

File ID Number	24-2080
Introduction Date	9/11/24
Enactment Number	24-1652
Enactment Date	9/11/2024 er
By	



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

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

September 11, 2024

To: Board of Education

From: Kyla Johnson-Trammell, Superintendent  
Sondra Aguilera, Chief Academic Officer  
Rebecca Lacocque, Director, High School Linked Learning Office

Subject: Grant Agreement - Walter & Elise Haas Fund #WEHF-20240227 - High School Linked Learning Office

**ACTION REQUESTED:**

Approval by the Board of Education of a Grant Agreement (WEHF-20240227) between the District and the Walter & Elise Haas Fund, with the District accepting \$100,000.00, to support graduating students who will enroll in a training program or community college and be certified for paid work via the High School Linked Learning Office, for the period of August 1, 2024 through September 1, 2025, pursuant to the terms and conditions thereof, if any.

**BACKGROUND:**

Grant Agreement for OUSD schools for the 2024-2025 fiscal year was submitted for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached.

File I.D #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
24-2080	Yes	Grant	Oakland Unified School District, High School Linked Learning Office	To support graduating students who will enroll in a training program or community college and be certified for paid work.	August 1, 2024 - Sept. 1, 2025	Walter & Elise Haas Fund	\$100,000.00

**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: \$100,000.00

**RECOMMENDATION:**

Approval by the Board of Education of a Grant Agreement for high schools via the High School Linked Learning Office for fiscal years 2024-2025, pursuant to the terms and conditions thereof, if any.

**ATTACHMENTS:**

Grant Face Sheet  
Grant Agreement #WEHF-20240227


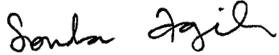
## OUSD Grants Management Face Sheet

<b>Title of Grant:</b> Walter and Elise Haas Fund Alumni Highway to Work Program, Bridging high school pathways with employment post-graduation	<b>Funding Cycle Dates:</b> 8/1/2024-9/1/2025
<b>Grant's Fiscal Agent:</b> (contact's name, address, phone number, email address) Pui Ling Tam One Lombard Street, Suite 305 San Francisco, CA 94111 (415) 398-4474	<b>Grant Amount for Full Funding</b>  <b>Cycle:</b> \$100,000.00
<b>Funding Agency:</b> Walter and Elise Haas Fund	<b>Grant Focus:</b> A one-year, project to build the OUSD Alumni Highway to Work program, bridging high school pathways with employment post-graduation,
<b>List all School(s) or Department(s) to be Served:</b>  All OUSD high schools and the Linked Learning Department	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	This grant will support graduating students who will enroll in a training program or community college and be certified for paid work.
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 3.98% 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.)	This grant will not be evaluated.
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 3.98% 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.)	Rebecca Lacocque Director of Linked Learning 1011 Union Street, Site 912, Oakland, CA 94607 (510) 879-4616 Rebecca.Lacocque@ousd.org

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**Applicant Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Principal/Administrator	Rebecca Lacocque		4/1/2024
Chief Academic Officer	Sondra Aguilera		8/16/2024

**Grant Office Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Fiscal Officer	Lisa Grant Dawson		
Superintendent	Kyla Johnson-Trammell		

# WALTER & ELISE HAAS FUND

August 1, 2024

Sondra Aguilera  
 Chief Academic Officer  
 Oakland Unified School District  
 c/o Cole Elementary  
 1011 Union Street  
 Oakland, CA 94607

RE: Grant WEHF-20240227

Dear Sondra:

On behalf of the Board of Directors of the Walter and Elise Haas Fund, I am pleased to inform you that Oakland Unified School District has been awarded a one-year, project support grant in the amount of \$100,000 to build the OUSD Alumni Highway to Work program, bridging high school pathways with employment post-graduation, which seeks to realize the following grant objectives:

### Grant Objectives

1. Sustain one Highway, ER Tech, and initiate three Highways, Phlebotomy, EMT, and Patient Coordinator
2. 90% completion rate of Highway to Work program participants and 60% employment by May 2025 of entire Highway to Work cohort (including Cohort 2022)
3. Complete formalized agreement with training program lead and employer
4. Develop and record a clear role for CBOs in case management, workforce training, and/or provision of payment to students
5. Determine and initiate a financial sustainability plan for program

Grant Period	Payment Schedule	Report Schedule
08/01/2024 to 09/01/2025	\$100,000 upon receipt of countersigned award letter	Report conversation completed by 09/15/2025

We want to learn how this grant furthers your organization’s work. During the grant period we invite you to be in touch with us to share your work and to let us know if we can be helpful. Please reach out to your program contact Pui Ling Tam [[puling@haassr.org](mailto:puling@haassr.org) or (415) 402-2783] at any time. This grant requires a grant report. Please expect Pui Ling to contact you three months prior to the end of the grant to discuss the report details.

This letter and the attached page constitute the grant terms. If they are acceptable to you, please sign below. We are arranging full payment of the \$100,000 grant award via check.

Trustees  
 Bradley Haas, *President*  
 Allison Eisenhardt • Alejandro Founq • Rachel Gelman • Jennifer C. Haas • Charlotte Haas Prime  
*Trustee Designate:* Erich Wallis • *Trustee Emeritus:* Peter E. Haas, Jr.  
 \_\_\_\_\_  
 Jamie Allison, *Executive Director*

RE: Grant WEHF-20240227

We are happy to support the important work of your organization and wish you much success in your efforts.

