

Oakland Unified School District

Office of Charter Schools



OAKLAND UNIFIED
SCHOOL DISTRICT
Community Schools, Thriving Students

Proposition 39 Facilities Request Form For the 2017-2018 school year

Proposition 39 Facilities Request Form and Instructions
Proposition 39 Facilities Request Form

Office of Charter Schools
1000 Broadway, 6th Floor, Suite 639
Oakland, CA 94607
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www.ousdcharters.net

PROP 39 FACILITIES REQUEST FORM AND INSTRUCTIONS



EDUCATION CODE §47614 (Proposition 39)

Prop 39 Facilities Request Form

Complete this Facilities Request Form by updating the text fields below each question and attaching:

- [ADA Projections Spreadsheet](#) in its original Excel format as **Appendix I**
- [Meaningfully Interested Student Signature Forms](#) as **Appendix II (if applicable)**
- [Meaningfully Interested Students Spreadsheet](#) in its original Excel format as **Appendix III (if applicable)**

In-District ADA Enrollment

- **Currently Operating Schools:** Live Go/Fall Info Update enrollment data will be used to corroborate the In-District ADA information contained in a school's facilities request form. If a school projects a "significant increase" that is **greater than 10%**, then additional documentation will be required (see section *Operating Schools Projecting an Enrollment Increase Greater than 10%* below). The "significant increase" calculation will NOT take into consideration the enrollment growth due to schools adding grade levels towards fulfillment of the authorized grade configuration. Please note, enrollment levels of matriculating grades are assumed to be similar to prior years and will not be counted as a "significant increase." Intent to Enroll/Meaningfully Interested Students Signature forms will NOT be accepted or processed for schools projecting a "significant increase" in enrollment.
- **Schools Opening in 2017-18:** New charter petitions that include Meaningfully Interested Student Signatures must submit these as part of the Prop 39 Request for Facilities as **Appendix II**. Petitioners must also complete and attach the Meaningfully Interested Students Spreadsheet as **Appendix III**. In addition to the hard copy of Appendix III, an electronic Excel copy of Appendix III must be submitted on a flash drive to the Office of Charter Schools.
 - If the new charter petition only contained Meaningfully Interested Teachers Signatures, then you must have all meaningfully interested families complete the Meaningfully Interested Students Signature Form and attach as Appendix II. Also complete and submit the Meaningfully Interested Students Spreadsheet as described above.
- **Operating Schools Projecting an Enrollment Increase Greater than 10%:** Complete and submit both the Meaningfully Interested Students Signature Forms (Appendix II) to account for the projected enrollment increase **AND** the Meaningfully Interested Students Spreadsheet (Appendix III) as described above.

DUE DATE

Submit all applicable documents described above by **12:00 pm on Tuesday, November 1, 2016** to the Office of Charter Schools between 9:30AM - 4:30PM (excluding 12:30-1:00 PM lunch). Once a COMPLETE application is submitted a verification of receipt will be provided.

Submission Checklist



Currently Operating Schools	Schools Opening in 2017-18 <u>or</u> Operating Schools Projecting an Enrollment Increase Greater than 10%
<ul style="list-style-type: none"> <input type="checkbox"/> Facilities Request Form <input type="checkbox"/> ADA Projections Spreadsheet (Appendix I) 	<ul style="list-style-type: none"> <input type="checkbox"/> Facilities Request Form <input type="checkbox"/> ADA Projections Spreadsheet (Appendix I) <input type="checkbox"/> Meaningfully Interested Student Signature Forms (Appendix II) <input type="checkbox"/> Meaningfully Interested Students Spreadsheet (Appendix III)



PROP 39 FACILITIES REQUEST FORM
 UNDER EDUCATION CODE §47614 (Proposition 39)

- Facilities request will only be accepted if submitted on this form with all required attachments.¹
- Include only information requested on this form; please refrain from including extraneous information or attachments.
- Facilities request must be received by 12:00 pm on Tuesday, November 1, 2016
- A new or proposed new charter school may make a facilities request only if its charter petition was submitted on or before the last regularly scheduled Board meeting in October of the fiscal year preceding the year for which facilities are requested, and only if it receives approval of the petition before March 15 of the fiscal year preceding the year for which facilities are requested.

