementary Schools, soccer, leadership opportunities, field trips, camping trips, summer school classes at several OUSD schools, a week long summer camp with soccer, art and English language support, family engagement events/workshops, and gardening/cooking.

Refugee Transitions will fulfill the following responsibilities:

- Oversee the OFCY grant, including ensuring program compliance, maintaining accurate fiscal and management practices.
- With partners, engage at least 550 children, youth and family members in Oakland annually, including unaccompanied minors and other newcomers.
- Provide a Program Director and Sr. Program and Volunteer Coordinator to ensure leadership, program and service quality.
- Secure community/classroom space and a field at Franklin Recreation Center for quarterly educational/enrichment activities and soccer.
- Ensure all hiring criteria and procedures such as fingerprint clearances, criminal background checks, and TB testing are completed with approval for all program staff and volunteers.
- Conduct outreach and recruitment and enroll an adequate number of student participants.
- Collect and analyze data on student enrollment, attendance, academic performance, student and parent satisfaction; and ensure data are being entered into the OFCY database.
- Create and adhere to a transparent enrollment policy including maintaining an active wait list.

Program Responsibilities:

- Continue push-in, pull-out ESL support at Franklin and Garfield;
- Begin a new push-in program as requested at Fremont High School;
- Expand home-based tutoring and provide youth and parents with 2-4 hours a week of English language, life skills and academic support.
- Host popular events 4x/year at Franklin Recreation Center (FRC), featuring food, crafts, sport, entertainment, etc., as well as 4 field trips a year to help families explore their new communities and the Bay Area.
- Organize 2 youth summer camping trips in the Presidio in San Francisco in partnership with Soccer Without Borders.
- Provide art/English language instruction during Soccer Without Border's summer camps Cesar Chavez field (International Community School)
- Provide care management through RT's Family Resource Coordinator. (see detailed list of individual and group activities attached).

RASAP will fulfill the following responsibilities:

- Be responsible for the timely completion of Cityspan attendance.
- Ensure all hiring criteria and procedures such as fingerprint clearances, criminal background checks, and TB testing are completed with approval for all program staff and volunteers.
- Provide a Supervisor for staff and teachers to ensure program quality.
- Conduct outreach and recruitment and enroll an adequate number of student participants.
- Collect and analyze data on student enrollment, attendance, academic performance, student and parent satisfaction.
- Create and adhere to a transparent enrollment policy including maintaining an active wait list.

RASAP Program Responsibilities:

- Hire and supervise a new Mam/Spanish Community Navigator (CN) (1FTE), who will serve at least 100 students and their families per year. The position will be based at the OUSD Community Schools and Student Services Department, will make frequent visits to school sites, and will accompany Mam-speaking students and their families to appointments across Oakland. The CN will leverage and provide a continuum of educational, enrichment, advocacy, and enrollment supports for Mam students and families, in particular unaccompanied minors. The position will report to Nate Dunstan, RASAP, and Ariana Flores of the OUSD Unaccompanied Minors program and will receive support and training from OUSD's RASAP Office, as well as RT. The CN will also refer students and families to the services provided by RASAP, RT, SWB and other existing refugee local service providers.
- OUSD summer school teachers will provide newcomer-specific ELD programming at school sites without existing newcomer curriculum or

support: Bridges Elementary, Frick Middle School, and Fremont High School. Each teacher allows us to enroll up to 22 students, who can take advantage of free breakfast and lunch and be included in existing after-school enrichment programs, which extend the learning day to 7 hours. In addition, by hosting newcomer summer school, these school sites will develop partnerships with RASAP, RT, SWB and other newcomer/refugee service providers that will strengthen year-round support of newcomers. Finally, students attending programs at these sites will be easily recruited for myriad summer programs provided by RT and SWB. The funding of 3 summer school teachers enables service to at least 66 students for 4 weeks. Days/hours are Monday-Friday, 7 hours per day.

- Ensure student attendance data are being entered into the OFCY database.

JOINT RESPONSIBILITIES

- RT, RASAP, and other partners will seek funds from OFCY to support the **Newcomer Community Engagement Program (NCEP)**. Additionally, RT and RASAP will leverage other resources including in-kind resources, volunteers, and additional grant dollars to support program implementation and expansion.
- RT and RASAP representatives will participate in regular planning meetings to address issues including programming, scheduling, staffing, student recruitment and retention, data collection, volunteer recruitment and management, and appropriate program refinements.
- RT and RASAP representatives agree to actively resolve any disputes or conflicts that may endanger the partnership. If the conflict cannot be resolved by the two parties, both parties will inform and invite OFCY into the resolution process.

COMPENSATION AND TERM

RASAP will receive \$50,400 of OFCY funds (not including match funds) for July 2016 – June 2017.

RT and RASAP are aware of their responsibilities fiscally and programmatically for all grant requirements if OFCY funds are awarded. RT recognizes that it is responsible for ensuring that all the terms of the contracted services with RASAP are fulfilled.

RASAP understands that RT will be the lead agency. The OFCY grant is for an initial one year period covering July 2016-June 2017 and can be renewed for two additional one-year periods (2017-2018 & 2018-2019) contingent on past grant performance. If the partnership between RT and RASAP is

severed during the 2016-2019 three year grant cycle, OFCY funding is not guaranteed to continue at the Recreational Center nor with the lead agency partner.

Laura Vandrein

June 17, 2016

Executive Director, Refugee Transitions

[Signature]

Date

6/19/2016

Date

Oakland Unified School District (OUSD)/
Refugee and Asylee Student Assistance
Program (RASAP)

[Signature]

James Harris
President, Board of Education

[Signature]

Antwan Wilson
Secretary, Board of Education

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