

# 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  
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## 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**

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



**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 <sup>1</sup>.
- 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

**Charter School Name:** Yu Ming Charter School (YMCS)

Date Submitted:

*Application Prepared By:*

Initials:

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

Yu Ming’s Historical ADA% has consistently been 97% for each of the last three years and the school continues to have high attendance, thus this application assumes 97% attendance in all ADA calculations.

Yu Ming, which has been located within the city limits of Oakland since its inception (initially at 321 10th Street and currently at 1086 Alcatraz Ave) attracts a large number of applicants from Oakland; the tables in Appendix I show that about 40% of Yu Ming’s ADA for the current year (2016-17) enrolled pool consists of Oakland residents. In addition, in-District interest in Yu Ming has remained consistent even as the school’s waitlists have grown longer. As a result, Yu Ming has consistently been able to fill any slots left open by attrition with students from the waitlist. For example, the enrollment waiting list for Yu Ming’s 2015-16 academic year consisted of 107 Oakland-resident children (GK: 90, G1: 10, G2: 7). And for the 2016-17 academic year, the waitlist consisted of 118 Oakland-resident children (GK: 101, G1: 10, G2: 6, G3: 1)

Yu Ming assumes that a full K class of 53 students (the same size as this year’s K class) is recruited for the 2017-2018 year and that it will contain 40% In-District students, and that any attrition in either the current 2016-2017 school year, or the projected 2017-2018 school year are filled by waitlisted students that are more likely to be Oakland residents.

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<sup>1</sup> 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



For the current (2016-17) academic year, Yu Ming is a K-6 school, and with the exception of the 6th grade class, each class is enrolled to capacity of 53 students per class. This application 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 in future years.

Due to the long waiting lists, Yu Ming projects that ADA through the 6th grade will remain unchanged. The single exception to these assumptions is attributed to the attrition of a greater number of students from last year's 5<sup>th</sup> grade class where Yu Ming experienced a 15% drop in ADA when the 2014-15 4<sup>th</sup> grade became the 2015-16 5<sup>th</sup> grade.

Yu Ming believes that this drop is unique to that single class because of the fact it was the first class to attend Yu Ming. Indeed, Yu Ming did not see similar attrition in the current (2016-17) 5th grade class. And to assure that Yu Ming's upper grades remain fully enrolled, the school has prominently recruited families attending nearby private Mandarin-Immersion schools (such as Shu Ren in Berkeley) to consider attending Yu Ming.

Nevertheless, families may consider other options for middle-school and recruiting students with Mandarin proficiency abilities consistent with higher grades could prove difficult. Therefore, Yu Ming conservatively estimates that the total classroom ADA for current 5<sup>th</sup> grade and 6<sup>th</sup> grade classes may experience attrition of 5% when they matriculate into the next grade.

**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.)**

Yu Ming is currently located on two campuses in Northwest Oakland. The first, housing the K-4<sup>th</sup> grades is close to the intersection of San Pablo and Alcatraz and is leased from St. Columba, a facility owned by the Oakland Catholic Diocese. The second campus houses Yu Ming's 4<sup>th</sup> and 5<sup>th</sup> grade and is located on the corner of Herzog Avenue and 63<sup>rd</sup> St. This campus – a former head start development center – is leased from OUSD as an "in lieu of Prop 39" site. Yu Ming's facilities use agreement with OUSD expires at the end of this current school year.

Yu Ming has reached full capacity at both of its campuses. Ideally, Yu Ming would secure a single campus that would hold all of its students for the 2017-18 school year. Yu Ming is also open to splitting its locations in order to accommodate a facility offer that could house its student population needs.

**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.)**

Yu Ming wishes to remain in the City of Oakland, proximate to either a BART station or a major AC Transit line. The preference would be for a transit-rich location located to the North of the Fruitvale District between I-880 and I-580, South of the Berkeley / Emeryville border and West to I-980. The location



request stems from Yu Ming's desire to remain central to the wide constellation of families that currently attend the school.

Yu Ming's current central location in Northwest Oakland has afforded many opportunities to connections with local community organizations:

- a. Yu Ming partners with local organizations to offer after-school enrichment including the Golden Gate Recreation Center, Trackers Camp, Sarah Science camp and several others.
- b. A number of families participate in arts, dance and martial arts programs offered in the neighborhood.
- c. A number of families use nearby cafés and restaurants for social and volunteer organizing meetings.
- d. Yu Ming contracts with Revolution Foods, a local company that provides healthy and sustainably grown foods, for in-school lunch service.
- e. By proactively working with local headstart programs, Yu Ming has significantly increased the number of applicants from the neighborhood, adding a closer connection to the neighborhood as well as adding to the racial and socio-economic diversity of the school.
- f. Yu Ming works with El Dorado County SELPA to provide Special Education Services to the students.

NW Oakland offers Yu Ming's dual-immersion Mandarin program many benefits and stability of location will benefit Oakland families who would like to consider Yu Ming. However, Yu Ming understands that it may be challenging to find a site within the neighborhood that will be able to accommodate the school's growth over the next several years.

Yu Ming will certainly consider other options in the general geographical interest areas outlined above and is willing to work with OUSD to consider co-location at a shared site for all or part of its student population.

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

In the 2016-17 academic year, Yu Ming initiated its upper-school program and its next campus should include classrooms and spaces that are consistent with providing supportive and enriching upper-school experiences including, at a minimum, science and computer labs, athletic space, music and arts facilities.

The demand for additional enrollment at Yu Ming Charter School makes clear that Yu Ming could also fill a larger school that would accommodate a new TK program and even an additional K classroom. Adding TK and K classrooms in the 2017-18 year would allow Yu Ming to meet the greater demand for its programs and to grow the diversity of its student body; a priority of the school's overall enrollment goals.

Yu Ming is also open to working with OUSD on an assigned facility that YU Ming could lease for several years, accommodating the school's growth to a full K-8 (or TK-8) program. Yu Ming is also open to working with OUSD to consider a facility that may currently be partially occupied by a school or district



administrative offices. Understanding that facilities improvements may be required in some of the candidate locations, Yu Ming is also prepared to work with OUSD to dedicate funding towards capital improvements.

Yu Ming has reached full capacity at both of its current campuses. Ideally, Yu Ming would secure a single campus that would hold all of its students for the 2017-18 school year. As stated above, if necessary, Yu Ming is also open to splitting its locations in order to accommodate a facility offer that could house its student population needs.

**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.***

**Appendix I: ADA Projections Spreadsheet**  
(also attached in .xls form)



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>	<i>50.63</i>	<i>60</i>	<i>72.55</i>
TK			
K	51.69	53.00	51.41
1	52.05	53.00	51.41
2	50.49	53.00	51.41
3	50.3	53.00	51.41
4	51.24	52.00	51.41
5	43.08	53.00	50.44
6		40.00	48.84
7			36.86
8			
9			
10			
11			
12			
<b>Total</b>	<b>298.85</b>	<b>357.00</b>	<b>393.19</b>

**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>	<i>38.17</i>	<i>47</i>	<i>59.31</i>
TK			
K	20.38	21.00	20.37
1	20.51	20.00	20.37
2	13.54	18.00	19.40
3	24.85	14.00	17.46
4	22.14	25.00	13.58
5	15.84	23.00	24.25
6		20.00	21.19
7			18.43
8			
9			
10			
11			
12			
<b>Total</b>	<b>117.26</b>	<b>141.00</b>	<b>155.05</b>