Office Use Only

Date Submitted:

Initials:

Charter School Name: Castlemont Primary Academy

Application Prepared By:

Name: Andrea Lee

Phone: 510-775-0900

Email: alee@cctschoools.org

Fax: 510-277-9089

Mailing Address: 8601 MacArthur Blvd Building 300, Oakland CA 94605

1. Please complete and attach the [ADA Projections Spreadsheet](#) (Appendix I).

Table 1: Total Classroom ADA Actuals & Projections

Grade Level	Prior Year P-2 ADA	Current Year CBEDS Enrollment	Request Year Projected ADA
<i>(Example)</i>	50.63	60	72.55
TK		10	13.65
K	63.99	41	38.22
1	15.36	30	36.4
2		9	27.3
3			9.1
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total	79.35	90	123.86

¹ 5 CCR § 11969.9(c)(3) School districts may require the charter school to submit its facilities request containing the information specified in paragraphs (1) and (2) on...another form specified by the school district.



Table 2: Total In-District Classroom ADA Actuals & Projections

Grade Level	Prior Year P-2 ADA	Current Year CBEDS Enrollment	Request Year Projected ADA
<i>(Example)</i>	38.17	47	59.31
TK		8	12.41
K	53.3	35	32.02
1	12.79	23	30.5
2		9	22.86
3			7.49
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total	66.09	75	105.28

2. Provide a description of the methodology used for the ADA projections above. Please also include supporting documentation as an attachment. *Title 5 CCR §11969 specifies that a requesting charter school must determine a reasonable projection of the in-district average daily classroom attendance (ADA) for the applying school year.*

Table 1:

- Our projection for Total Classroom ADA (Appendix I) indicates a total enrollment of 137 students at Castlemont Primary Academy in 2017 – 2018, across grades TK – 3rd (See supporting document).
 - During the 2015-16 school year, CPA reported an ADA of 89.7. We anticipate that our ADA will increase with a more rigorous attendance policy in place, as described below, and therefore project ADA of 91% for the 17-18 school year. This is a reasonable and conservative projection as it aligns to our historical data and reflects other local elementary schools in East Oakland. Unfortunately, CALPADS did not allow us to differentiate TK from K, so they were combined into the “Prior Year P-2 ADA.” We pulled data from 2015-16 20-Day Reports and multiplied enrollment by ADA. The weighted average for TK/K and 1st grade is reflected in 63.99 and 15.36, respectively.
 - CPA is confident in its ability to recruit TK and kindergarten students. CPA staff has strong relationships with local Head Starts, child care programs, and playgroups, and preschools. CPA staff are organizing presentations at preschool parent meetings in order to describe how our unique educational model personalizes instruction and prepares students for the 21st century. CPA leverages parent leaders in our Community Site Council to act as ambassadors when connecting with faith-based leaders and congregants to discuss how CPA’s educational model is designed to meet the needs of East Oakland children and families. Parent volunteers distribute flyers at family-friendly organizations and pre-k centers around East Oakland. Our extensive community engagement efforts gives us confidence that CPA will reach its enrollment goals.



- CPA expects that the integration of place-based services and resources such as mental health counseling, health screenings, and food distribution will support our families, thus increasing enrollment and attendance. As CPA continues to set its foundation in the community, CPA plans continue realize its vision of building a neighborhood school.

Table 2:

- Approximately 15% of students from outside of the district are being served at Castlemont Primary Academy.

3. Please indicate all OUSD campuses on which the Charter School is currently located. (If Charter School is not currently located on an OUSD campus, enter "None".) (NOTE: Proposition 39 allows OUSD to move a charter school from its current site if necessary.)

Castlemont High School – Building 300

4. Provide a description of the district school site and/or general geographic area in which the charter school wishes to locate. (NOTE: Proposition 39 requires OUSD to make a “reasonable effort” to offer a facility to a charter school in the general geographic area in which the charter school wishes to locate, but does not require it to.)

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. Based upon the needs of the Charter School and the residency of the projected student enrollment, the Charter School desires to locate its facility on the Castlemont High School campus in East Oakland. The Charter School has already invested significant resources in renovating the restrooms, covering the lockers, and installing a playground.

