

Oakland Unified School District

Office of Charter Schools



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

Proposition 39 Facilities Request Form For the 2019-20 school year

Proposition 39 Facilities Request Form Instructions
Proposition 39 Facilities Request Form

Office of Charter Schools
1000 Broadway, 6th Floor, Suite 639
Oakland, CA 94607
Phone: (510) 879-1677
www.ousdcharters.net



PROP 39 FACILITIES REQUEST FORM INSTRUCTIONS

EDUCATION CODE §47614 (Proposition 39)

Prop 39 Facilities Request Form Instructions

Complete the Prop 39 Facilities Request Form by responding to questions 1-6 and providing the appropriate documentation as indicated below:

- [ADA Projections Spreadsheet](#) in its original Excel format as **Appendix I**
- [Meaningfully Interested Student Signature Forms](#) as **Appendix II (if applicable)**
- [Meaningfully Interested Students Spreadsheet](#) in its original Excel format as **Appendix III (if applicable)**

In-District ADA Enrollment

- **For Schools Opening in 2019-20:** Meaningfully Interested Student Signature Forms¹ must be included as **Appendix II** of the facilities request form. Petitioners must also complete and attach the Meaningfully Interested Students Spreadsheet as **Appendix III**. In addition to the hard copy of Appendix III, an electronic Excel copy must be submitted on a flash drive to the Office of Charter Schools.
- **For Schools Currently Operating and Not Projecting an Enrollment Increase Greater than 10%:** Live Go/Fall Info Update enrollment data will be used to corroborate the In-District ADA information contained in a school's facilities request form. If a school is not projecting an in-District enrollment increase greater than 10%, Meaningfully Interested Students Signature Forms are not required and will **not** be processed.
- **For Schools Currently Operating and Projecting an Enrollment Increase Greater than 10%:** If a school projects a "significant increase" in in-District enrollment that is **greater than 10%**, the school must complete and submit both the Meaningfully Interested Students Signature Forms (Appendix II) **and** the Meaningfully Interested Students Spreadsheet (Appendix III) to account for the projected enrollment increase.

Please note, enrollment growth due to the addition of grade levels towards fulfillment of the authorized grade configuration is **not** considered a "significant increase". Enrollment levels of matriculating grades are assumed to be similar to prior years. In such instances, Meaningfully Interested Students Signature Forms are not required and will **not** be processed.

DUE DATE

Submit all applicable documents described above by **12:00 pm on Thursday, November 1, 2018** to the Office of Charter Schools. Normal drop-off hours are between 9:30 AM - 4:30 PM (excluding 12:30-1:00 PM lunch). Once a COMPLETE application is submitted a verification of receipt will be provided.

¹ Please note, these forms should match those included in the new charter petition submission.



Submission Checklist

Schools Currently Operating and not Projecting an Enrollment Increase Greater than 10%	Schools Opening in 2018-19 or Schools Currently Operating and Projecting an Enrollment Increase Greater than 10%
<ul style="list-style-type: none"><input type="checkbox"/> Facilities Request Form<input type="checkbox"/> ADA Projections Spreadsheet (Appendix I)	<ul style="list-style-type: none"><input type="checkbox"/> Facilities Request Form<input type="checkbox"/> ADA Projections Spreadsheet (Appendix I)<input type="checkbox"/> Meaningfully Interested Student Signature Forms (Appendix II)<input type="checkbox"/> Meaningfully Interested Students Spreadsheet (Appendix III)



PROP 39 FACILITIES REQUEST FORM
UNDER EDUCATION CODE §47614 (Proposition 39)

- Facilities request will only be accepted if submitted on this form with all required attachments.²
- **Include only information requested on this form; please refrain from including extraneous information or attachments.**
- Facilities request must be received by 12:00 pm on Thursday, November 1, 2018
- A new or proposed new charter school may make a facilities request only if its charter petition was submitted on or before the last regularly scheduled Board meeting in October of the fiscal year preceding the year for which facilities are requested, and only if it receives approval of the petition before March 15 of the fiscal year preceding the year for which facilities are requested.

Office Use Only

Date Submitted:

Initials:

Charter School Name: American Indian Public Charter School

Primary Contact Person Name: Maya Woods-Cadiz/ Marisol Magana Phone: 510-893-8701

Email: Maya.woods-cadiz@aimschools.org / marisol.magana@aimschools.org Fax: 510-893-0345

Mailing Address: 171 12th Street, Oakland, CA 94607

- 1. Please complete and attach the [ADA Projections Spreadsheet \(Appendix I\)](#).**
- 2. Provide a description of the methodology used for the ADA projections above, including the current and prior year’s attendance rates. Please also include supporting documentation as an attachment.**
Title 5 CCR §11969 specifies that a requesting charter school must determine a reasonable projection of the in-district average daily classroom attendance (ADA) for the applying school year.

The Charter School is not projecting a substantial increase in enrollment, but rather is projecting that its total and in-District ADA will remain approximately the same for the 2019-20 school year. In sum, the Charter School used the cohort survival method, in which the enrollment in each grade level is rolled forward one grade and the incoming sixth grade class remains the same size as the 2018-2019 sixth grade class, to develop its ADA projections for 2019-2020. We are projecting that our percentage in-district students would remain the same.

More specifically, the ADA projections provided above are based on our observed ADA during the 2017-2018 school year, and our projected enrollment and ADA for 2018-2019. The 2017-2018 ADA figures were gathered from our 2017-2018 P-2 report submitted to the state. Our enrollment for the 2018-2019 school year was based on our CBEDS submission to the state on October 5, 2018. We do not project that our enrollment will change between now and the end of the 2018-2019 school year, as historically our enrollment has remained stable over the course of a school year.

