

# 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:** Aurum Preparatory Academy

**Primary Contact Person Name:** Emanuel Vincent, EdD.

**Phone:** 510-333-4496

**Email:** Emanuel.Vincent@aurumprep.org

**Mailing Address:** 1034 66th Avenue, Oakland, CA 94621

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

**Context**

Earlier this year (2023), the Aurum Preparatory Academy (Aurum) Board of Directors, conducted a national search and hired Emanuel Vincent, EdD., a seasoned Charter School leader with national and international education experience. Dr. Vincent started in July 2023, with a focus on further building the instructional capacity of Aurum with a goal of making Aurum a first choice middle school for Oakland area families.

In collaboration with the Aurum Board of Directors, Dr. Vincent has begun to initiate significant recruitment and engagement efforts to identify and register families who are meaningfully interested in enrolling their child(ren) at Aurum through its enrollment period.

The Aurum Board of Directors, Faculty, Staff, and a highly dedicated and eager parent community, are engaged in extensive and ongoing outreach efforts that include a series of open houses, home visits and partnering with community based organizations to conduct tabling events for interested families.

**Other enrollment efforts include, but are not limited to:**

- Establishing a Family Advisory Council (FAC) to involve the parent community as a collaborative recruiting resource to help convey the design and purpose of Aurum Preparatory as a small school with exceptional instruction and an emphasis on character development for success in high school and beyond.
- Recently, Aurum also added a PTO to further build community among parents.
- Aurum continues to collaborate with schools and nonprofits such as “Cox Academy” and “Live, Learn, Success,” and with various faith communities.
- Aurum has hired a recruitment coordinator to further outreach and recruitment efforts.

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- Aurum is a member of Enroll Oakland Charters, a common enrollment system. We have also contracted with a professional digital marketer to improve outreach according to best practices in recruitment.
- To combat some of the trend data, Aurum is developing a more user-friendly website, hosting more open houses for families, and developing collateral materials that clearly focus on instructional activities, the strength of our faculty and staff, small class sizes and our commitment to character development.

### **Aurum Preparatory Academy used the following methodology to develop their ADA projections:**

- We started by looking at current and past enrollment data from the 2022-23 and 2023-24 school years to establish a baseline.
- For each grade level, we looked at the number of in-district students enrolled and made projections based on expected retention and growth.
- For 6th grade, we are projecting an increase of 14 in-district students compared to 2023-24, based on pre-COVID enrollment trends and new recruitment efforts.
- For 7th and 8th grades, we projected mostly consistent cohorts advancing year-over-year, with slight growth of 4-5 in-district students per grade.
- In total, Aurum is projecting 145 students enrolled in 2024-25, with the majority being in-district.
- To calculate ADA, we multiplied the enrollment projection by an assumed attendance rate of 95% based on goals to improve family engagement and reduce absenteeism.
- The 95% rate is higher than current rates of 93.4% (6th grade), 92.1% (7th grade), and 85.0% (8th grade).
- The ADA formula used was:  $[\text{Days Attd} / (\text{Actual Days} - \text{Off Track Days} - \text{Exempt Days})] \times 100 = \text{ADA}\%$

**In summary, Aurum Prep used current enrollment by grade, historical trends, targeted recruitment and retention efforts, an aspirational 95% attendance rate, and the ADA formula to project their in-district ADA for 2024-25. We are eager to convey that at Aurum is a place where mistakes are nurtured and students are well prepared for high school and beyond.**

### **Other Notes:**

Aurum Prep has historically added between 10 to 20 students between the census day and the end of the year despite any attrition. Therefore, we believe that our goal of beginning the next academic year with a total student count of 138 is reasonable and attainable.

For an enrollment of 138 students, we are projecting an attendance rate of 95%. The 95% rate is higher than current rates of 93.4% (6th grade), 92.1% (7th grade), and 85.0% (8th grade).

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### Sixth Grade - 2024/2025

For a projected enrollment of 138 students, Aurum is projecting an attendance rate of 95%. This is slightly above the average for the past two years' attendance rate. Our methodology to determine “in-district ADA” (Table 1) is based in part on our current number of students, historical enrollment trends, and attendance patterns throughout the course of the year.

Aurum projects an increase of 2 in-district 6th grade students, for a total of 48 students. While still an ambitious target, this growth is justified by expanded recruitment efforts including:

- Hosting 3 middle school open house events in September 2023
- Presentations to local elementary schools in October 2023
- Digital ad campaigns targeting 5th grade families
- Mailers to families in feeder school districts
- Word of mouth marketing through parent ambassadors

### Seventh Grade - 2024/2025

Aurum projects that it will enroll forty-eight (48) in-district 7th grade students. As of the 2023/2024 CBEDS Census Day, Aurum has enrolled thirty-nine (39) in-district 7th grade students. Aurum’s 7th grade class had forty-five (45) in-district students for the 2022/2023 school years. Aurum reasonably projects that most, if not all, of the forty-six (46) current 6th grade students will remain at the Charter School for 7th grade in 2024/2025. Additionally, Aurum projects a slight increase (2 in-district students) in 2024/2025 in-district 7th grade enrollment as reasonable, given that we are intensifying our recruitment strategies with a recruitment coordinator and a digital media marketer. We believe these efforts will substantiate our projections.

