

# Oakland Unified School District

## Office of Charter Schools



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

## Proposition 39 Facilities Request Form & Instructions 2024-25 School Year

### Key Deadlines

|                  |  |
|------------------|--|
| November 1, 2023 | Charter School submits Prop 39 Facilities Request Form to OUSD Office of Charter Schools                       |
| December 1, 2023 | District submits objections to Charter School's ADA projections ("Projection Objection Letter"), if applicable |
| January 3, 2024  | Charter School responds to District's Projection Objection Letter, if applicable                               |
| February 1, 2024 | District makes preliminary facilities offer to Charter School  |
| March 1, 2024    | Charter School responds to preliminary facilities offer  |
| April 1, 2024    | District makes final facilities offer to Charter School  |
| May 1, 2024      | Charter School notifies District to accept or decline the final facilities offer                               |

Office of Charter Schools  
1011 Union Street #947  
Oakland, CA 94607  
Phone: (510) 879-1677  
[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 **Wednesday, November 1, 2023**. 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) Projected enrollment of any one or more of the following grade level(s) – TK, kindergarten, 6 <sup>th</sup> grade, and/or 9 <sup>th</sup> grade – <b>does not</b> increase by more than 15% between the 2022-23 and 2023-24 school years | <b>Required</b>                          | <i>Do not submit</i>                            | <i>Do not submit</i>   | <i>Do not submit</i>                                       |
| <b>EXPANDING SCHOOL</b>  |  |   |  |  |
| (a) Existing charter school  |  |   |  |  |
| (b) Projected enrollment of either TK, kindergarten, 6 <sup>th</sup> grade, and/or 9 <sup>th</sup> grade <b>does</b> increase by more than 15%* between the 2023-24 and 2024-25 school years   | <b>Required</b>                          | <b>Required</b>                                 | <i>Do not submit</i>   | <i>Do not submit</i>                                       |
| <b>NEW SCHOOL</b>  |  |   |  |  |
| (a) Charter school opening in 2024-25  | <b>Required</b>                          | <i>Do not submit</i>                            | <b>Required</b>  | <b>Required</b>  |

\*Student application documentation is not required if a projected enrollment increase equal to or greater than 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 (Oakland resident) average daily classroom attendance (ADA).
- "Expanding Schools" are required to submit documentation demonstrating "meaningfully interested students" for Appendix II. This requirement must be fulfilled by providing student application documentation from the 2022-23 and 2023-24 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.



OFFICE OF CHARTER SCHOOLS

**2024-25 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 Wednesday, November 1, 2023**.
- 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: AIMS College Prep High School

Primary Contact Person Name: Marisol Magana/Maya Woods

Phone: 510-893-8701

Email: [Marisol.magana@aimsk12.org](mailto:Marisol.magana@aimsk12.org)/ [maya.woods-cadiz@aimsk12.org](mailto:maya.woods-cadiz@aimsk12.org)

Mailing Address: 171 12<sup>th</sup> Street, Oakland, CA 94607

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

The Charter School is not projecting a substantial increase in ADA for the 2024-25 school year.

The Charter School assumed all of its current 9<sup>th</sup>-11<sup>th</sup> grade students would return for 2024-25. This assumption is reasonable as the Charter School's retention rate is well over 90%, and we have traditionally maintained all of our classes at approximately the same size or with slight growth as they move up to higher grade levels.

The Charter School also assumed its 2024-25 9<sup>th</sup> grade is projected to be 125 students (108 of whom will be in-District), to develop its ADA projections for 2024-2025. As there are 73 and 58 students enrolled in AIMS Middle School and AIMS Elementary School, this will provide (as it has in prior years) a feeder pattern for the AIMS high school. In addition, the Charter School has historically had between 123 and 168 students in its incoming 9<sup>th</sup> grade class. We are projecting that we will reach total enrollment of 433 (376 in-District). While the Charter School saw a small decline in enrollment for this year due to the transition of a school leader, as well as families wishing to relocate to another city, we have reasonably projected that enrollment will rebound as enrollment patterns continue to stabilize post-COVID.

Our enrollment for the 2023-2024 school year was based on our CBEDS submission to the state, submitted on October 4, 2023.

We assumed that our in-District percentages will remain approximately the same. We have rolled forward all of our enrollment from each existing grade, assuming all in-District and out-of-District students will return, and that the in-District percentage of our incoming 9<sup>th</sup> grade class would remain at approximately 91%, as in the current and prior year.

We have also assumed that if we do lose any students to attrition, any vacancies will be filled by students from our waitlist or new applicants.

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As the Charter School does not offer non-classroom based instruction, we have assumed that we will not have any non-classroom based ADA.

We then applied an attendance rate of 95.5-.75% to our enrollment projections. This percentage is reasonable, as the Charter School's attendance rate typically averages out to approximately 95% per year, and its current year attendance rate to date is over 95%. We are expecting our 2024-25 ADA rates to be consistent with the current year as we have increased personnel that will be monitoring ADA closely and promoting the importance of school attendance to students.

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

Lakeview Campus

- 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.)**

Our charter school wishes to be located within the Lake Merritt/Downtown/Chinatown/Temescal neighborhoods. Our goal is to serve minority and socio-economically disadvantaged students who reside in these neighborhoods. In consideration of the demographics we serve, we need to be in a facility that is accessible to families that travel on foot or rely on public transportation to attend our school. Therefore, we request facilities at the following campus: Lakeview.

