

# Oakland Unified School District

## Office of Charter Schools



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

*Community Schools, Thriving Students*

## Proposition 39 Facilities Request Form & Instructions 2022-23 School Year

### Key Deadlines

November 1, 2021	Charter School submits Prop 39 Facilities Request Form to OUSD Office of Charter Schools
December 1, 2021	District submits objections to Charter School's ADA projections ("Projection Objection Letter"), if applicable
January 2, 2022	Charter School responds to District's Projection Objection Letter, if applicable
February 1, 2022	District makes preliminary facilities offer to Charter School
March 1, 2022	Charter School responds to preliminary facilities offer
April 1, 2022	District makes final facilities offer to Charter School
May 1, 2022	Charter School notifies District to accept or decline the final facilities offer

Office of Charter Schools  
1000 Broadway, 3rd Floor, Suite 300  
Oakland, CA 94607  
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[www.ousdcharters.net](http://www.ousdcharters.net)



**OFFICE OF CHARTER SCHOOLS**

**PROP 39 FACILITIES REQUEST FORM INSTRUCTIONS**

Education Code §47614 (Proposition 39)

Complete the Prop 39 Facilities Request Form (next page) by responding to questions 1-4 and providing the appropriate documentation, as determined by school type, indicated below. Submit all applicable documents to [charteroffice@ousd.org](mailto:charteroffice@ousd.org) no later than end of day on **Monday, November 1, 2021**. Emailed verification will be provided upon submission of a complete application. Please **do not** submit documents in person.

		Additional Documents Required			
		ADA projections spreadsheet (appendix I)	Student application documentation (appendix II)	Meaningfully interested student signature forms (appendix III)	Meaningfully interested students spreadsheet (appendix IV)
<b>Existing School</b>	(a) Existing charter school	<b>Required</b>	<i>Do not submit</i>	<i>Do not submit</i>	<i>Do not submit</i>
	(b) Projected enrollment of any one or more of the following grade level(s) – TK, kindergarden, 6 <sup>th</sup> grade, and/or 9 <sup>th</sup> grade – <b>does not</b> increase by more than 15% between the 2021-22 and 2022-23 school years				
<b>Expanding School</b>	(a) Existing charter school	<b>Required</b>	<b>Required</b>	<i>Do not submit</i>	<i>Do not submit</i>
	(b) Projected enrollment of either TK, kindergarden, 6 <sup>th</sup> grade, and/or 9 <sup>th</sup> grade <b>does</b> increase by more than 15%* between the 2021-22 and 2022-23 school years				
<b>New School</b>	(a) Charter school opening in 2022-23	<b>Required</b>	<i>Do not submit</i>	<b>Required</b>	<b>Required</b>

\*Student application documentation is not required if an enrollment increase of 15%+ results in an increase of 5 or fewer students per grade.

Notes on required documentation:

- Prop 39 facilities are allocated based on in-district (OUSD resident) average daily classroom attendance (ADA).
- Expanding Schools are required to submit documentation demonstrating “meaningfully interested students” for appendix II. Unlike in past years, this requirement must be fulfilled by providing student application documentation from the 2020-21 and 2021-22 school years. Further instructions are included in Appendix II.



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- Charter schools experiencing enrollment growth due to the addition of previously authorized grade levels are considered Existing Schools. As such, these schools should **not** submit student application documentation or meaningfully interested student forms.
- Include only information requested. OCS may request additional documentation as necessary.

**2022-23 PROP 39 FACILITIES REQUEST FORM**

Education Code §47614 (Proposition 39)

- The Facilities Request Form and all accompanying documentation must be submitted to [charteroffice@ousd.org](mailto:charteroffice@ousd.org) by end of day **on Monday, November 1, 2021**.
- A facilities request will only be accepted if submitted on this form with all required attachments (please see Prop 39 Facilities Request Form Instructions on prior page for details on required attachments).

**Charter School Name:** \_\_\_\_\_

Primary Contact Person Name: Krishna Feeney \_\_\_\_\_ Phone: 510 842-1184 (w), 510 690-4838 (c)

Email: krishnaf@urbanmontessori.org Fax: 510 479-0063

Mailing Address: 4551 Steele St., Oakland Ca, 94619

**1. Provide a description of the methodology used to create the average daily classroom attendance (ADA) projections included in Appendix I.**

Average Daily Attendance (ADA) was calculated by multiplying attendance percentage times projected enrollment per grade level. Urban Montessori’s historical average attendance percentage is 94% and therefore, the charter elected to use 94% as the projected attendance percentage for 2022-23. 94.2% also is where the school is currently through September of the school year 2021-2022.

