

File ID Number	17-2650
Introduction Date	1/24/18
Enactment Number	18-0160
Enactment Date	1/24/18
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**OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Board of Education**

December 12, 2017

To: Board of Education  
From: Kyla Johnson-Trammell, Superintendent  
Subject: Grant Agreement - S. H. Cowell Foundation - Elmhurst Community Prep

**ACTION REQUESTED:**

Approval by the Board of Education of Grant Agreement from S.H. Cowell Foundation, in the amount of \$30,000, to extend school community-building and K-8 transition programs at Elmhurst Community Prep for fiscal year 2017-2018.

**BACKGROUND:**

Grant proposals for OUSD schools for the 2017-2018 fiscal year was submitted for funding as indicated in the chart below. The Grant Face Sheet and Grant Agreement Notification are attached.

File I.D #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
17-2650	Yes	Grant	Oakland Unified School District - Elmhurst Community Prep	To extend school community-building and K-8 transition programs at Elmhurst Community Prep.	11/24/2017 thru 06/30/2018	S. H. Cowell Foundation	\$30,000.00

**DISCUSSION:**

The district created a Grant Face sheet process to:

- Review proposed grant projects at OUSD sites and assess their contribution to sustained student 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: \$30,000.00 annual

**RECOMMENDATION:**

Approval by the Board of Education of the S. H. Cowell Foundation Grant Agreement for Elmhurst Community Prep for fiscal year 2017-2018.

**ATTACHMENTS:**

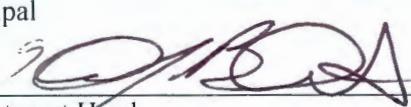

Grant Agreement Notification

OUSD Grants Management Face Sheet

<b>Title of Grant:</b> <b>Extend Community Prep – Community-Building and K-8 transition programs</b>	<b>Funding Cycle Dates:</b> <b>November 2017 – June 2018</b>
<b>Grant's Fiscal Agent:</b> (contact's name, address, phone number, email address)  <b>N/A</b>	<b>Grant Amount for Full Funding Cycle:</b>  <b>\$30,000</b>
<b>Funding Agency: Ann Alpers, President</b> <b>S. H. Cowell Foundation</b> <b>595 Market Street, Suite 950</b> <b>San Francisco, CA 94105</b> <b>(415) 397-0285</b> <b>www.shcowell.org</b>	<b>Grant Focus:</b> <b>To extend community-building and K-8 transition programs at ECP.</b>
<b>List all School(s) or Department(s) to be Served: Elmhurst Community Prep</b>	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	This grant extends the hours of ECP's peer RJ counselor and allows her to double the number of students she serves. Moreover, it provides funding for her to train one other staff member to provide direct peer RJ services to students as part of an elective offering. Finally, the grant provides funding for community building camping field trips for ECP students.
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 5.59% 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.)	Success metrics include: <input type="checkbox"/> The number of students participating in camping trips <input type="checkbox"/> Reduction in chronic absence by 3-5 percentage points <input type="checkbox"/> Reduction in referral level behavior by 20% <input type="checkbox"/> Doubling of number of students served in the Peer RJ work
Does the grant require any resources from the school(s) or district? If so, describe.	The grant builds off a contract and services that are already funded, but does not require a match.
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 5.59% 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. The camping trip is 2 days and 1 night.
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Kilian Betlach Elmhurst Community Prep 1800 98 <sup>th</sup> Avenue Oakland, CA 94603 <a href="mailto:Kilian.Betlach@ousd.org">Kilian.Betlach@ousd.org</a> (510) 639-2888

**Applicant Obtained Approval Signatures:**


Entity	Name/s	Signature/s	Date
Principal	Kilian Betlach		12/13/17
Department Head (e.g. for school day programs or for extended day and student support activities)	Mark Triplett		12/19/17

**Grant Office Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Fiscal Officer	Vernon Hal		
Interim Superintendent	Kyla Johnson-Trammell		

OAKLAND UNIFIED SCHOOL DISTRICT

Office of the General Counsel  
APPROVED FOR FORM & SUBSTANCE

By:   
Jenine Lindsey  
12/19/17



# S.H. COWELL FOUNDATION

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November 27, 2017

Kilian Betlach  
Principal  
Elmhurst Community Prep Middle School  
1800 98<sup>th</sup> Street  
Oakland, CA 94603

Re: Grant #17-01430

Dear Mr. Betlach:

I am pleased to inform you that Cowell Foundation has awarded a \$30,000 grant to Oakland Unified School District to extend school community-building and K-8 transition programs at Elmhurst. Please note that the grant has been awarded on an outright basis, according to which I enclose a check for \$30,000.