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

We are a high school currently located on an OUSD site. Our school is a college preparatory high school that serves Oakland students. Prop 39 offering should be in good faith and reflect the needs of a college preparatory school. In addition, a contiguous site is critical for staffing purposes as we have a great deal of shared staff and instructors, aside from the usual reasons of cross-grade level articulation, rotation of students and teachers between classrooms for each instructional period, and importance to families with siblings. Consequently, our educational program requires a single contiguous school site in which to operate. In addition, we want to request a multi-year lease agreement. We have a very robust sports program; the facility needs to meet the needs of our athletic program.

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

**Note:** "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).

**Table 1 Instructions:** Fill in the 2022-23 and 2023-24 Census Day enrollment data for all grade levels served at the school which corresponds (these figures should correspond with data available on CDE DataQuest). Then complete the projected column for the 2024-25 school year. Oakland-Resident data should correspond with information submitted to OUSD in the annual Census Day Enrollment Spreadsheets.

**Table 1: Enrollment**

| Grade Level  | Oakland-Resident, Classroom-Based Enrollment |                                     |                        | Total Enrollment                    |                                     |                        |
|--------------|--|-------------------------------------|------------------------|-------------------------------------|-------------------------------------|------------------------|
|              | 2022-23<br>(as of CBEDS Census Day)          | 2023-24<br>(as of CBEDS Census Day) | 2024-25<br>(projected) | 2022-23<br>(as of CBEDS Census Day) | 2023-24<br>(as of CBEDS Census Day) | 2024-25<br>(projected) |
| TK           |  |                                     |                        |                                     |                                     |                        |
| K            |  |                                     |                        |                                     |                                     |                        |
| 1            |  |                                     |                        |                                     |                                     |                        |
| 2            |  |                                     |                        |                                     |                                     |                        |
| 3            |  |                                     |                        |                                     |                                     |                        |
| 4            |  |                                     |                        |                                     |                                     |                        |
| 5            |  |                                     |                        |                                     |                                     |                        |
| 6            |  |                                     |                        |                                     |                                     |                        |
| 7            |  |                                     |                        |                                     |                                     |                        |
| 8            |  |                                     |                        |                                     |                                     |                        |
| 9            | 106  | 95                                  | 108                    | 122                                 | 115                                 | 125                    |
| 10           | 107  | 74                                  | 108                    | 125                                 | 85                                  | 125                    |
| 11           | 95   | 75                                  | 85                     | 85                                  | 86                                  | 97                     |
| 12           | 80   | 77                                  | 75                     | 90                                  | 86                                  | 86                     |
| <b>TOTAL</b> | <b>388</b>                                   | <b>321</b>                          | <b>376</b>             | <b>424</b>                          | <b>371</b>                          | <b>433</b>             |

**Table 2 Instructions:** In columns B and D, fill in the first three months (M1-3) of 2022-23 and 2023-24 attendance for all grade levels served at the school (which should correspond with attendance data submitted to OUSD in statistical months 1-3), respectively. In column C, fill in the 2022-23 attendance for all grade levels served at the school for the year. Then, use Column E to enter projected annual attendance rates for 2024-25.

**Table 2: Attendance Rate**

| Grade Level | 2022-23 (M1-3)<br>Attendance Rate | 2022-23 (Annual)<br>Attendance Rate | 2023-24 (M1-3)<br>Attendance Rate | Projected 2024-25<br>Attendance Rate |
|-------------|-----------------------------------|-------------------------------------|-----------------------------------|--------------------------------------|
| TK          |                                   |                                     |                                   |                                      |
| K           |                                   |                                     |                                   |                                      |
| 1           |                                   |                                     |                                   |                                      |
| 2           |                                   |                                     |                                   |                                      |
| 3           |                                   |                                     |                                   |                                      |
| 4           |                                   |                                     |                                   |                                      |
| 5           |                                   |                                     |                                   |                                      |
| 6           |                                   |                                     |                                   |                                      |
| 7           |                                   |                                     |                                   |                                      |
| 8           |                                   |                                     |                                   |                                      |
| 9           | 94.81                             | 92.3                                | 95.4                              | 95.50%                               |
| 10          | 96.26                             | 93.65                               | 95.6                              | 95.50%                               |
| 11          | 96.45                             | 94.08                               | 96.05                             | 95.75%                               |
| 12          | 95.42                             | 91.71                               | 95.8                              | 95.75%                               |

**Table 3 Instructions:** Fill in column B with the result of multiplying 2024-25 Oakland Resident projected enrollment (Table 1 col D) and the 2024-25 projected attendance rate (Table 2 col E). Fill in column C with the result of multiplying 2024-25 total projected enrollment (Table 1 col G) and the 2024-25 projected attendance rate (Table 2 col E).

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

| Grade Level  | Projected 2024-25 ADA  |   |
|--------------|--|---|
|              | Oakland-Resident,<br>Classroom Based<br><i>(projected resident<br/>classroom-based<br/>enrollment x projected<br/>attendance rate)</i> | All Students Total<br><i>(projected total<br/>enrollment x projected<br/>attendance rate)</i> |
| TK           |  |   |
| K            |  |   |
| 1            |  |   |
| 2            |  |   |
| 3            |  |   |
| 4            |  |   |
| 5            |  |   |
| 6            |  |   |
| 7            |  |   |
| 8            |  |   |
| 9            | 103.14   | 119.38  |
| 10           | 103.14   | 119.38  |
| 11           | 81.39  | 92.88   |
| 12           | 71.81  | 82.35   |
| <b>TOTAL</b> | <b>359.48</b>  | <b>413.97</b>   |