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**OAKLAND UNIFIED  
SCHOOL DISTRICT**  
Community Schools, Thriving Students

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

April 28, 2021

To: Board of Education

From: Kyla Johnson-Trammell, Superintendent  
Sondra Aguilera, Chief Academic Officer  
Nicole Knight, Executive Director, English Language Learner and Multilingual Achievement (ELLMA)

Subject: **Letter of Agreement - District and Refugee Transitions - English Language Learner and Multilingual Achievement (ELLMA) Department**

**ACTION REQUESTED:**

Approval by the Board of Education of a Letter of Agreement between Refugee Transitions (RT) and the District, on behalf of the English Language Learner and Multilingual Achievement (ELLMA) Department, accepting \$20,304.00 of Oakland Fund for Children and Youth (OFCY) funds for the Newcomer Community Engagement Program (NCEP) for the Refugee and Newcomer Program (RNP), as described in Agreement, for the period of April 2021 through June 30, 2021, pursuant to the terms and conditions thereof, if any.

**BACKGROUND:**

Grant Agreement for OUSD schools for the 2020-2021 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
21-0830	Yes	Grant	All Oakland Unified School District Schools via the English Language Learner and Multilingual Achievement (ELLMA) Department	Support newcomer refugee and unaccompanied minor students in OUSD	April 2021 through June 30, 2021	Refugee and Immigrant Transitions	\$20,304.00

**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:\$20,304     \$20,304.00

**RECOMMENDATION:**

Approval by the Board of Education of a Letter Agreement between Refugee Transitions (RT) and Oakland Unified School District's Refugee and Newcomer Program (RNP) to work together for the Newcomer Community Engagement Program (NCEP). If awarded, RNP will receive \$20,304.00 of Oakland Fund for Children and Youth (OFCY) funds, as described in Agreement, for the term of April 2021 through June 2021.


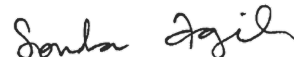
**ATTACHMENTS:** Grant Face Sheet, Grant Agreement

# OUSD Grants Management Face Sheet

<b>Title of Grant: Refugee and Immigrant Transitions</b>	<b>Funding Cycle Dates: April 2021-June 2021</b>
<b>Grant's Fiscal Agent: Oakland Unified School District</b>	<b>Grant Amount for Full Funding Cycle: \$20,304</b>
<b>Funding Agency: Refugee Transitions/ Oakland Fund for Children and Youth</b>	<b>Grant Focus: Support newcomer refugee and unaccompanied minor students in OUSD</b>
<b>List all School(s) or Department(s) to be Served: All Schools</b>	

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 paying 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?  (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.)	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?  (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.)	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.)	Nate Dunstan 746 Grand Ave, Room E, Oakland CA 94610, (510) 922 0061, Nathaniel.dunstan@ousd.org

## Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Principal	Nicole Knight		3/29/21
Department Head	Sondra Aguilera		3/30/2021
(e.g. for school day programs or for extended day and student support activities)			

## Grant Office Obtained Approval Signatures:

Entity	Name	Signature	Date
Fiscal Officer			
Superintendent			

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

This Agreement (“Agreement”) is made and is effective on 4/1/2021:

**BETWEEN:** **REFUGEE & IMMIGRANT TRANSITIONS** (the “RIT”), a nonprofit 501(c)3 and existing under the laws of the state of California, with its head office located at:

870 MARKET ST STE 558, SAN FRANCISCO, CA 94102

**AND:** Oakland Unified School district’s **Refugee and Newcomer Program (RNP)**

1000 Broadway, Suite 300, Oakland, CA 94607

Refugee & Immigrant Transitions (RIT) has been partnering with the OUSD **Refugee and Newcomer Program (RNP)** on the Newcomer Community Engagement Program (NCEP), funded by OFCY, since 2016. In the 2016-19 grant cycle, NCEP greatly surpassed projections for both units of service and number of youth served. Our collaborative partnership included cross-program referrals of youth clients, data sharing, and collaboratively offering various program components, such as summer camps, field trips, and community events which will take place either in person or virtually depending on federal, state and district rules in light of the COVID pandemic.

Through the expansion of the successful **NCEP**, **RIT and partners will engage at least 550 newcomer children and youth annually** in Oakland. NCEP students are newcomer youth who have sought refuge in the U.S. due to war, violence, persecution, or economic duress. Individual services will include: home-based tutoring/mentoring and Mam youth support. Group services will include: leadership opportunities, school-year and summer soccer programming, leadership opportunities, field trips, summer camps, community building and literacy/academic support at Fremont High School, workshops, and summer school classes at several OUSD schools; which will take place either in person or virtually depending on federal, state and district rules in light of the COVID pandemic.

### **1. REFUGEE & IMMIGRANT TRANSITIONS WILL FULFILL THE FOLLOWING RESPONSIBILITIES:**

*(Responsibilities of each party detailing administrative and operational duties including staffing, service delivery specifics, facility space, data management, evaluation, etc.)*

- 1.1. Oversee the OFCY grant, including ensuring program compliance, maintaining accurate fiscal and management practices.
- 1.2. With partners, engage at least 550 newcomer children and youth.
- 1.3. Provide a Program Director and Program and Volunteer Manager to ensure leadership, program and service quality.
- 1.4. 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.