Also enclosed are copies of this letter and of the General and Specific Reporting Requirements. These documents outline the terms of your grant; please read them carefully. One copy of each document requires your signature and that of your District supervisor, Mark Triplett, to acknowledge your receipt of the grant check and your acceptance of the grant terms. You may return the signed copies either by mail or electronically through the Foundation's online grantee portal. We will send you an email with instructions for using the portal. Please retain one signed copy of each document for your files.

A report on this grant is due July 31, 2018. Please contact your program officer, Ken Doane, if you have any questions about the grant or the reporting requirements.

Sincerely,




Ann Alpers  
President

AA:lc/enclosures

Check received and terms accepted by Elmhurst School and Oakland Unified School District:

  
\_\_\_\_\_  
Mark Triplett, Network Superintendent, Middle Schools

12.13.17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kilian Betlach, Principal, Elmhurst Community Prep Middle School

12/12/2017  
\_\_\_\_\_  
Date

**S. H. Cowell Foundation**  
**General Requirements of Grant**  
**Oakland Unified School District**  
**for Elmhurst Community Prep Middle School**  
**Grant #17-01430**  
AWARDED 11/24/2017

This grant has been awarded to **Oakland Unified School District** contingent upon your acceptance of the following requirements. Full compliance will protect your agency, its governing board and the Cowell Foundation (the Foundation). By signing the copy of this document and the award letter you accept each of the following conditions and requirements:

1. Reporting. You are required to submit timely and complete reports on the grant project as described in the attached Specific Reporting Requirements. Reports must include both a narrative and financial section. Reports are very important as they provide the basis upon which Foundation staff determine that use of the grant funds is in conformity with the conditions of the grant as approved by the Board of Directors.
2. Use of Funds. This grant, and any interest earned from investment of the grant funds, may be used only for the purposes stated in the foregoing award letter. Any change in purpose or scope of the project, or any major budget change, must be communicated promptly to the Foundation. If the Foundation does not agree to modify the grant, any funds not expended on the approved project budget must be returned to the Foundation together with the interest earned.
3. Deadlines. Grant conditions which have not been met within the specified time limits may result in cancellation of the grant and a requirement that all unexpended funds, excluding such funds as are necessary to meet non-cancellable obligations that were specifically enumerated in the grant budget, be returned to the Foundation. Contact the Foundation immediately if it appears that a deadline will not be met.
4. Payment of Grants. In the case of all grants that are not payable outright, including multi-payment, multi-year, matching grants and pledges; payment and continued funding are conditioned upon the submission of specific progress reports to the Foundation as described in the attached Specific Reporting Requirements. The contents of the reports will be used by the Foundation staff in the determination whether there is sufficient evidence of progress toward grant objectives and outcomes in order to support each past and future payment. Payments are not automatic and are conditioned upon receipt and approval of the reports.
5. Acknowledgement of Grant. The Foundation does not expect you to incur advertising or public relations expenses in announcing receipt of this grant. However, you may acknowledge the grant publicly, including the use of the Foundation name. Any press release mentioning the Foundation should be submitted to the Foundation for approval *before* distribution.
6. Bookkeeping Procedure. Please show the grant funds separately on your books of account and maintain an accurate record of the funds received and expenses incurred under this grant in accordance with generally accepted accounting principles. Please keep on file books of account and records relating to this grant for at least four years after the Foundation's receipt of your final report.
7. Tax Status. In accepting this grant you are confirming that your organization is: (i) one that is described in IRS Code Section 501(c)(3) and is not classified as a private foundation; or (ii) a governmental entity or a political subdivision thereof within the meaning of IRC Sections 115 or 170(c)(1); or (iii) a state college or university within the meaning of IRS Code Section 511(a)(2)(B); and that your tax-exempt status, under the foregoing statutes or any successors thereto, remains in full force and effect, having not been revoked,



rescinded or modified; and that you will notify us of any change in your organization's tax-exempt status.

8. Lobbying. No part of the grant funds can be used contrary to the law in an attempt to influence legislation [within the meaning of Section 4945(d)(1) of the Internal Revenue Code], or to influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive [within the meaning of Section 4945(d)(2) of the Internal Revenue Code].

