

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
Phone: (510) 879-1677
www.ousdcharters.net



OFFICE OF CHARTER SCHOOLS

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



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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%
<input checked="" type="checkbox"/> Facilities Request Form <input checked="" type="checkbox"/> ADA Projections Spreadsheet (Appendix I)	<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)



OFFICE OF CHARTER SCHOOLS

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: Oakland Charter High School

Application Prepared By:

Name: Ana Gomez **Phone:** 510-899-4806

Email: agomez@amethodschools.org **Fax:** _____

Mailing Address: 345 12th St. Oakland, CA 94607

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

See attached.

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.

Methodology Used in Making ADA Projection:

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.



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Title 5 CCR Section 11969.9 requires the facilities request to include a description of the methodology for the ADA projections. Oakland Charter High School utilized the following methodology in calculating the ADA projections, considering 95% student attendance rate through the projected years.

Step 1: Total Possible Days of Instruction

Student Enrollment x Days of Instruction = Total Possible Days of Instruction

Step 2: Average Daily Attendance (ADA)

Total Days Possible x 95% (.95) rate of attendance / Total Days of Instruction = Average Daily Attendance (ADA)

As demonstrated herein, we have analyzed our School's historical enrollment, retention, and growth trends, prior ADA figures, and historical wait list numbers in order to arrive at our total projected in-District classroom ADA figure for the request year. Oakland Charter High School has a retention rate of 94%. Currently, the school has 441 students, 81 seniors, and 360 students who are expected to return. In the last three years, we have accepted everyone who was at one-time on the waitlist. We always fill empty slots left by students who don't return with students from our waitlist. The school receives approximately 200 applications throughout the year/Oakland Charter High School's historical average attendance rate is 98%. We achieve this through various practices and incentive programs like student activities, student sports, community outreach, as well as community volunteering with Oakland council members. The school used data from the following sources to extrapolate the projections for the 2017-18 school year: schools most recent attendance summary, and current enrollment. The school can determine its projected number of students based on the feeder pattern, historical data, and the included meaningfully interested student forms.

Supporting Documentation:

As you review the Oakland Charter High School ADA projections and supporting documentation, please keep in mind that the Proposition 39 regulations do not specify or require a particular type of supporting documentation to be used. Schools may submit any type of supporting documentation which they used to arrive at their ADA projections. This documentation must be "sufficient for the district to determine the reasonableness of the projection, but ... need not be verifiable for precise arithmetical accuracy." (Section 11969.9(c) (1) (C); emphasis added.) The supporting documentation is intended only to demonstrate reasonableness of Oakland Charter High School's request, not mathematical exactitude. However, should the District desire additional documentation or information regarding the school's ADA projections, please contact me as soon as possible. We remain willing to cooperate with the District to immediately address any questions or concerns about this request and the supporting documentation.

- 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.)**

None.



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- 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)(l)(E) requires the Oakland Charter High School to provide information regarding the District school site and/or general geographic area in which Oakland Charter High School wishes to locate. Based upon the needs of the Oakland Charter High School and the residency of the projected student enrollment from within the targeted areas, therefore the school desires to occupy the District facility previously known as Lakeview Elementary School or Westlake Middle School.

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

Title 5 CCR Section I 1969.9(c) (l)(F) requires the facilities request to provide information regarding the charter school's educational program that is relevant to the assignment of facilities. The Oakland Charter High School (OCHS) educational does have unique facility's needs. At the high school level, The California Department of Education (COE) requires that students take a varied (A-G) required courses for high school graduation. Therefore, OCHS students will need adequate space for scientific lab work, Library/Research, Office space for Administration (including Principal, VP, and College Adviser, computer labs, and physical education space- all are needed for CDE required courses. In addition, OCHS will require work stations for Special Education, or pull out services for those students. Of course, the students will require the usage of a lunch area/cafeteria as well.

The OCHS instructional program also emphasizes the need to address academic achievement gaps as a group and relies on the seamless and ongoing communication and collaborations between subject matter and grade level teachers to meet jointly with tutors' on an ongoing basis to discuss and highlight individual and cohort student progress and needs. Having all staff and student in a single site would allow us to continue and encourage staff collaboration to assure that all of our students and subgroups receive a supportive and seamless academic support and allow the school to further develop the expansion of the Learning Lab functions thus, the Oakland Charter High School is seeking one contiguous school site.

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.***



Definitions:
1. "Prior Year" means "the fiscal year prior to the fiscal year in which the facilities request is made." (2015-2016) Cal. Admin. Code tit. 5, § 11969.9(c)(1)(A)
2. "Current Year" means the year in which the facilities request is made. (2016-2017)
3. "Request Year" means the year for which facilities is requested. (2017-2018)
4. "In-District" refers to students that reside in Oakland

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			
K			
1			
2			
3			
4			
5			
6			
7			
8			
9	122.83	123	96
10	122.62	116	96
11	81.06	121	96
12	64.67	82	96
Total	391.18	442	384

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			
K			
1			
2			
3			
4			
5			
6			
7			
8			
9	97.76	120	96
10	97.48	109	96
11	96.30	113	96
12	96.76	76	96
Total	388.30	418	384

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Operational Calendar (2017-2018)

<table border="1"> <thead> <tr><th colspan="7">AUGUST 2017</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	AUGUST 2017							S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>First Day of School: 8/17</p>	<table border="1"> <thead> <tr><th colspan="7">SEPTEMBER 2017</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	SEPTEMBER 2017							S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p>Labor Day 9/4/17</p>
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Teachers Off	SST review
NWEA/Language! Testing Windows	Film Sessions
Progress Report	INP Meetings
CEDUT Deadline	Early Release 11am
First and Last Day of School	Bockerfield Coaching/PD

DRAFT

DRAFT

DRAFT