5. Provide information on the charter school’s educational program that is relevant to the assignment of facilities.

Title 5 CCR Section 11969.9(c)(1)(F) requires the facilities request to provide information regarding the charter school’s educational program that is relevant to the assignment of facilities. The Charter School’s educational program does have unique facilities needs. The Castlemont Primary Academy is a TK-5 school designed to provide a 21st century best-in-class cradle-to-career educational pipeline. In addition, and in accordance with its charter and its budget, CPA will operate grade levels Transitional Kindergarten through 5 on one contiguous school site. Consequently, the Charter School’s educational program requires a single contiguous school site in which to operate.

Key components of CPA’s educational program include:

Literacy

A growing body of evidence suggests students who do not read proficiently by third grade are four times more likely to drop out of high school compared to third graders who are reading at proficient levels.² Therefore, closing this language and literacy gap by the third grade is essential to academic success. We expect all third grade students will read proficiently because they transition from learning to read to reading to learn. CPA partners with SEEDs and Kenneth Rainin Foundation for coaching, professional development and support around closing the literacy gap.

² Hernandez, DJ (2011). Double Jeopardy: How Third-Grade Reading Skills and Poverty Influence High School Graduation. Annie E. Casey Foundation: 1-15.

**Blended Learning**

CPA will use blended learning to offer personalized and differentiated instruction to students with varying levels of readiness. We incorporate station rotation, where students rotate between independent learning, small group work and whole class work. This approach enables CPA students to address the learning needs of all students while providing exposure to individual laptops. This is essential for success in the 21st century.

Social Emotional Learning

Research confirms that social skills are not just something to be taught so that children behave well enough to get on with the business of schooling but rather, they should be inextricably intertwined with cognitive growth and intellectual progress. CPA believes in the resiliency of students and their ability to grow and overcoming social emotional deficits. Closing social-emotional gaps has proven to be essential in closing the achievement gap amongst students of color who reside in under-resourced communities.

After School Programming

CPA's optional after school programs will help students excel in school by providing additional academic resources and a safe and supportive space to take advantage of enrichment and athletic activities. We expect the after school program to create a seamless transition from the school day to out-of-school time. All participating children will receive a nutritious balanced snack, including fresh fruits and vegetables, low-fat milk, and water.

Additionally, CPA's education model includes a five-week summer program, music, and project-based learning. In order to provide this aspect of our educational program, the facility allocated to the Charter School must provide the following: resource room for student wellness, reading room to promote and improve literacy, computer lab for blended learning literacy labs, music room, lunchroom, staff workroom, and outdoor space for summer programming and recess. Charter School requests space that is sufficient to reasonably accommodate the Charter School's projected ADA. 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.

After completing our inaugural school year, school leaders gained significant insight on our student population and the challenges families face and the misconceptions they believe around attendance. As such, in its second year of operations, CPA is integrating a robust attendance and tardy policy that keeps parents accountable if students are at risk chronic absenteeism. For example, families will be required to attend a conference with the School Attendance Review Board if they are at risk of chronic absenteeism. CPA will motivate children to come to school regularly by publicly recognizing students that have perfect attendance with awards or prizes. Research also shows that quality afterschool programs increase ADA by 1% and reduce chronic absenteeism by 4%. Children will be motivated to come to school for fun and engaging extracurricular activities and programs offered after school. We will also communicate regularly with families to build trust and contextualize circumstances in the home to reduce absenteeism.

The Charter School is also partnering with Kidango to build a preschool. This will create a stronger foundation in social emotional development, language and literacy. Current CPA students with age-eligible siblings will have priority preschool admission in order to keep families in one campus. It is essential that these schools be located on one united and contiguous campus in order to foster a seamless transition as they promote to the next school.



The following application requirement **ONLY** applies to Schools Opening in 2017-18 or Operating Schools Projecting an Enrollment Increase Greater than 10%

6. Please complete and attach the [Meaningfully Interested Student Signature Forms](#) (Appendix II) **AND** the [Meaningfully Interested Students Spreadsheet](#) (Appendix III). (Please be sure to also include Appendix III in Excel format on the flash drive.) *Title 5 CCR §11969.9(c)(1)(B)(C) states that the annual request must include a description of the methodology used in making the ADA projections and if relevant, documentation of the number of in-district students meaningfully interested in attending the charter school.*

	2016-17	2017-18	2019-20	2020-21	2021-22
TK	10	15	20	20	20
K	40	42	44	44	44
1	30	40	42	44	44
2	9	30	40	42	44
3		10	30	40	42
4			10	30	40
5				10	30
Total	89	137	186	230	264