

Oakland Unified School District

Office of Charter Schools



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

Proposition 39 Facilities Request Form & Instructions 2020-21 School Year

Key Deadlines

November 1, 2019 or earlier	Charter School submits Prop 39 Facilities Request Form to OUSD Office of Charter Schools
December 1, 2019	District submits objections to Charter School's ADA projections ("Projection Objection Letter"), if applicable
January 2, 2020	Charter School responds to District's Projection Objection Letter, if applicable
February 1, 2020	District makes preliminary facilities offer to Charter School
March 1, 2020	Charter School responds to preliminary facilities offer
April 1, 2020	District makes final facilities offer to Charter School
May 1, 2020 (or 30 days from receipt of final offer)	Charter School notifies District to accept or decline the final facilities offer

Office of Charter Schools
1000 Broadway, 3rd Floor, Suite 398
Oakland, CA 94607
Phone: (510) 879-1677
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 no later than **5:00 pm on Friday, November 1, 2019**. 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 intCollegeted student signature forms (appendix III)	Meaningfully intCollegeted students spreadsheet (appendix IV)
Existing School	(a) Existing charter school (b) Projected enrollment of either TK, kindergarden, 6 th grade, and/or 9 th grade <u>does not</u> increase by more than 15% between the 2019-20 and 2020-21 school years	Required	<i>Do not submit</i>	<i>Do not submit</i>	<i>Do not submit</i>
Expanding School	(a) Existing charter school (b) Projected enrollment of either TK, kindergarden, 6 th grade, and/or 9 th grade <u>does</u> increase by more than 15%* between the 2019-20 and 2020-21 school years	Required	Required	<i>Do not submit</i>	<i>Do not submit</i>
New School	(a) Charter school opening in 2020-21	Required	<i>Do not submit</i>	Required	Required

*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 (Oakland resident) average daily classroom attendance (ADA).
- Expanding Schools are required to submit documentation demonstrating “meaningfully intCollegeted students” for appendix II. Unlike in past years, this requirement must be fulfilled by providing student application documentation from the 2018-2019 and 2019-2020 school years. Further instructions are included in Appendix II.
- 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 intCollegeted student forms.
- Include only information requested. OCS may request additional documentation as necessary.



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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 by **5:00 pm on Friday, November 1, 2019**.
- 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).
- A new or proposed charter school may make a facilities request for 2020-21 only if its charter petition was submitted on or before the October 23, 2019 OUSD Board meeting. A school's charter petition must be approved before March 15, 2020 in order to receive a Final Notification of Facilities.

Charter School Name: ASPIRE COLLEGE ACADEMY

Primary Contact Person Name: Suzanne Howard

Phone: 510-434-5030

Email: Suzanne.howard@aspirepublicschools.org

Fax: N/A

Mailing Address: 1001 22nd Ave, Suite 100, Oakland, CA 94606

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

As demonstrated herein, we have analyzed Aspire Academy's historical enrollment, retention, and prior ADA figures in order to arrive at our total projected ADA figure for the request year. The Implementing Regulations state that when a charter school is not yet open (i.e., not yet providing instruction) or to the extent an operating charter school projects a substantial increase in in-District ADA, the annual request must include documentation of the number of in-District students meaningfully integrated in attending Aspire College Academy. Please be advised that Aspire College Academy is an existing school and does not project a significant increase in its in-District ADA. Accordingly, pursuant to the Implementing Regulations, no supporting documentation is required beyond the school's P-2 report from the prior year. Nonetheless, Aspire College Academy has attached additional supporting documentation for the District's review.

An analysis of historical attendance rates at Aspire College Academy indicates that a 94.60% attendance rate is not only reasonable but conservative for this site given recent trends and annual data. Historically, Aspire College Academy has had similar ADA numbers: 94.50% in 2016-2017, 94.30% in 2017-2018, and 94.90% in 2018-2019. Therefore, we applied an attendance rate of 94.6% to our enrollment projections.

Similarly, reviewing matriculation and retention patterns from grade to grade at Aspire College Academy over the last three years shows that the school has a high retention rate, and has consistently filled the spots of any students that have left during the school year with students off of its waitlist, and with new applicants for spots that become available in the summer. The consistently high number of applicants and the additional applicants on the waitlist has enabled Aspire College Academy to maintain full enrollment since its opening in 2011. Historically, Aspire College Academy has retained an average of 87.61% of its students from year to year,

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and, as noted above, have filled every slot left by a departing student. Based on historical data, we have confidence that the rate of students who will return to Aspire College Academy for the 19-20 school year will remain high, and any empty slots will be filled by new applicants and our waitlist (which currently has 306 students on it).

Therefore, Aspire College Academy used the cohort survival method to assume that most of its current students would return (or their slots would be filled by other students) in 2019-20, and thus rolled each grade level's ADA forward one year.