9. Evaluation. For the purposes of making any financial audits, verifications or program evaluations, the Cowell Foundation requires reasonable access to your files, records, and personnel.

10. Violations of Conditions. Any violation of the conditions set forth above will require a return to the Cowell Foundation of any grant funds involved in the violation. The Cowell Foundation reserves the right to discontinue, modify or withhold any payments due under this grant award or to require a refund of any grant funds if, in its judgment, such action is necessary to comply with the requirements of any law or regulation affecting the Foundation's responsibilities under this grant award.

Please countersign and return the attached copy of this document to the Cowell Foundation signifying that you understand and agree to the requirements stated above. Two signatures from your organization are required as specified below.



Ann Alpers  
President

SIGNED AND AGREED TO BY ELMHURST SCHOOL AND OAKLAND UNIFIED SCHOOL DISTRICT:



Mark Triplett, Network Superintendent, Middle Schools

12-13-17

Date



Kilian Betlach, Principal, Elmhurst Middle School

12/12/2017

Date



1/25/18

Aimee Eng  
President, Board of Education



1/25/18

Kyla R. Johnson-Trammell  
Secretary, Board of Education

**S. H. Cowell Foundation**  
**Specific Reporting Requirements**  
**Oakland Unified School District**  
**for Elmhurst Community Prep Middle School**  
**Grant #17-01430**  
AWARDED 11/24/2017

The Cowell Foundation requires reports for all the grants it awards. We encourage you to submit your reports online through the Foundation's grantee portal. I'll contact you about this as the report due-dates approach. Please make sure all correspondence includes the grant number above.

Please don't wait until a progress report is due before contacting me about a prospective budget adjustment, a significant change in the scope and timing of the funded work, or a significant personnel change. Instead, promptly contact Program Assistant Lorraine Cawili at [cawili@shcowell.org](mailto:cawili@shcowell.org) to schedule a conversation with me.

A report on this grant is due by July 31, 2018. This report must include the following:

1. A summary review of the grant-funded activities, challenges and achievements.
2. Specific statements and evaluation of evidence in regard to progress toward each grant objective:
  - a. Reduce the necessity of disciplinary referrals by strengthening and expanding Peer Restorative Justice programs.
  - b. Engage 100 students in an overnight camping event to build school community and student leadership.
3. If applicable, a summary of related or other noteworthy activities during the grant period, including anything that materially changed the context for your work.
4. Reflections on lessons learned in the development and management of the grant-funded work that might improve your work or that of others, including the Cowell Foundations.
5. A financial statement that compares the original grant budget to actual income from all sources, including any interest earned on the grant funds, and to actual expenses. If Cowell has approved adjustments to the grant budget, then the statement should show both the original and the adjusted budget figures, as well as the actual figures. If applicable, append a request in regard to the use of any unexpended grant funds.



Ken Doane  
Executive Vice President

SIGNED AND AGREED TO BY ELMHURST SCHOOL AND OAKLAND UNIFIED SCHOOL DISTRICT:



Mark Triplett, Network Superintendent, Middle Schools

12.13.17

Date



Kilian Betlach, Principal, Elmhurst Middle School

12/12/2017

Date

Aimee Eng  
President, Board of Education

Kyla R. Johnson-Trammell  
Secretary, Board of Education

**S.H. COWELL FOUNDATION**  
595 MARKET ST STE 950  
SAN FRANCISCO, CA 94105  
PHONE (415) 397-0285

FIRST REPUBLIC BANK  
111 PINE STREET  
SAN FRANCISCO, CA 94111

24978

11-8166/3210



12/7/2017

PAY TO THE ORDER OF Oakland Unified School District

\$ \*\*30,000.00

Thirty Thousand and 00/100\*\*\*\*\*

DOLLARS

Oakland Unified School District  
1000 Broadway, Suite 600  
Oakland, CA 94607

VOID AFTER 90 DAYS

MEMO

Grant# 17-01430

*Aimee Alpers*

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**S.H. COWELL FOUNDATION**

24978

Oakland Unified School District

12/7/2017

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
12/7/2017	Bill	17-01430	30,000.00	30,000.00		30,000.00
					Check Amount	30,000.00

CASH - FIRST REP MA Grant# 17-01430

30,000.00