Urban Montessori plans to enrol slightly more students in 2022-2023 as compared to 2021-2022, driven by a return to pre-pandemic enrollment levels particularly in TK/K (Primary) and not with any intention to structurally grow the school:

- Middle School (Grades 7 & 8): year-over-year increase of 20 students, expected almost entirely in 7th grade due to prior improvement in retaining 6th graders -- not primarily driven by students new-to-the-school.
- Upper Elementary (Grades 4-6): year-over-year increase of 15 students or an average of 5 students per grade due to past improved retention in earlier grades -- not primarily driven by students new-to-the-school.



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- Lower Elementary (Grades 1-3): year-over-year *decrease* of 3 students or an average decrease of 1 student per grade. Total enrollment in this Level is planned for 139 students, which would actually be 23 students *fewer* in this Level than in pre-pandemic school year 2019-2020. (As enrollment evens out across individual grades, UMCS has modeled being able to responsibly close one classroom in this Level after 2022-2023 with what will then be a total of 132 students in this Level for the following year -- we are currently in the midst of a “bubble” in a particular grade.)
- Primary (Grades TK-K): year over year increase of 21 students, or an average of 10.5 students per grade. This is in response to a desire to return towards our pre-pandemic enrollment pattern -- not higher -- and California’s statewide directive to expand TK seats, which UMCS can do by enrolling slightly fewer Kinders.

UMCS believes that with access on its way to a COVID-19 vaccine for students five years old and up, we can return to our historic enrollment pattern in our youngest grades -- but not larger classes or more students than before the pandemic -- just larger than the impacted years of 2020-2022. Any school-wide student population growth is actually driven by stronger retention in older grades.

The school intends to operate in 2022-2023 with the same number of classrooms and teachers as currently in school year 2021-2022. Urban Montessori plans to continue its recent history of increasing retention in grades 4-8. Overall, enrollment is projected to increase by 52 students or 14.8% of the total 2021-22 enrollment which will bring us *back* towards pre-pandemic enrollment numbers.

2. **Please indicate all (sites, including non-OSD sites) on which the Charter School is currently located, if any.**

Urban Montessori Charter is currently occupying the Tilden campus at 4551 Steele St

3. **Provide a description of the general geographic area or the district school site in which the charter school wishes to locate. (Please note that while the District will make a reasonable effort to offer space in the general geographic area requested, Proposition 39 does not require the district to grant the charter school’s geographic or site-specific requests.)**

Title 5 CCR Section 11969.9(c)(1)(E) requires the charter school to provide information regarding the District school site and/or general geographic area in which the Charter School wishes to locate. Urban Montessori's strong, first preference would be to be located in a single, contiguous site that is centrally located and easily accessible to 580 and would allow the school to grow. We are extremely happy with our current facility at 4551 Steele St, and would like to remain here. Our population comes from all over the city, with meaningful concentrations along the 580 corridor.



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We moved to the Tilden Campus in July of 2020 and currently house our TK through 8th-grade students on the site. Over 40% percent of our currently enrolled TK through 8th-grade students reside in the zip code of our school-site, 94619, or a zipcode that borders 94619 where our current campus is located.

Our program, which has mixed-aged classes with a lead and support teacher and 30-33 students per class, requires larger classroom spaces (ideally 1,200sq ft, and not smaller than 900 sq. ft.). We would welcome the opportunity to discuss other long-term possibilities for our current facility that would allow us to stay here for longer than the 1-year Prop 39 term.

We can appreciate the challenges that the District faces in finding appropriate facilities for District and charter schools.

#### **4. Please note if the charter school has any unique facilities-related requests based on the school's educational programming.**

As you are aware, Urban Montessori is aligned with Montessori practices. Montessori classrooms are mixed age and typically have 30-33 students with two teachers. This classroom configuration allows for peer-to-peer teaching and highly differentiated instruction, as well as the constant movement of students. Unfortunately, most traditional classrooms are 750-950 sq. ft., which is smaller than the recommended 1,200 sq. ft. for Montessori classrooms.

