

# 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.



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**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: Yu Ming Charter School

Primary Contact Person Name: Emily Wood Phone: 510-452-2063

Email: ewood@yumingschool.org

Mailing Address: 2501 Chestnut Street, Oakland, CA 94607

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

Yu Ming has been located within the city limits of Oakland since its inception, initially at 321 10<sup>th</sup> Street and currently at 2501 Chestnut Street and 675 41<sup>st</sup> Street. Additionally, Yu Ming has a temporary location at 16244 Carolyn Street in San Leandro. Yu Ming attracts a large number of applications from Oakland; the tables in [Appendix I](#) show that about 42% of Yu Ming’s ADA for the current year (2023-2024) comes from in-District students, and that this percentage of in-District students has remained steady over the last several years. Yu Ming offers a unique program that is sought after by families across the area and it is currently the only free Mandarin Immersion school in Oakland.

As a result, Yu Ming has consistently been able to fill all Kindergarten slots each year. For example, the total number of Oakland resident applicants for the academic year 2023-2024 was **322**, for 2022-23 it was 338 (GK: 223, G1:21, G2: 14, G3: 17, G4: 5, G5: 9, G6: 39, G7 8, G8:2), and for 2021-22 was 393 (GK: 249, G1: 49, G2: 23, G3: 14, G5: 7, G6: 36, G7 3, G8: 4). For the 2021-22 academic year, the percentage of **open seats** filled by Oakland residents was: GK: 56%, G1: 33%, G2: 100%, G3: 100%, G4: 100%, G5, 100%, G6: 67%, G7: 100%, G8: 50%. For the 2022-23 academic year, the percentage of **open seats** filled by Oakland residents is: GK: 43% G1: 11%, G2: 33%, G4: 20%, G5: 0% G6: 0% G7: 0% G8: 0%. For the 2023-2024 academic year, the percentage of **open seats** filled by Oakland residents is: GK: 45% G1: 50%, G2: 0%, G3: 50%, G4:100%, G7: 0% G8: 100%. Given that in pre-COVID years, Yu Ming was already receiving substantial numbers of applications for its Kindergarten enrollment, and these trends only continued during COVID, it is more than reasonable to assume they will continue in the 2024-2025 school year. The total number of Oakland resident applicants in 2019-2020 was 298 (GK: 206, G1: 24, G2: 11, G3: 13, G4: 8, G5: 8, G6: 25, G7: 1, G8: 2)



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Given our strong ADA track record and tremendous demand for our unique program, Yu Ming's methodology assumes that it will enroll a full class of 168 Kindergarten students (the same size as this year's Kindergarten class) for the 2024-25 academic year and that it will contain 43% in-District students due to the requirement in the Charter Schools Act to provide an in-District preference, and that any attrition in either the current 2023-24 school year, or the projected 2024-25 school year would be filled by waitlisted students that are more likely to be Oakland residents.

Yu Ming is a K-8 school. For the current (2023-2024) academic year, we are enrolled at near capacity in grades K-5 and we are enrolled at full capacity in grades 6-8. Therefore, our Prop. 39 application for 2024-2025 uses the cohort survival method to roll the current total enrollment/ADA forward one grade and projects that the incoming Kindergarten total enrollment/ADA and in-District ADA will remain the same next year. Yu Ming did see higher attrition between some grades than in previous years due to some families' inability to relocate to the new Oakland campus from the previous Oakland campus (1086 Alcatraz Ave.).

Yu Ming's historical attendance rate has consistently reached 96-98% for each of the last four years and the school continues to achieve high attendance. As a result, Yu Ming applied an attendance rate of 98% to its enrollment projections to arrive at its ADA projections for this request.

Each year, Yu Ming makes extensive efforts to recruit potential students to apply for and enroll in our program, with the bulk of our outreach efforts concentrated in the city of Oakland and among underserved students of African American, Latino, immigrant, and low-income backgrounds, and students with special needs. The following outreach initiatives were implemented in the 2022-23 school year:

- We continued **working with subsidized child care centers**, such as Head Start and YMCA. Thanks to these well established partnerships, we were able to conduct 6 virtual presentations between October 2021 and January 2022.
- We also offered information sessions virtually including **special sessions reserved for families met via our outreach** and hosted by our affinity groups in-person, in order to ensure prospective families were informed about Yu Ming's categorical preference, application process, and the benefits of a multilingual education.
- Free **"Yu Ming At-Home Learning Kits"** were distributed to support preschool and community based organization partners and their families to continue early learning opportunities during the pandemic with activities and supplies for math and early literacy skills. A total of 200 free Kits were distributed to families qualifying for public assistance.

In June of 2020, our charter authorizer, the Alameda County Board of Education, approved our request for a material revision to our charter to expand the number of total students enrolled by adding three additional sections of kindergarten beginning in the 2021-2022 school year. This change represents up to an additional 84 students in the 2021-2022 school year, and an additional 84 students each subsequent

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year. We expect that a similar percentage of these new students to those currently enrolled, about 40 percent, will reside in Oakland. In December of 2020, ACOE authorized our charter renewal for another 6 years

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

Yu Ming currently occupies three campuses:  
MLK Jr. Campus: 675 41st Street, Oakland  
Chestnut Campus: 2501 Chestnut Street, Oakland  
Carolyn Campus: 16244 Carolyn Street, San Leandro.

The MLK Jr and Carolyn sites are temporary.

**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.)**

Yu Ming wishes to remain in the City of Oakland with all classrooms allocated at a single site. The express provisions of Proposition 39 require that the District allocate facilities to the Charter School that are "contiguous, furnished, and equipped." (Education Code Section 47614(b).) School districts must "begin with the assumption that all charter school students will be assigned to a single site, and attempt from there to adjust the other factors to accommodate this goal." (California School Bds. Assn. v. State Bd. of Education (2010) 191 Cal. App. 4th 530, 548-549.) Yu Ming believes the District has sufficient space in its facility inventory to provide Yu Ming with a single, contiguous allocation of facilities, and this is critical to avoid the negative impacts a multi-site allocation would cause both to OUSD and Yu Ming.

In the event that Yu Ming is assigned a site used for other OUSD programming, Yu Ming requests classrooms in an existing facility that houses programming most consistent with Yu Ming's K-5 grade levels and with a clear physical separation from the OUSD programming and separate school entry. We also request that school-specific facilities such as those listed in question 4 are provided.

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

Yu Ming will need classrooms and spaces that are consistent with providing supportive and enriching K-5 school experiences including, at a minimum, playground and play space, science and computer labs, athletic space, and music and arts facilities.

**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	0	0	0	0	0	
K	73	76	75	167	168	168
1	81	64	70	160	166	168
2	35	76	60	82	154	156
3	42	35	70	80	79	156
4	30	40	34	78	77	78
5	27	24	38	72	76	77
6						
7						
8						
9						
10						
11						
12						
<b>TOTAL</b>	<b>288</b>	<b>315</b>	<b>347</b>	<b>639</b>	<b>720</b>	<b>803</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.

**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	0			
K	97.41%	97.11%	88.13%	96%
1	97.30%	96.92%	97.11%	97%
2	97.12%	97.66%	97.39%	97%
3	98.20%	97.95%	98.08%	98%
4	98.13%	97.74%	97.94%	98%
5	98.69%	98.10%	98.39%	98%
6				
7				
8				
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 <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	72	161.28
1	67.9	162.96
2	58.2	151.32
3	68.6	152.88
4	33.32	76.44
5	37.24	75.46
6	0	0
7	0	0
8	0	0
9		
10		
11		
12		
<b>TOTAL</b>	<b>337.26</b>	<b>780.34</b>