² 5 CCR § 11969.9(c)(3) *School districts may require the charter school to submit its facilities request containing the information specified in paragraphs (1) and (2) on...another form specified by the school district.*



We note that our attendance reports for the first two months of the current school year reflect an attendance rate of 98%. In the last few years we have had a 98% attendance, and the projected ADA for the 2019-2020 school is thus calculated using that percentage.

Our ADA projections for 2019-20 applied an attendance rate of 98% to our CBEDS enrollment for each relevant grade level and rolled it forward, while assuming a 6th grade class of the same size as the current 6th grade class.

We have also assumed that our in-District percentages will remain 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.

In addition, in the last few years we have received more applications than spaces available, and have maintained a waitlist of 50 students. As such, any slots that are vacated by departing students will be filled by our waitlist. Therefore, we have rolled the current ADA for each grade level forward one grade, both our total ADA and in-District ADA, and assumed a 6th grade class that is the same size as the current 6th grade class, with the same percentage of in-District students as the current 6th grade. Any vacancies will be filled by students from our waitlist or new applicants.

Based on discussions with current students and their families, we therefore anticipate roughly the same ADA for the 2019-2020.

- 3. Please indicate all OUSD campuses on which the Charter School is currently located. (If Charter School is not currently located on an OUSD campus, enter "None".) (NOTE: Proposition 39 allows OUSD to move a charter school from its current site if necessary.)**

None.

- 4. Provide a description of the district school site and/or general geographic area in which the charter school wishes to locate. (NOTE: Proposition 39 requires the district to make a "reasonable effort" to offer a facility to a charter school in the general geographic area in which the charter school wishes to locate; however, the district is not required to grant the charter school's request.)**

Our Charter School wishes to be located within the Laurel/Downtown/Chinatown neighborhood. 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 one of the following campuses: Lincoln, La Escuelita, Bella Vista, West Oakland Middle, Roosevelt Middle School, Hoover Elementary, Piedmont Elementary, Westlake, Tilden, Laurel, BrettHart, Allendale or United for Success campus.

- 5. Provide information on the charter school's educational program that is relevant to the assignment of facilities.**



Our education program calls for a small students to teacher ratio of 25:1, therefore we request that the number of classrooms allocated for our use that reflects this ratio. In addition our school requires a large space for lunch program (kitchen), study hall, and occasional family meetings. Therefore we require access to such space. Additionally, due to physical education limitations that our students are currently facing, we require a facility with a gymnasium and fields. Currently our students walk to parks within the surrounding areas of the school, which has created a safety risk for our students.

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.

Finally, a contiguous site is critical for staffing purposes as we have a great deal of shared staff and instructors, and importance to families with siblings. Consequently, our educational program requires a single contiguous school site in which to operate.

The following application requirement ONLY applies to Schools Opening in 2018-19 or Schools Currently Operating and Projecting an Enrollment Increase Greater than 10%

- Please complete and attach the [Meaningfully Interested Student Signature Forms](#) (Appendix II) **AND** the [Meaningfully Interested Students Spreadsheet](#) (Appendix III). (Please be sure to also provide Appendix III in Excel format on a flash drive.) *Title 5 CCR §11969.9(c)(1)(B)(C) states that the annual request must include a description of the methodology used in making the ADA projections and if relevant, documentation of the number of in-district students meaningfully interested in attending the charter school.***

Appendix I: ADA Projections Spreadsheet

Definitions:
1. "Prior Year" means "the fiscal year prior to the fiscal year in which the facilities request is made." (2017-2018) Cal. Admin. Code tit. 5, § 11969.9(c)(1)(A)
2. "Current Year" means the year in which the facilities request is made. (2018-2019)
3. "Request Year" means the year for which facilities is requested. (2019-2020)
4. "In-District" refers to students who reside in Oakland Unified School District attendance boundaries.

Table 1: Total In-District Classroom-Based ADA Actuals & Projections

Grade Level	Prior Year P-2 ADA	Current Year CBEDS Enrollment	Request Year Projected ADA
<i>(Example)</i>	50.63	60	72.55
TK			
K			
1			
2			
3			
4			
5			
6	43.45	56	54.88
7	41.51	44	54.88
8	44.32	48	43.12
9			
10			
11			
12			
Total	129.29	148	152.88

Table 2: Total Classroom-Based ADA Actuals & Projections

Grade Level	Prior Year P-2 ADA	Current Year CBEDS Enrollment	Request Year Projected ADA
<i>(Example)</i>	38.17	47	59.31
TK			
K			
1			
2			
3			
4			
5			
6	45.47	57	55.86
7	47.68	47	55.86
8	49.94	57	46.06
9			
10			
11			
12			
Total	143.09	161	157.78

Table 3: Total In-District ADA Actuals & Projections (leave blank if no non-classroom-based/independent study students)

Grade Level	Prior Year P-2 ADA	Current Year CBEDS Enrollment	Request Year Projected ADA
<i>(Example)</i>	38.17	47	59.31
TK			
K			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total			

Table 4: Total ADA Actuals & Projections (leave blank if no non-classroom-based/independent study students)

Grade Level	Prior Year P-2 ADA	Current Year CBEDS Enrollment	Request Year Projected ADA
<i>(Example)</i>	38.17	47	59.31
TK			
K			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total			