

# 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.



## **OFFICE OF CHARTER SCHOOLS**

- 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: Urban Montessori Charter School

Primary Contact Person Name: Krishna Feeney Phone: 510 842-1184

Email: krishnaf@urbanmontessori.org

Mailing Address: 4551 Steele St., Oakland CA 94619

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

Urban Montessori projects an increase in enrollment for the 2024-25 school year. In order to arrive at its 2024-25 total and in-District Enrollment and ADA projections, Urban Montessori used the historic trends to roll **all** of its current enrollment forward to the next grade in TK-8, allowing for typical attrition and back filling in all grades. We assume Kindergarten to be the near the same size as 2023-24 maintaining our current TK students and adding a few new K students (based on historical demand at this level). We assume TK to be a bit larger due to the expansion of the birthdate range and greater knowledge of Universal TK availability. Urban Montessori will backfill empty slots and fill the new slots with new applicants and students from the waitlist in grades K-8. We are also projecting minimal increases in other grade levels, consistent with our prior enrollment patterns. The projections are reasonable as the school's program has always had a very high level of interest. In the last year, Urban Montessori had 294 applications for approximately 60 spots across TK - K and 330 applications for approximately 75 spots across 1 - 8. While the pandemic impacted enrollment across the state, the demand for UMCS has increased over the last two subsequent years. Thus, we anticipate that we will be able to fill all spots we make available to students in 2024-25.

Urban Montessori's percentage of in-District students has been steady over the last several years. In 2022-23, 89% of the school's enrollment was in-District, and in 2023-24, 88% of students at UMCS were in-District students.

Urban Montessori has conservatively projected this trend to continue and has projected that at least 88% of its ADA will be in-District, as it assumes all of its current in-District and out of District students

## OFFICE OF CHARTER SCHOOLS

will return, and its incoming TK and Kindergarten classes will have a similar proportion of 88% in-District students.

Urban Montessori then applied an attendance rate of 90% to its enrollment projections. This is more than reasonable as the school's attendance rate has averaged an attendance rate of 91% over the last 2 years.

In addition, Urban Montessori's enrollment has grown in the last year:

Year	2022-23	2023-24
Enrollment	328	352

The lower enrollment in previous years (2019-20 to 2021-2), seems to have been the result of the COVID-19 Pandemic and the school experiencing difficulty identifying and hiring a high-quality instructor to teach one or more classroom; when a teachers could not be located, classes was not fully enrolled. This year (2023-24) we began the year fully staffed and we are confident that we can retain and support our current staff while continuing to collaborate with other educational institutions and work with the school community to leverage networks and conduct targeted outreach.

Urban Montessori does not offer any non-classroom based instruction, and thus has not projected any non-classroom based ADA for the 2024-25 school year.

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

Urban Montessori Charter is currently occupying the Tilden campus at 4551 Steele St., Oakland CA 94619.

**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.)**

Title 5 CCR Section 11969.9(c)(1)(E) requires the charter school to provide information regarding the District school site and/or general geographic area in which the Charter School wishes to locate. Urban Montessori's strong, first preference would be to remain in our current location, the Tilden Campus, at 4551 Steele St. Oakland, CA 94619, or to be located in a comparable single, contiguous site that is centrally located and easily accessible to 580 and would allow the school to grow. Our population comes from all over the city, with meaningful concentrations along the 580 corridor.

## OFFICE OF CHARTER SCHOOLS

We have occupied the Tilden campus since 2020 and currently house our TK through 8th grade students on the site. 19% percent of our currently enrolled TK through 8th grade students reside in the same zip code as our current campus, 94619 and 41% reside in adjacent zipcodes.

Our program, which has mixed-aged classes with a lead and support teacher and 30-33 students per class, requires larger classroom spaces (ideally 1,200sq ft, and not smaller than 900 sq. ft.).

We would be open to the opportunity to discuss other long-term possibilities in a facility that would allow us to stay and potentially add 3 year old students.

We can appreciate the challenges that the District faces in finding appropriate facilities for District and charter schools.

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

As you are aware, Urban Montessori is aligned with Montessori practices. Montessori classrooms are mixed age and typically have 30-33 students with two teachers. This classroom configuration allows for peer-to-peer teaching and highly differentiated instruction, as well as the constant movement of students. Unfortunately, most traditional classrooms are 750-950 sq. ft., which is smaller than the recommended 1,200 sq. ft. for Montessori classrooms.

Ideally, Urban Montessori would like to be in a building with larger classrooms that can accommodate its larger class sizes. Urban Montessori also has a robust design thinking program that necessitates a multi-purposed maker space. Urban Montessori has a large special education and RTI population (~12% of students) and requires additional resource spaces. The school also operates an after-school program throughout the school year that must be accommodated.

We are looking for a school site that will accommodate our whole student body in one location. Additionally, we would like a school site with an existing CDC. Our goal is to expand our primary programs to include 3-4 year olds

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.

**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 DataShare). Then complete the projected columns 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			% in district - 22/23	% in district - 23/24	Projected % in district - 24/25
	2022-23 (as of Census Day)	2023-24 (as of Census Day)	2024-25 (projected)	2022-23 (as of Census Day)	2023-24 (as of Census Day)	2024-25 (projected)			
TK	26	26	24	31	26	45	90%	90%	90%
K	45	45	42	47	48	45	92%	92%	94%
1	23	23	21	24	26	24	89%	84%	87%
2	25	25	24	32	32	30	87%	86%	86%
3	46	22	27	50	26	42	92%	83%	88%
4	39	49	25	44	35	28	89%	89%	88%
5	29	37	33	35	43	35	81%	90%	85%
6	25	25	24	27	27	25	93%	84%	88%
7	21	18	14	22	20	18	91%	80%	85%
8	13	15	15	15	17	20	87%	94%	90%
9									
10									
11									
12									
TOTAL	292	332	340	328	312	383	89%	88%	89%

**Table 2 Instructions:** In columns B and D, fill in the first three months (MI 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 (MI 3) Attendance Rate	2023-23 (Annual) Attendance Rate	2023-24 (MI 3) MI 3 Attendance	Projected 2024-25 Attendance Rate
TK	95.67%	91.17%	93.54%	90%
K	99.22%	92.92%	92.12%	90%
1	91.00%	91.07%	93.20%	90%
2	87.87%	89.14%	94.20%	90%
3	89.52%	92.03%	92.12%	90%
4	92.34%	90.84%	93.80%	90%
5	89.12%	92.17%	94.07%	90%
6	89.78%	89.34%	95.02%	90%
7	88.84%	91.17%	91.02%	90%
8	98.67%	96.30%	93.52%	90%
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).

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

Grade Level	Projected 2024-25 ADA	
	Oakland Resident Classroom Based (projected resident classroom based enrollment x projected attendance rate)	All Students Total (projected total enrollment x projected attendance rate)
TK	30,453,095	40.5
K	39,549,811	40.5
1	38.7	40.5
2	30,230,714	35.8
3	13,102,039	35.8
4	22,255,037	35.2
5	18,428,985	40.5
6	12,579,248	36.9
7	22,646,855	26.7
8	14.4	38
9		
10		
11		
12		
TOTAL	355,989,647	344.7