

File ID Number	25-2812
Introduction Date	12/10/25
Enactment Number	
Enactment Date	
By	



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

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

December 10, 2025

To: Board of Education

From: Denise Saddler, Interim Superintendent  
Sondra Aguilera, Chief Academic Officer  
Monica Thomas, Network 3 Superintendent  
Lissette Averhoff, Principal, Hoover Elementary School

Subject: Grant Agreement - Oakland Public Education Fund - Rainin Foundation - Hoover Elementary School

**ACTION REQUESTED:**

Approval by the Board of Education of a Grant Agreement by and between the District and the Oakland Public Education Fund, Oakland, CA, accepting a Grant from the Rainin Foundation, in the amount of \$33,326.00, for Hoover Elementary to pay 8 teachers for extra PLC time to work on Early Lit Foundations- UFLI and EL Ed teaching- and for planning, observations for subs, for the period of October 15, 2025 through June 30, 2026.

**BACKGROUND:**

Grant Agreement 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
25-2812	Yes	Grant	Oakland Unified School, Hoover Elementary School	To pay 8 teachers for extra PLC time to work on Early Lit Foundations- UFLI and EL Ed teaching- and for planning, observations for subs. Hoping to close the gap and catch students up in K-2.	10/15/25 - 6/30/26	Rainin Foundation via the Oakland Public Education Fund	\$33,226.00

**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 \$33,226.00

**RECOMMENDATION:**

Approval by the Board of Education of a Grant Agreement by and between the District and the Oakland Public Education Fund, Oakland, CA, accepting a Grant from the Rainin Foundation, in the amount of \$33,326.00, for Hoover Elementary to pay 8 teachers for extra PLC time to work on Early Lit Foundations- UFLI and EL Ed teaching- and for planning, observations for subs, for the period of October 15, 2025 through June 30, 2026.

## OUSD Grants Management Face Sheet

<b>Title of Grant:</b>		<b>Funding Cycle Dates:</b>
Rainin Foundation Grant		10/15/2025 to 6/30/2026
<b>Grant's Fiscal Agent: (contact's name, address, phone number, email address)</b>		<b>Grant Amount for Full Funding Cycle:</b>
Oakland Public Education Fund		<b>\$33,226.00</b>
P.O. Box 71005, Oakland, CA 94612		
510-221-6968		
grants@oaklandedfund.org		
<b>Funding Agency:</b>		<b>Grant Focus:</b>
Rainin Foundation		<p>To support and pay 8 teachers for extra PLC time to work on Early Lit Foundations - UFLI and EL Ed teaching - and for planning, observations for subs. Hoping to close the gap and catch students up in K-2.</p>
<b>List all School(s) or Department(s) to be Served:</b>		
Hoover Elementary School		

Information Needed	School or Department Response	
How will this grant contribute to sustained student achievement or academic standards?	This support will help to close the gap and catch students up in K-2.	
How will this grant be evaluated for impact upon student achievement?  <b>(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.)</b>	This will allow PLC time to work on Early Lit Foundations for teaching, planning, and observations for substitute teachers.	
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?  <b>(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.)</b>	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? <b>(OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)</b>	No	
Who is the contact managing and assuring grant compliance? <b>(Include contact's name, address, phone number, email address.)</b>	Name/Title:	Lisette Averhoff, Principal, Hoover Elementary School
	Site:	170
	Address:	
	Phone:	(510) 879-2170
	Email:	Lisette.Averhoff@ousd.org

<b>Applicant Obtained Approval Signatures:</b>		
<b>Name/s</b>	<b>Entity</b>	<b>Signature/s</b> <b>Date</b>
Lisette Averhoff,	Principal	<i>Lisette Averhoff</i>
Sondra Aguilera	Chief Academic Officer	<i>Sondra Aguilera</i> 11/10/2025
<b>Grant Office Obtained Approval Signatures:</b>		
<b>Name/s</b>	<b>Entity</b>	<b>Signature/s</b> <b>Date</b>
Lisa Grant-Dawson	Fiscal Officer	
Denise G. Saddler	Interim Superintendent	



October 24, 2025

Dear Sondra Aguilera,

On behalf of The Oakland Public Education Fund Board of Directors, I am pleased to inform you that a grant has been approved for the Oakland Unified School District in the amount of \$33,226.00 for Hoover Elementary to pay 8 teachers for extra PLC time to work on Early Lit Foundations- UFLI and EL Ed teaching- and for planning, observations for subs.

This agreement forms a contract between the Oakland Public Education Fund and the Oakland Unified School District. (Grantee). Please read it carefully as it outlines the conditions of the grant as well as the payment and reporting schedules. If you can agree to the terms and conditions, please sign this agreement. No funds will be disbursed until this agreement has been signed and returned.