To calculate in-district vs. out of district student percentages we obtained latitudes and longitudes of current students' residential locations. We then mapped out Oakland Unified School District boundaries to count students inside and outside district boundaries. To project the proportion of incoming students that would reside in-district for each grade, we applied the current school year's residency rate for the previous grade, and the school's average residency rate for Kindergarten.

In order to determine the District school students would otherwise attend, we used the OUSD school finder to input addresses.

Additionally, Aspire College Academy has the ability to fill vacant spots with students from the same community if students leave. The current wait list has 51 in-district students. The Charter School will continue to conduct outreach to the surrounding community to keep community engagement high.

Please refer to the attached supporting documentation for additional clarification:

- 1. 2019-20 Operational Calendar*
- 2. Current Student Roster*
- 3. Enrollment, ADA Projections and Methodology*
- 4. Current Wait List*

2. Please indicate all campuses on which the Charter School is currently located, if any.

NONE.

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.)

The Charter School requests a facility that allows us to keep the same grade configuration (K-5) and that is within the nearby vicinity of 8030 Atherton Street, Oakland, CA 94605. We have many families who currently walk to the current location, so proximity is highly desired. Locations near the Oakland SOL

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(School of Language) campus could be a viable location for our families. For reasons we can explain, the current facility is not viable long term.

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

The Charter School's educational program does have unique facilities needs. As you are aware, key components of the educational program of the Charter School include integrated technology, arts programs, after school programs, and tutoring support. In order to provide these aspects of our educational program, the facility allocated to the Charter School must provide appropriate technology infrastructure and space to support the blended learning program, an art classroom, and sufficient space for tutoring sessions with students. Please note that this list is not exhaustive, and if the District's comparison schools include other facilities not noted here, the District must also allocate a reasonably equivalent amount of this space to the Charter School.

In addition, and in accordance with its charter and its budget, the Charter School will operate grade levels Kindergarten through 5th on one contiguous school site. Consequently, the Charter School's educational program requires a single contiguous school site in which to operate.

Technology:

Each classroom should have a Wireless Access Point, a Quad-Data plate with 4 data connections, and a projector.

The building should contain a dedicated server room/data closet. The server room/data closet should ideally include:

- *Minimum size = 8' x 8'*
- *3' of clearance in front electrical panels*
- *2 19" self-enclosed racks*
- *Air conditioning*
- *All installations properly fire-stopped on fire-rated walls*
- *Fiber within building should be 50-micron multi-mode fiber (teal color) with LC termination*
- *Fiber patch panel with LC termination at top of rack*
- *3 Horizontal cable management trays every 2u of space below CAT6 RJ45 patch panels*
- *Please note that the technology specification list described above is not exhaustive but provides examples of technological infrastructure that exists at the Charter School's current facility.*

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		
	2018-19 (as of CBEDS Census Day)	2019-20 (as of CBEDS Census Day)	2020-21 (projected)	2018-19 (as of CBEDS Census Day)	2019-20 (as of CBEDS Census Day)	2020-21 (projected)
TK	5	5	5	6	6	6
K	33	43	43	39	47	47
1	51	37	43	52	40	47
2	44	50	37	49	51	40
3	46	46	50	51	51	51
4	40	48	46	46	51	51
5	39	43	48	43	48	51
6	0	0	0	0	0	0
7	0	0	0	0	0	0
8	0	0	0	0	0	0
9	0	0	0	0	0	0
10	0	0	0	0	0	0
11	0	0	0	0	0	0
12	0	0	0	0	0	0
TOTAL	258	272	272	286	294	293

Table 2: Attendance Rates

Grade Level	2018-19 Attendance Rate	2019-20 Attendance Rate	Projected 2020-21 Attendance Rate
TK	94.3%	95.6%	95.6%
K	93.7%	95.6%	95.6%
1	94.7%	95.6%	95.6%
2	95.0%	95.6%	95.6%
3	95.0%	95.6%	95.6%
4	94.7%	95.6%	95.6%
5	95.5%	95.6%	95.6%
6			
7			
8			
9			
10			
11			
12			

Table 3: Average Daily Attendance (ADA) Projections

Grade Level	Projected 2020-21 ADA	
	Oakland Resident, Classroom Based	Total
TK	5	6
K	41	45
1	41	45
2	35	38
3	48	49
4	44	49
5	46	49
6		
7		
8		
9		
10		
11		
12		
TOTAL	260	280

ACA General CALENDAR 2019-2020

JULY							Teacher Work Days:	8
S	M	T	W	Th	F	S	Instructional Days:	0
							23: Teacher Start Date	
	1	2	3	4	5	6	23-24: New to Aspire & Site Time	
7	8	9	10	11	12	13	25-26: Site Retreats	
14	15	16	17	18	19	20	29-30: Regional Days	
21	22	23	24	25	26	27	31: Site Day	
28	29	30	31					