- 1.5. Conduct outreach and recruitment, and enroll an adequate number of student participants.
- 1.6. Collect and analyze data on student enrollment, attendance, academic performance, student and parent satisfaction; and ensure data are being entered into the OFCY database. RIT will be responsible for obtaining parental consent for analysis/collection of data and/or administration of any surveys, as required by law.
- 1.7. Create and adhere to a transparent enrollment policy including maintaining an active wait list.

**2. RIT PROGRAM RESPONSIBILITIES:**

- 2.1. Continue to match students with trained and vetted home-based tutors/mentors. Tutoring and mentoring to take place 2-4 hours a week for 9 months min. per student.
- 2.2. Connect Mam-speaking youth with a Community Navigator for support and referrals to community resources.
- 2.3. Provide after-school and daytime classroom assistance to Fremont High School students for community building and literacy/academic support.
- 2.4. Provide youth leadership opportunities to students of Fremont High School and Oakland International High School.
- 2.5. In collaborative partnership with Soccer Without Borders, hold: (i) 6 workshops for SWB's middle-school program participants; (ii) 5 field trips throughout the year for regular participants of NCEP programs; (iii) 1-week summer camp for K-12 students, where SWB will be the lead, and RIT will provide art and English activities for elementary schoolers. (iv) Two weekend summer camps in the SF Presidio, separate for boys and girls. These events will take place either in person or virtually, depending on federal, state, and District rules in light of the COVID-19 pandemic. To the extent these events happen in person, RIT will ensure compliance with all CDC, CDPH, ACPHD, and/or OUSD requirements, including distancing, mask wearing, notification of positive cases and completion of daily health screener.
- 2.6.

**3. OUSD REFUGEE AND NEWCOMER PROGRAM WILL FULFILL THE FOLLOWING RESPONSIBILITIES:**

- 3.1. Be responsible for the timely completion of Cityspan attendance.
- 3.2. Ensure all hiring criteria and procedures such as fingerprint clearances, criminal background checks, and TB testing are completed with approval for all program staff.
- 3.3. Provide a Supervisor for staff and teachers to ensure program quality.
- 3.4. Conduct outreach and recruitment, and enroll an adequate number of student participants.
- 3.5. Collect and analyze data on student enrollment, attendance, academic performance, student and parent satisfaction.
- 3.6. Create and adhere to a transparent enrollment policy including maintaining an active wait list.
- 3.7. Supervise a new Mam/Spanish Community Navigator (CN) (1FTE), who will be hired by Refugee & Immigrant Transitions to serve at least 100 OUSD students per year. The CN 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. The CN will also refer students to the services provided by RIT, SWB and other local immigrant service providers.

- 3.8. OUSD summer school teachers (to be hired by RNP) will provide newcomer-specific English Language Development programming at school sites without existing newcomer curriculum or support: Roosevelt Middle, Bret Harte Middle, and Frick Middle Schools. Students will be referred to RIT and SWB summer and other programming. Duration: 4 weeks, Monday-Friday. 6 hours/day. 150 students served daily either virtually or in person.
- 3.9. Ensure student attendance data are being entered into the OFCY database.

#### 4. JOINT RESPONSIBILITIES

- 4.1. RIT, RNP, and other partners will seek funds from OFCY to support the **Newcomer Community Engagement Program (NCEP)**. Additionally, RIT and RNP will leverage other resources including in-kind resources, volunteers, and additional grant dollars to support program implementation and expansion.
- 4.2. RIT and RNP 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.
- 4.3. RIT and RNP 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.

#### 5. COMPENSATION AND TERM

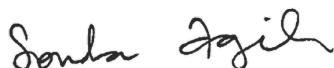
- 5.1. RNP will receive **\$20,304.00 of OFCY funds (not including match funds) for April 2021 – June 2021**. RIT and RNP are aware of their responsibilities fiscally and programmatically for all grant requirements if OFCY funds are awarded. RIT recognizes that it is responsible for ensuring that all the terms of the contracted services with RNP are fulfilled. RNP understands that RIT will be the lead agency. The OFCY grant is being renewed for an additional two fiscal years (2020-2021 and 2021-2022) contingent on past grant performance. If the partnership between RIT and RNP is severed during the grant cycle, OFCY funding is not guaranteed to continue with the lead agency partner.



Laura Vaudreuil, Executive Director, Refugee & Immigrant Transitions

3/24/21

Date

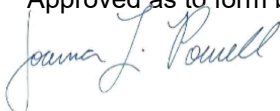


Sondra Aguilera, Chief Academic Officer, OUSD

3/30/2021

Date

Approved as to form by OUSD Staff Attorney Joanna Powell on 3/25/2021.



Shanthi Gonzales, President, Board of Education 4/29/2021



Kyla Johnson Trammell, Secretary, Board of Education 4/29/2021