As a local education fund, our ability to fund important programs such as yours is contingent upon ongoing support from the Bay Area community. We look forward to partnering with you to let others know about the importance of philanthropy. Please include us in any communications connected with the grant, including press releases, programs, announcements, invitations, stories in the media, annual reports, and newsletters, and submit copies of any such publications with your reports. If your organization has a website, please link to [www.oaklandedfund.org](http://www.oaklandedfund.org). Our logo is available upon request. Any statement about Oakland Public Education Fund policy should be cleared in advance through our Communications Department at [communications@oaklandedfund.org](mailto:communications@oaklandedfund.org)

The Ed Fund is deeply honored to join you in the work of helping every Oakland public school student learn, grow, and thrive.

Warmly,

Alexandria Medina  
Executive Director  
Oakland Public Education Fund



## SECTION 1: PROJECT FUNDING OVERVIEW

Name of Project

Oakland Unified School District/We will pay 8 teachers for extra PLC time to work on Early Lit Foundations- UFLI and EL Ed teaching- and for planning, observations for subs. Hoping to close the gap and catch students up in K-2.

Date Approved

October 24, 2025

Funding Source

Rainin Foundation Grant

Amount of Grant

\$33,226.00

Grant Period

**Grant Start:** October 15, 2025

**Grant End:** June 30, 2026

Grant Writer

**Name:** Lissette Averhoff

**Email:** lissette.averhoff@ousd.org

Conditional/Restricted

**Yes**

## SECTION 2: GRANT PURPOSE AND EXPECTED OUTCOMES

It is mutually understood that this grant is awarded with the expectation that you will expend the entire amount to address the following agreed-upon purpose and objectives. This grant is restricted and can only be used for the stated purpose and outcomes in this agreement. ***While minor changes in plan are expected, if you or the team responsible for this grant wishes to modify these fundamental intentions of the project, you must seek prior approval of the Oakland Public Education Fund by contacting our Development Team at [grants@oaklandedfund.org](mailto:grants@oaklandedfund.org).***

### PURPOSE OF THIS GRANT

We will pay 8 teachers for extra PLC time to work on Early Lit Foundations- UFLI and EL Ed teaching- and for planning, observations for subs. Hoping to close the gap and catch students up in K-2.

### STEPS YOU WILL TAKE TO ACHIEVE YOUR RESULTS

5/22/2026 Final Report

### WHAT WILL CHANGE AS A RESULT OF YOUR PROJECT

ET for teacher PLC time, sub coverage: planning docs, PLC agendas, data trackers, observation notes and feedback.

## SECTION 3: REPORTING REQUIREMENTS

The report(s) required to be submitted by Grantee to the Ed Fund pursuant to this section shall contain sufficient information to establish that all grant funds were used for the Grant Purposes in furtherance of the Ed Fund's exempt purposes. Grantee shall keep a record of all receipts and expenditures relating to the Grant for four years and make records available to the Ed Fund, if the Ed Fund so requests, at reasonable times for review and audit. Receipts and expenditures include, but are not limited to, bills, invoices, and cancelled checks.



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## SECTION 4: DISBURSEMENT

Grant funds shall be disbursed via: Check.

The Oakland Unified School District Board of Education must approve receipt of grants by Oakland the District above a certain limit. You should plan on the board approval process taking at least thirty days from submission. Please work closely with the appropriate OUSD staff to ensure this process moves quickly and the work can begin on time.

Your disbursement check will be available according to the following Ed Fund disbursement schedule: Disbursements approved before Monday at 12pm will be available for pick up by 3pm on Friday. Checks approved after 12pm on Monday will be available by 3pm on Friday of the following week.

All payments are subject to satisfactory compliance with any pre-funding conditions or reporting requirements. For grants with multiple disbursements, the amount of any payment subsequent to the initial payment may be modified to reflect restrictions and conditions met in the grant purpose and expected outcomes section of this agreement. Conditional grants are paid only after a condition has been met.

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## SECTION 5: GRANT AGREEMENT

These grant funds were originally given to the Oakland Public Education Fund as a Section 501(c)(3) charity (the Ed Fund) and as a fiscal sponsor for the project. As the owner of the funds, the Ed Fund must take reasonable steps to ensure they are expended consistent with applicable state and federal laws, the Internal Revenue Code, and funder intent.

The Ed Fund previously decided that financial support of the project described in the cover letter accompanying this agreement would further the Ed Fund's tax-exempt purposes. Therefore, the Ed Fund created a restricted fund restricted for the purposes of the project and has decided to grant all amounts that it may deposit to that fund, less any administrative charge as set forth below, to The Oakland Unified School District (Grantee), subject to the following terms and conditions:

1. If not already on file, grantee shall provide the Ed Fund with an IRS Tax Determination Letter or other proof of grantee's 170(c)(1) status.
2. Grantee shall use the grant solely for the project described in this agreement, and Grantee shall repay to the Ed Fund any portion of the amount granted which is not used for that project. Any changes in the purpose for which grant funds are spent must be approved in writing to the Ed Fund before implementation. The Ed Fund retains the right, if Grantee breaches this Agreement, or if Grantee's conduct of the project jeopardizes the Ed Fund's legal or tax status, to withhold, withdraw, or demand immediate return of grant funds, and to spend such funds so as to accomplish the purposes of the project as nearly as possible within the Ed Fund's sole judgment. Any tangible or intangible property, including copyrights, obtained or created by Grantee as part of this project shall remain the property of Grantee.
3. An administrative charge has been deducted from the originating grant. Such fees, interest, and charges compensate the Ed Fund for its services administering the funds, and become unrestricted rather than restricted assets when deducted.



