

File ID Number	25-1255
Introduction Date	5/28/25
Enactment Number	25-0835
Enactment Date	5/28/2025 CJH
By	



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

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

May 28, 2025

To: Board of Education

From: Kyla Johnson-Trammell, Superintendent
Sondra Aguilera, Chief Academic Officer
Alicia Arenas, Executive Director, Academics and Instruction Department

Subject: Grant Award - Eat.Learn.Play. Foundation - Academics and Instruction Department

ACTION REQUESTED:

Approval by the Board of Education of a Grant Award Letter (Reference #9-2025) by and between the Eat.Learn.Play Foundation (ELPF), Oakland, CA, and the District, with the latter accepting \$650,000.00 from ELPF to support the Literacy Coaches Program for students across all elementary schools, as described in Annex A of Grant Award Letter, incorporated herein by reference as though fully set forth, pursuant to the terms and conditions thereof, via the Academics and Instruction Department, for the period July 1, 2025 through June 30, 2026.

BACKGROUND:

Grant Award for OUSD schools for the 2025-2026 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
25-1255	Yes	Grant	Oakland Unified School District, OUSD Elementary Schools	To support the Literacy Coaches Program for students across all elementary schools, as described in Annex A.	7/1/25 - 6/30/26	Eat.Learn.Play Foundation Grant	\$650,000.00

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: \$650,000.00

RECOMMENDATION:

Approval by the Board of Education of a Grant Award for elementary schools for fiscal year 2025-2026, pursuant to the terms and conditions thereof, for the grant year, if any.

ATTACHMENTS:

Grant Face Sheet
Grant Award Letter

OUSD Grants Management Face Sheet

Title of Grant:		Funding Cycle Dates:
Eat.Learn.Play. - Literacy Coaches Program		7/1/2025 to 6/30/2026
Grant's Fiscal Agent: (contact's name, address, phone number, email address)		Grant Amount for Full Funding Cycle:
Courtney Harvey		\$650,000.00
647 4th Street, Oakland, CA 94607		
510-775-2003		
Funding Agency:		Grant Focus:
Eat.Learn.Play.		Central Literacy Coaches Program
List all School(s) or Department(s) to be Served:		
Academics & Instruction		

Information Needed	School or Department Response	
How will this grant contribute to sustained student achievement or academic standards?	As this grant will fund four central literacy coaches who will support with our Foundational Skill curriculum adoption, the grant should support students with receiving stronger literacy instruction and therefore improving their proficiency in decoding and foundational literacy skills. Our central Literacy Coaches work directly with principals, site based TSAs, and teachers to improve literacy instruction and progress monitor the progress of 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 3.89% 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.)	OUSD Academics team will monitor the implementation of the K-5 Foundational Literacy Curriculum across our elementary schools to understand the impact and efficacy of the central literacy coaches' work. We will collect teacher practice data to understand the progress of curriculum implementation as well as student data in foundational literacy skills such as DIBELS.	
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 3.89% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	Services are supported by an OUSD funded grant	
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.)	Name/Title:	Jamilah Sanchez, Director of Early Literacy
	Site:	909
	Address:	
	Phone:	510-290-9378
	Email:	jamilah.sanchez@ousd.org

Applicant Obtained Approval Signatures:		
Name/s	Entity	Signature/s Date
Alicia Arenas	Department Executive Director	<i>Alicia Arenas</i>
Sondra Aguilera	Chief Academic Officer	<i>Sondra Aguilera</i> 4/30/2025
Grant Office Obtained Approval Signatures:		
Name/s	Entity	Signature/s Date
Lisa Grant-Dawson	Senior Business Officer	
Kyla Johnson-Trammell	Superintendent	



April 18, 2025

Jamilah Sanchez
Director of Early Literacy
Oakland Unified School District
1000 Broadway, Ste. 300
Oakland, CA 94607-4099

Grant Reference # 9 – 2025

Dear Jamilah,

I am pleased to inform you that the Eat. Learn. Play. Foundation has approved a grant of \$650,000 to the Oakland Unified School District (OUSD).

The grant is restricted to the Literacy Coaches Program described in Annex A.

Payment of your grant will occur on the following schedule:

Payment #	Payment Date	Payment Amount	Payment Method	Payment Note
1		\$650,000	Wire	Funds will be awarded 14 days after the signing of this contract.

Please review the Grant Award Letter and sign and return it to the Eat. Learn. Play. Foundation.

By accepting payment, you agree to all the terms and conditions set forth in this letter and the attached Annex. Once the signed Grant Award Letter is received in our office, the grant monies will be disbursed in accordance with the schedule above.