Ideally, Urban Montessori would like to be in a building with larger classrooms that can accommodate its larger class sizes. Urban Montessori also has a robust design thinking program that necessitates a multi-purposed maker space. Urban Montessori has a large special education and RTI population (~12% of students) and requires additional resource spaces. The school also operates an after-school program throughout the school year that must be accommodated. The Tilden Campus serves our needs well.

We would like to remain at our current school site, Tilden, which accommodates our whole student body in one location. Additionally, we would like the opportunity to negotiate a long-term lease that would allow us to access Prop 51 dollars for site improvements to the OUSD facility.

Please note that this list is not exhaustive, and if the District's comparison schools include other facilities not noted here, or the Charter School would be entitled to additional teaching stations, specialized teaching station spaces, or non-teaching stations spaces under a Prop. 39 analysis, the District must also allocate a reasonably equivalent amount of this space to the Charter School.

**Appendix I: Enrollment, Attendance Rates, and ADA Projections**

**Instructions:** Fill out the tables below for all grade levels served at the school. "Oakland-Resident, Classroom-Based" columns should only include information for students who reside in Oakland, excluding any students in non-classroom based programs (e.g. independent study). ADA Projections in Table 3 should be the result of multiplying corresponding projected enrollment in Table 1 by corresponding projected attendance rates in Table 2.

**Table 1: Enrollment**

Grade Level	Oakland-Resident, Classroom-Based Enrollment			Total Enrollment		
	2020-21 (as of CBEDS Census Day)	2021-22 (as of CBEDS Census Day)	2022-23 (projected)	2020-21 (as of CBEDS Census Day)	2021-22 (as of CBEDS Census Day)	2022-23 (projected)
TK	10	17	22	15	17	25
K	37	33	39	45	37	45
1	58	30	35	71	36	41
2	46	49	36	54	57	42
3	46	44	48	60	51	56
4	42	35	43	45	43	50
5	47	31	37	54	34	43
6	20	34	33	23	39	38
7	13	17	34	20	19	40
8	1	12	15	8	19	18
9						
10						
11						
12						
<b>TOTAL</b>	<b>320</b>	<b>302</b>	<b>342</b>	<b>395</b>	<b>352</b>	<b>398</b>

**Table 2: Attendance Rate**

Grade Level	2019-20 Attendance Rate	2021-22 Attendance Rate	Projected 2022-23 Attendance Rate
TK	93.0%	94.00%	94.00%
K	93.1%	94.00%	94.00%
1	94.9%	94.00%	94.00%
2	93.1%	94.00%	94.00%
3	94.4%	94.00%	94.00%
4	93.5%	94.00%	94.00%
5	95.2%	94.00%	94.00%
6	94.1%	94.00%	94.00%
7	92.7%	94.00%	94.00%
8	93.1%	94.00%	94.00%
9			
10			
11			
12			

**Table 3: Average Daily Attendance (ADA) Projections**

Grade Level	Projected 2022-23 ADA	
	Oakland Resident, Classroom Based (projected resident classroom-based enrollment x projected attendance rate)	All Students Total (projected total enrollment x projected attendance rate)
TK	20.2	23.5
K	36.4	42.3
1	33.1	38.54
2	34.0	39.48
3	45.3	52.64
4	40.4	47
5	34.8	40.42
6	30.7	35.72
7	32.3	37.6
8	14.6	16.92
9		
10		
11		
12		
<b>TOTAL</b>	<b>321.7</b>	<b>374.12</b>

	<b>Grade TK</b>			
	<b>2018-2019 School Year</b>	<b>2019-2020 School Year</b>	<b>2020-2021 School Year</b>	<b>2021-2022 School Year</b>
<b>Open Enrollment</b>	62	65	45	41
<b>Post Enrollment</b>	20	27	19	10
<b>Seats</b>	18	19	23	25
	<b>Grade K</b>			
	<b>2018-2019 School Year</b>	<b>2019-2020 School Year</b>	<b>2020-2021 School Year</b>	<b>2021-2022 School Year</b>
<b>Open Enrollment</b>	277	232	159	126
<b>Post Enrollment</b>	76	63	42	78
<b>Seats</b>	61	62	65	38