4. Nothing in this Agreement shall constitute the naming of Grantee as an agent or legal representative of the Ed Fund for any purpose whatsoever except as specifically and to the extent set forth herein.
5. This Agreement shall not be deemed to create any relationship of agency, partnership, or joint venture between the parties hereto, and Grantee shall make no such representation to anyone.
6. Grantee shall submit full and complete reports to the Ed Fund in compliance with Section 3 of this agreement. The report shall describe the charitable programs conducted by the Grantee with the aid of this grant.
7. Grantee shall ensure that the Ed Fund is included in any communications connected with the grant including press releases, programs, announcements, invitations, stories in the media, annual reports, and newsletters. Grantee will submit copies of any such publication with project report(s). Finally, Grantee will ensure that any mention of the Ed Fund on all printed material shall read: 'Project Name' has been made possible (in part) by the sponsorship of the Oakland Public Education Fund, with funding provided by (funders)" or an alternate credit to be agreed upon between you and the Ed Fund.
8. This grant is not to be used in any attempt to influence legislation within the meaning of Internal Revenue Code (IRC) Section 501(c)(3). No agreement, oral or written, to that effect has been made between the Ed Fund and Grantee.
9. Grantee shall not use any portion of the funds granted herein to participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, to induce or encourage violations of law or public policy, to cause any private inurement or improper private benefit to occur, nor to take any other action inconsistent with IRC Section 501(c)(3).
10. Grantee shall notify the Ed Fund immediately of any change in (a) Grantee's legal or tax status, and (b) Grantee's executive or key staff responsible for achieving the grant purposes.
11. Any controversy, claim, or dispute between the parties arising out of or related to this Agreement, or the alleged breach thereof, shall be determined by arbitration in Alameda County, CA, before one arbitrator. The arbitration shall be administered by Judicial Arbitration and Mediation Services (JAMS) pursuant to its Streamlined Arbitration Rules and Procedures. Judgment on the award may be entered in any court having jurisdiction. This clause shall not preclude parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction. The prevailing party shall, in addition to any other relief, be entitled to recover its reasonable attorneys' fees and costs of sustaining its position. Each provision of this Agreement shall be separately enforceable, and the invalidity of one provision shall not affect the validity or enforceability of any other provision. This Agreement shall be interpreted and construed in accordance with the laws of the State of California applicable to contracts to be performed entirely within such State. Time is of the essence of this Agreement and of each and every provision hereof. The failure of the Ed Fund to exercise any of its rights under this Agreement shall not be deemed a waiver of such rights.
12. This Agreement shall be governed by and construed in accordance with the laws of the State of California applicable to agreements made and to be performed entirely within such State.

Except for the Fiscal Sponsorship Agreement between Ed Fund and Grantee which shall control over any inconsistent provisions of this Agreement, this Agreement constitutes the only agreement, and supersedes all prior agreements and understandings, both written and oral, among the parties with respect to the subject matter hereof. All Exhibits hereto are a material part of this Agreement and are incorporated by reference. This Agreement, including any Exhibits hereto, may not be amended or modified, except in a writing signed by all parties to this Agreement.





Oakland Public Education Fund  
PO Box 71005  
Oakland, CA  
94612

Understood and agreed to,

**Grantee Signature**

**Signature:** 

**Title:** Chief Academic Officer

**Date:** 10/24/2025


**Oakland Ed Fund Authorized Signature**

**Signature:** 

**Title:** Chief Executive Officer

**Date:** 10/24/2025

Approved As To Form by OUSD Legal Department:

 10/28/25  
\_\_\_\_\_  
Roxanne De La Rocha, Staff Attorney

# THE OAKLAND PUBLIC EDUCATION FUND

520 5RD ST STE 109  
OAKLAND, CA 94607

Chase Bank  
11-8166/3210

50673

10/30/2025

PAY TO THE ORDER OF Oakland Unified School District

\$ \*\*33,226.00\*\*

\*\*\*Thirty Three Thousand Two Hundred Twenty Six Dollars\*\*\*

DOLLARS

MEMO

Oakland Unified School District  
1011 Union St  
Oakland, CA 94607  
United States



*[Handwritten Signature]*

AUTHORIZED SIGNATURE

⑈050673⑈ ⑆321081669⑆ 80006797635⑈

THE OAKLAND PUBLIC EDUCATION FUND

50673

V-0434--Oakland Unified School District  
Print As: Oakland Unified School District

1011 Union St  
Oakland, CA 94607

JP Morgan Chase  
Checking - 7635 - 22 7635  
Date: 10/30/2025

Date	Acct	Bill no.	Memo	Reference Number	Department ID	Fund	Amount Entered	Amount Paid
10/29/2025		SA10282025						
7020--Grants to other or								
Net Amount:								
Hoover is moving \$\$ f...F account to their OU								
							\$33,226.00	\$33,226.00
								\$33,226.00

Hoover Elementary