Sincerely,

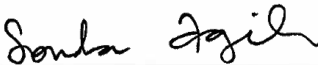
DocuSigned by:  
  
C038705365A447D...  
Jamie Allison  
Executive Director

ENCLOSURE

Grant Agreement

cc: Pui Ling Tam <sup>ds</sup> PLT  
Rebecca Lacocque

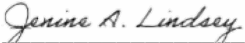
Accepted on behalf of Oakland Unified School District:


  
\_\_\_\_\_  
Sondra Aguilera  
Chief Academic Officer


Date: 8/15/2024

JA/mtm

Approved As To Form by OUSD Legal Department

 08/07/24  
\_\_\_\_\_  
Jenine Lindsey, General Counsel

  
Benjamin Davis, President, Board of Education 9/12/2024

  
Kyla Johnson Trammell, Secretary, Board of Education 9/12/2024

# WALTER & ELISE HAAS FUND

## Grant Agreement

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### WHEN WE BOTH SIGN THE ATTACHED AWARD LETTER, WE AGREE THAT:

1. Your organization will use this grant money exclusively for the charitable, religious, scientific, literary, or educational purposes described in the attached award letter.
2. Your organization will pay back any grant money *not* used for those purposes.
3. The Fund is not earmarking this grant for any attempt to influence legislation. The Fund is relying on your organization's representations regarding the amount budgeted for project activities that are not attempts to influence local, state, federal, or foreign legislation.
4. The Fund awards this grant to your organization because we support its mission, leadership, and program. During the grant period you agree to contact us if:
  - a. Your organization substantially changes its mission, leadership, or grant #WEHF-20240227;
  - b. Your organization has a change in its federal tax exempt status; and
  - c. Your organization transfers its assets, merges with another organization, approves a plan to shut down, or becomes insolvent
5. The Fund can discontinue, modify, or withhold the total amount of this grant or any payment if we determine that grant funds are not being used as we are agreeing to in this document.
6. This page and the attached letter constitute the grant terms, which can be amended or modified only in writing signed by both of us.



**Certificate Of Completion**

Envelope Id: 6128D6725E11432792B078ADF359EAB6

Status: Completed

Subject: Walter & Elise Haas Fund: Grant #20240227 Oakland Unified School District

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 1

WEHF Grants Management Team

AutoNav: Enabled

1 Lombard Street Suite 305

Envelopeld Stamping: Enabled

San Francisco, CA 94111

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

grantsmanager@haassr.org

IP Address: 98.248.45.254

**Record Tracking**

Status: Original

Holder: WEHF Grants Management Team

Location: DocuSign

8/1/2024 5:13:31 PM

grantsmanager@haassr.org

**Signer Events**

Pui Ling Tam

puling@haassr.org

Program Officer

Walter & Elise Haas Fund

Security Level: Email, Account Authentication (None)

**Signature**



Signature Adoption: Pre-selected Style  
Using IP Address: 199.83.222.3

**Timestamp**

Sent: 8/1/2024 5:14:48 PM

Viewed: 8/1/2024 5:31:00 PM

Signed: 8/1/2024 5:31:09 PM

**Electronic Record and Signature Disclosure:**

Accepted: 11/17/2020 3:35:49 PM

ID: b7f664bf-05af-4b73-930e-a4875713a229

Jamie Allison

jamie@haassr.org

Executive Director

Walter & Elise Haas Fund

Security Level: Email, Account Authentication (None)

DocuSigned by:  
*Jamie Allison*  
C038705356A447D...

Signature Adoption: Pre-selected Style  
Using IP Address: 107.116.89.142  
Signed using mobile

Sent: 8/1/2024 5:31:10 PM

Viewed: 8/1/2024 6:10:56 PM

Signed: 8/1/2024 6:11:04 PM

**Electronic Record and Signature Disclosure:**

Accepted: 11/6/2020 3:54:19 PM

ID: 01fac6f5-45fd-4f39-8738-26d9b2f6fa72

**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

**Agent Delivery Events**

**Status**

**Timestamp**

**Intermediary Delivery Events**

**Status**

**Timestamp**

**Certified Delivery Events**

**Status**

**Timestamp**

**Carbon Copy Events**

**Status**

**Timestamp**

Janeth Rosas

janeth.rosas@ousd.org

Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 8/1/2024 6:11:05 PM

Viewed: 8/2/2024 10:36:39 AM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
<p>Sondra Aguilera sondra.aguilera@ousd.org Chief Academic Officer Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 3/14/2024 8:58:36 AM ID: f42adced-f83d-4e59-acfc-8b3cba0409ab</p>	<b>COPIED</b>	Sent: 8/1/2024 6:11:05 PM
<p>Rebecca Lacocque rebecca.lacocque@ousd.org Linked Learning Director Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<b>COPIED</b>	Sent: 8/1/2024 6:11:05 PM
<p>Grants Management Team grantsmanager@haassr.org Grants Manager Walter and Elise Haas Fund Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 7/10/2023 11:52:47 AM ID: 5afcf94e-c3c7-42a2-8b5e-4b6d9c16120a</p>	<b>COPIED</b>	Sent: 8/1/2024 6:11:06 PM Resent: 8/1/2024 6:11:08 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/1/2024 5:14:48 PM
Certified Delivered	Security Checked	8/1/2024 6:10:56 PM
Signing Complete	Security Checked	8/1/2024 6:11:04 PM
Completed	Security Checked	8/1/2024 6:11:06 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Walter and Elise Haas Fund (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Walter and Elise Haas Fund:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [admin@haassr.org](mailto:admin@haassr.org)

**To advise Walter and Elise Haas Fund of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [admin@haassr.org](mailto:admin@haassr.org) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from Walter and Elise Haas Fund**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [admin@haassr.org](mailto:admin@haassr.org) and in the body of such request you must state your email address, full name, mailing address, and telephone number.

**To withdraw your consent with Walter and Elise Haas Fund**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [admin@haassr.org](mailto:admin@haassr.org) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Walter and Elise Haas Fund as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Walter and Elise Haas Fund during the course of your relationship with Walter and Elise Haas Fund.