As the Grant Award Letter indicates, your organization agrees to submit a report to the Eat. Learn. Play. Foundation on the following schedule: Interim phone call update in January 2026 and end of year written report due July 1, 2026.

Funds will be awarded if the following requirements are met:

Requirements: Tutors are employed



The Eat. Learn. Play. Foundation is proud to support your mission.

Sincerely,

A handwritten signature in black ink, appearing to read "Ch Helfrich".

Christopher Helfrich

CEO



GRANT AWARD LETTER

The grant to your organization from the Eat. Learn. Play. Foundation is for the purpose(s) described below and is subject to your organization's acceptance of the terms and conditions herein.

Grantee: Oakland Unified School District (OUSD)

Grant Award Date: April 1, 2025

Amount of Grant: \$650,000

Grant Period: July 1, 2025 – June 30, 2026

Grant Purpose: Support for the Literacy Coaches Program as described in Annex A.

Grantee agrees that:

1. Your organization certifies that it is legally authorized to receive this grant under its own policies, as well as any other applicable laws and regulations. Your organization certifies that the person accepting payment has the authority and has obtained all necessary approvals to accept the grant award.
2. Any portion of the grant not used for the stated purpose must be repaid to the Eat. Learn. Play. Foundation by your organization.
3. Your organization agrees to notify the Eat. Learn. Play. Foundation immediately, in writing, of any change in its tax-exempt status (if currently a tax-exempt organization), its executive staff or key staff responsible for achieving the grant purposes, or any other change in its program that would affect its ability to achieve the grant purposes.
4. Unless specifically provided in this Grant Award Letter, your organization certifies that this grant is not earmarked for any third-party organizations or individuals.
5. You certify that your organization does not discriminate on any unlawful basis with regard to hiring or employment practices or in the administration or provision of programs and services and does not discriminate on the basis of sexual orientation or gender identity.
6. Your organization will provide a report on or before sixty (60) days after the end of your fiscal year, for each year in which you hold or spend grant funds, and such report will include all of the information requested in the reporting form at Annex B.
7. Your organization agrees it will not use the grant funds in a manner inconsistent with Internal Revenue Code Section 501(c)(3), including: (a) influencing the outcome of any specific election for candidates to public office, (b) inducing or encouraging violations of law or public policy, or (c) causing any private inurement or improper private benefit to occur.
8. The Eat. Learn. Play. Foundation reserves the right to modify or discontinue funding associated with this grant if your organization fails to comply with the terms of this



Grant Award Letter, or if the Eat. Learn. Play. Foundation determines that any statements, representations or documents provided by your organization, including in any grant reports, is false or materially misleading. In such an event, your organization agrees, at the Eat. Learn. Play. Foundation' request, to repay grant funds and/or redirect them to another organization selected by the Eat. Learn. Play. Foundation to carry out the purposes of this grant. Your organization will indemnify, defend and hold the Eat. Learn. Play. Foundation harmless from any costs or damages incurred by the Eat. Learn. Play. Foundation related to any misrepresentation in or failure to comply with this Grant Award Letter. This Grant Award Letter may be executed in counterparts, each of which shall constitute an original, but both of which, when taken together, shall constitute only one agreement.

9. Your organization agrees that (a) any public acknowledgment of this grant shall include that the support was provided by Eat. Learn. Play. Foundation, and (b) nothing in this Grant Award Letter authorizes or permits you, your organization or any other person or organization, to use any intellectual property, including but not limited to rights of publicity or to use of imagery, associated with Stephen Curry, Ayesha Curry, or any other individual or company affiliated with such persons. To ensure compliance with the foregoing provisions, your organization agrees to submit in advance to Eat. Learn. Play. Foundation, for review and revision at its reasonable discretion, any announcements your organization intends to make regarding this grant, and any publications referring to this grant your organization intends to publish, other than in its annual reports or tax returns.
10. Your organization will maintain accurate accounting records and retain records of receipts and disbursements related to the expenditure of grant funds and will keep such accounting records for at least two years after the end of the grant period. Your organization must account for grant funds separately— either in a separate bank account or a separate bookkeeping account that is dedicated to this grant's stated purpose and maintained as part of your financial records. Eat. Learn. Play. Foundation may, at its expense and on reasonable notice to your organization, inspect, audit, or copy your organization's records pertaining to this grant.
11. This Grant Award Letter supersedes any prior or contemporaneous oral or written understandings or communications between the parties and constitutes the entire agreement of the parties with respect to its subject matter. This Grant Award Letter may not be amended or modified, except in writing signed by both parties.
12. This Grant Award Letter shall be governed by the laws of the State of California applicable to contracts to be performed entirely within the State. For the purpose of any action or proceeding arising out of or relating to this Grant Award Letter, each of the parties hereto irrevocably (a) submits to the exclusive jurisdiction of the state courts of California and to the jurisdiction of the United States District Court for the Northern District of California and (b) agrees that all claims in respect of such action or proceeding shall be heard and determined exclusively in any California state or U.S. federal court sitting in the City and County of Alameda, California.