### Eighth Grade - 2024/2025

Aurum projects that it will enroll forty-two (42) in-district 8th grade students. As of the 2023/2024 CBEDS Census Day, the Charter School has enrolled thirty-nine (39) in-district 8th grade students. Aurum’s 8th grade class had fifty-seven (57) in-district students for the 2022/2023 school years. Aurum reasonably projects that most, if not all, all thirty-nine (39) of its current 7th grade students will remain at the Charter School for 8th grade in 2024/2025. Additionally, Aurum projects a slight increase (4 in-district students) in 2024/2025 in-district 8th grade enrollment based upon intensifying our recruitment strategies with the addition of a recruitment coordinator and also by contracting with a digital media marketer we believe these efforts to substantiate our projections.

Therefore, Aurum projects that it will enroll a total of 138 students in 2024/2025, a 12% increase. Our refreshed and ongoing recruitment efforts will continue to prioritize the communities we serve, although we anticipate serving some out-of-district students. The majority will be in-district students and we project that 95% of enrollment will be from in-district students, for a total of 131 out of our total enrollment of 138.

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- 2. Please indicate all (sites, including non-OUSD sites) on which the Charter School is currently located, if any.**
- Aurum Preparatory Academy is currently located on the campus of Acts Full Gospel Church at 1034 66th Avenue, Oakland, CA, 94621
- 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.)**
- Aurum Preparatory Academy Charter School (“Aurum Prep”) serves a student body that reflects the demographics of the community that surrounds it.
  - Aurum is designed to provide a high quality option to high-need children in the target community of the deep East Oakland neighborhoods of Cox, Webster, Ivywood, Foothill Square, and Elmhurst.
  - Aurum is requesting to be sited near our current location at 1034 66th Ave to continue serving this community.
  - The proposed territory is a majority minority community, like much of Oakland, with a mix of African American and Latino residents.
  - Either of the proposed locations would allow Aurum Prep to continue its efforts to serve the community it already does.

**Aurum Preparatory Academy respectfully requests our preference for placement at or near the following locations, if they are available:**

- The former Oakland School of Language location: 1180 70th Avenue, Oakland, CA 94621
- The former Parker elementary school location: 7929 Ney Avenue, Oakland, CA 94605

Both requested sites are in deep East Oakland near the current Aurum student population. This area aligns with Aurum’s mission of providing quality education options to high-need children in these neighborhoods.

In summary, Aurum is requesting Prop 39 facilities in deep East Oakland, ideally at or near their two specified preferred sites, in order to stay in the same geographic community as their current student body.

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

In order to administer its program effectively, Aurum requires a single, contiguous site with allocations of teaching and non-teaching space reasonably equivalent to the rooms, features and amenities provided at District middle schools.



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Key site provision requests (Please note that this list is not exhaustive):

- 10 general education classrooms
- 3 classrooms for art, music & special education
- Office space for three administrators
- A conference room
- Shared staff workspace for up to 20 teachers/staff
- A multi-purpose room of at least 2000 sq ft for:
  - Lunch room
  - School assemblies
  - Envisioneers: Extended Learning Program (After School Program)
  - Indoor physical education (PE)
  - Student performances
  - Community engagement workshops
  - Parent workshops, etc.

In summary, Aurum Prep requires typical middle school facilities, with an emphasis on sufficient general and specialty classroom space for their model. The multi-purpose room and shared staff work areas are unique aspects connected to their programming and staffing model.



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**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 (as of CBEDS Census Day)	2023-24 (as of CBEDS Census Day)	2024-25 (projected)	2022-23 (as of CBEDS Census Day)	2023-24 (as of CBEDS Census Day)	2024-25 (projected)
TK						
K						
1						
2						
3						
4						
5						
6	46	46	48	46	46	48
7	45	39	48	45	39	48
8	57	39	42	57	39	42
9						
10						
11						
12						
<b>TOTAL</b>	<b>148</b>	<b>124</b>	<b>138</b>	<b>148</b>	<b>124</b>	<b>138</b>



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**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) Attendance Rate	2022-23 (Annual) Attendance Rate	2023-24 (M1-3) Attendance Rate	Projected 2024-25 Attendance Rate
TK				
K				
1				
2				
3				
4				
5				
6	94%	94%	93%	95%
7	93%	93%	92%	90%
8	88%	88%	85%	85%
9				
10				
11				
12				



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**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, Classroom Based <i>(projected resident classroom-based enrollment x projected attendance rate)</i>	All Students Total <i>(projected total enrollment x projected attendance rate)</i>
TK		
K		
1		
2		
3		
4		
5		
6	45	45
7	43	43
8	44	44
9		
10		
11		
12		
<b>TOTAL</b>	<b>132</b>	<b>132</b>

**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.

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TK						
K						
1						
2						
3						
4						
5						
6	46	46	48	46	46	48
7	45	39	48	45	39	48
8	57	39	42	57	39	42
9						
10						
11						
12						
<b>TOTAL</b>	<b>148</b>	<b>124</b>	<b>138</b>	<b>148</b>	<b>124</b>	<b>138</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.

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TK				
K				
1				
2				
3				
4				
5				
6	94%	94%	93%	95%
7	93%	93%	92%	90%
8	88%	88%	85%	85%
9				
10				
11				
12				

**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).

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Grade Level	Projected 2024-25 ADA	
	Oakland-Resident, Classroom Based <i>(projected resident classroom-based enrollment x projected attendance rate)</i>	All Students Total <i>(projected total enrollment x projected attendance rate)</i>
TK		
K		
1		
2		
3		
4		
5		
6	45	45
7	43	43
8	44	44
9		
10		
11		
12		
<b>TOTAL</b>	<b>132</b>	<b>132</b>