JANUARY							Teacher Work Days:	
S	M	T	W	Th	F	S	Instructional Days:	
			1	2	3	4	1-10: Winter Break	
5	6	7	8	9	10	11	13: No School/ Staff PD	
12	13	14	15	16	17	18	20: MLK Day	
19	20	21	22	23	24	25	21: Principal Chat Meeting	
26	27	28	29	30	31			

AUGUST							Teacher Work Days:	23
S	M	T	W	Th	F	S	Instructional Days:	20
				1	2	3	1: Ice Cream Social/ New Family Orientation	
4	5	6	7	8	9	10	1-2: PD/Teacher Work Day	
11	12	13	14	15	16	17	5: 1st day of School	
18	19	20	21	22	23	24	5-9: Minimum Days-PD	
25	26	27	28	29	30	31	12-29: TK/K Only Minimum Days	
							24: Back to School Saturday	

FEBRUARY							Teacher Work Days:	
S	M	T	W	Th	F	S	Instructional Days:	
						1	17: Presidents Day	
2	3	4	5	6	7	8	21: 2nd Annual Black Ex	
9	10	11	12	13	14	15	27: Black History Month	
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		

SEPTEMBER							Teacher Work Days:	20
S	M	T	W	Th	F	S	Instructional Days:	19
1	2	3	4	5	6	7	2: Labor Day	
8	9	10	11	12	13	14	10: Principal Chat Meeting	
15	16	17	18	19	20	21	16: Picture Day	
22	23	24	25	26	27	28	24: ELAC Meeting #1	
29	30						26: SSC Meeting #1	
							27: No School/ Staff PD	
							30: Minimum Day Parent/SL Conferences	

MARCH							Teacher Work Days:	
S	M	T	W	Th	F	S	Instructional Days:	
1	2	3	4	5	6	7	9-12: Min Day for Test Sc	
8	9	10	11	12	13	14	19: ELAC Meeting #3	
15	16	17	18	19	20	21	19: SSC Meeting #3	
22	23	24	25	26	27	28	23-26: Min Day Parent/S	
29	30	31					30-31: Spring Break	

OCTOBER							Teacher Work Days:	18
S	M	T	W	Th	F	S	Instructional Days:	17
		1	2	3	4	5	1-4: Minimum Day Parent/SL Conferences	
6	7	8	9	10	11	12	7-11: Fall Break	
13	14	15	16	17	18	19	14: No School/ Staff PD	
20	21	22	23	24	25	26	18: Safety Committee Mtg	
27	28	29	30	31			24: Latino Heritage Night Celebration	
							31: Storybook Character Day	

APRIL							Teacher Work Days:	
S	M	T	W	Th	F	S	Instructional Days:	
			1	2	3	4	1-10: Spring Break	
5	6	7	8	9	10	11	13: No School/Staff PD	
12	13	14	15	16	17	18	17: Safety Committee Mtg	
19	20	21	22	23	24	25	25: Saturday School/ Rea	
26	27	28	29	30				

NOVEMBER							Teacher Work Days:	15
S	M	T	W	Th	F	S	Instructional Days:	15
							5: Picture Day Makeup	
3	4	5	6	7	8	9	5: Principal Chat Meeting	
10	11	12	13	14	15	16	11: Veteran's Day	
17	18	19	20	21	22	23	19: ELAC Meeting #2	
24	25	26	27	28	29	30	21: SSC Meeting #2	
							25-29: Thanksgiving Break	

MAY							Teacher Work Days:	
S	M	T	W	Th	F	S	Instructional Days:	
						1	6-8: 4th Annual Reading	
3	4	5	6	7	8	9	14: ELAC Meeting #4	
10	11	12	13	14	15	16	14: SSC Meeting #4	
17	18	19	20	21	22	23	25: Memorial Day	
24	25	26	27	28	29	30		
31								

DECEMBER							Teacher Work Days:	15
S	M	T	W	Th	F	S	Instructional Days:	15
1	2	3	4	5	6	7	12: Parent Celebration	
8	9	10	11	12	13	14	17-20: Minimum Day	
15	16	17	18	19	20	21	23-31: Winter Break	
22	23	24	25	26	27	28		
29	30	31						

JUNE							Teacher Work Days:	
S	M	T	W	Th	F	S	Instructional Days:	
	1	2	3	4	5	6	10: 5th Grade Promotion	
7	8	9	10	11	12	13	8-12: Minimum Days	
14	15	16	17	18	19	20	12: Last Day of School	
21	22	23	24	25	26	27		
28	29	30						

	Minimum Days
	School Closed
	Teacher Work Days/Non-student Days
	Teacher Work Days/Instructional Days
	ELAC Meetings
	SSC Meetings
	Principal Chat/ Parent Celebration/ Safety Committee Meetings
	Saturday School