Sign below to acknowledge this Grant Award Letter, accept its terms and be eligible to receive payment of the grant:

DocuSigned by:


B9ABA2EB796F409...

4/22/2025

Eat. Learn. Play. Foundation

Dated

By: Christopher Helfrich

Its: Chief Executive Officer



5/29/2025

Oakland Unified School District

Dated

By: Dr. Kyla Johnson-Trammell

Its: Superintendent

Approval As To Form by OUSD Legal Department



04/25/25

Roxanne De La Rocha, Staff Attorney



ANNEX A: Purpose and Budget

Purpose

The primary goals of the Early Literacy Central Coach are to:

- Accelerate language and literacy outcomes of TK-2nd grade readers
- Build teachers' and tutors' capacities to ensure that diverse learners meet the demands of the Common Core. The Early Literacy Central Tutor Coach and Early Literacy Central Coaches will work in collaboration with site administrators, TSA/Coach, ILT, teachers, and external partners (e.g. REACH/Collaborative Classroom) to improve student outcomes at the site and support Early Literacy Tutors with implementing SIPPS and teachers with implementing Tier 1 Foundational Skill curriculum.
- Facilitate District-wide Early Literacy Professional development for TK-2nd grade tutors and teachers aligned to our Language and Literacy Framework
- Collaborate across central departments (Networks, ELLMA, SPED, Office of Equity, ECE) to ensure alignment and coherence with implementing our literacy vision and TK-5th Language and Literacy Framework

There are 4 early literacy Central Coaches. 3 coaches are focused on Tier 1 Foundational Skills support for schools, and 1 coach is focused solely on tutor coaching or Tier 2 foundational skill support. The Tier 2 coach also helps facilitate and collaborate with the two Collaborative Classroom coaches who also coach tutors and meets with them weekly.

Additionally, the coaches have a bi-weekly meeting with Romy, Jamilah, Sandra, and Emily Grunt to manage the Tier 2 tutor program and other needs like monitoring the attendance taking system, professional learning strategy, vacancy landscaping, etc. Hopefully when they hire the T2/T3 coordinator they will manage the coordination between OUSD and Collaborative classroom.

Early Literacy Central Coach Job Description Essentials

1. Observe, co-plan, coach and model early literacy best practices aligned to the Science of Reading (Word Recognition strand of Scarborough's rope) for Early Literacy Tutors using SIPPS (Systematic Instruction in Phonological Awareness, Phonics, and Sight Words)/Bookshop Fonetica and for Teachers using Tier 1 Foundational Skill curriculum
2. Facilitate professional learning focused on best language and literacy practices to support research-based instruction and SIPPS implementation for tutors and Tier 1 Foundational Skill curriculum for teachers
3. Co-develop expectations for tutors and teachers and support site-based TSAs with regards to weekly schedules, content and structure of PL, planning, data collection/analysis
4. Support site based PLCs by modeling, co-facilitating, or collaborating in planning
5. Use a coaching and feedback cycle grounded in data (includes students' progress, and video/recording of classroom instruction and coaching conversations) to support tutor and teacher growth and development.



6. Support screening, diagnostic, and progress-monitoring data collection and assessment administration
7. Meet regularly with the Early Literacy team to collaborate around Focal school needs, PD and other Early Literacy strategies
8. Visit tutor and teacher classrooms with site TSA/Principal to support improved instruction



Annex B: Grant Reporting Form

Grant Report

For Project Support

1. How were the funds spent? Please provide the major line items.
2. Was the grant used for the agreed upon purpose. Has anything changed?
3. How many students, kids or families were served by the funds? (Please provide any data by any demographics you track such as age, race, location, and gender).
4. What did you learn from the project's successes and challenges that may be useful to your organization in the future?
5. What should we know about your work next year, including any major changes to your leadership and programs.
6. If applicable, please include any specifically requested Impact Measures at Annex A of the Grant Award Letter.

Submit the following documents: if applicable

Project Budget vs Actuals

Current year organizational budget

Project photographs; if available

Other supporting documents (i.e. evaluation, impact reports, press coverage, videos, etc.); if available