

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 interested student signature forms (appendix III)	Meaningfully interested 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 interested 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 interested 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: Envision Academy of Arts & Technology

Primary Contact Person Name: Mariko Highsmith **Phone:** 510-451-2415 x117

Email: mhighsmith@envisionschools.org **Fax:** 510-451-2768

Mailing Address: 111 Myrtle St. Ste. 203 Oakland, CA 94607

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

For the 2020-21 Total Classroom ADA, we used a projection of 95% attrition to determine the number of returning 6th graders who would advance to 7th grade. We then added 20 additional students to 7th grade to accommodate additional students whose families have communicated an interest in transferring to our school for 7th grade and the additional students who were interested in our 6th grade class but did not choose our school because we didn't have a confirmed location prior to the enrollment confirmation deadline. For the incoming class of 6th grade students, we projected enrolling one additional cohort of students more than the current year's 6th grade class, for a total of 84 6th grade students. Finally, we multiplied the projected enrollment by our projected P-2 ADA percentage of 95%.

For the 2020-21 In-District Classroom ADA, we used our in-district percentage for the 6th and 9-12th grade of 90%.

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

Envision Academy of Arts & Technology Middle Grades is currently co-located on the Lowell campus at 991 – 14th Street.

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.)

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Based upon the needs of the School's educational program and the residency of the projected student enrollment, the Charter School strongly desires to locate based on the geographic distribution of our current students and proximity to our current high school campus located in downtown Oakland. Our main desire is to be located at a site where students are safe, facilities are contiguous, and there is a distinct identification and specific space for Envision Academy. Given these needs, we are willing to work with the District to identify a suitable location. Our preference is to remain within 3 miles of our current location at Lowell campus and our high school location at 15th and Webster Streets. The campuses that fall within this range that may best meet our programmatic needs are Lowell, Westlake, Santa Fe, Cole, Lakeview, and Oakland High.

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

Envision Academy's educational program has unique facilities needs. Envision Academy has major foci on art and technology, and requires facilities that are sufficient to carry out these key educational components. In order to provide this aspect of our educational program, the facility allocated to the Charter School must provide the following: facilities that provide for collaborative and project-based instruction including at least seven (7) regular teaching stations including a two (2) fully equipped science laboratory classrooms, and at least an additional four (4) rooms for our Academic Support and intervention programs that do not have to be the size of full classrooms. We also request facilities are wired for Internet access, a telephone/server room with proper air conditioning, ventilation, and storage; a performance space for exhibitions, administrative and counseling offices, Staff/Copier Room, janitorial closet with sink and supply storage, supplies storage room, and a facility that will accommodate middle school 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.

In addition, and in accordance with its charter and its budget, the Charter School will operate grade levels 6 through 7 on one contiguous school site. Consequently, the Charter School's educational program requires a single contiguous school site in which to operate.

Our review of the comparison group of schools reveals that the District students have access to the following types of specialized classroom space: Science Labs, Art Rooms, Gymnasium, Auditorium, Kitchen/Cafeteria, Library, restrooms sufficient for the student population, staff and student parking, outdoor Athletic fields and green space. As a result, a full allocation of facilities to the Charter School would also include access or a share of the aforementioned specialized spaces.

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						
K						
1						
2						
3						
4						
5						
6		36.1	50.4		38	56
7			75.6			84
8						
9						
10						
11						
12						
TOTAL	0	36.1	126	0	38	140

Table 2: Attendance Rates

Grade Level	2018-19 Attendance Rate	2019-20 Attendance Rate	Projected 2020-21 Attendance Rate
TK			
K			
1			
2			
3			
4			
5			
6		95%	95%
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		
K		
1		
2		
3		
4		
5		
6	47.88	53.2
7	71.82	79.8
8		
9		
10		
11		
12		
TOTAL	119.7	133