



Measure G1 Carryover Justification

Long Form (Complete if carryover is more than \$5000)

Due Date: October 31, 2019

School:	Melrose Leadership Academy	Contact/Principal	Brianne Zika
School Address:	4730 Fleming Avenue Oakland , CA 94619	Principal Email	brianne.zika@ousd.org
		School Phone:	510-879-2130

Please fill out the information below for schoolwide carryover.

2018-19 Measure G1 Allocation	\$ 35,652.00
2018-19 Measure G1 Dollars Spent	\$ 30,592
Carryover Amount	\$ 5,060

Summary of Approved Expenditures and Actuals Spent from 2018-19

2018-19 Approved Expenditures from <i>Budget Justification and Narrative Section</i> (add more rows if necessary)		Budget Amount	Actual Spent
1	0.4 FTE Spanish Teacher (salary and benefits)	\$35,652	\$30,592
2			
3			
4			
5			
Total		\$35,652	\$30,592

Summary of Proposed Use of Carryover for 2019-20 (listed in order of priority)

2019-20 Proposed Carryover Expenditures from <i>Budget Justification and Narrative Section</i> (add more rows if necessary)		Budget Amount
1	Spanish Classroom Library	\$3000
2	Visual Arts Supplies - portfolio	\$560
3	Theater scripts	\$500

4	Musical Scores	\$500
5	Drug education curriculum	\$500
	Budget Total (must add up to Anticipated Grant Amount)	\$5,060

Narrative: Please provide the reasoning as to why the full Measure G1 allocation was not spent.

The 2018-19 funds were loaded late into our budget account so we had to pay our Spanish teacher out of another fund. We were using mostly carryover that was not available until November.

REQUIRED: Please provide all meeting agendas, minutes, flyers, and sign-in sheets of the engagement meetings which addressed carryover funds with this application. The application will NOT be considered without this documentation of engagements.

Community Engagement Meeting(s) to Address Carryover Funds	
Community Group	Date
Middle School Family Leaders	10/23/19

Staff Engagement Meeting(s) to Address Carryover Funds	
Staff Group	Date
Middle School ILT	10/21/19

Budget Justification and Narrative

In the following sections, please review the self-assessment and discuss your team's plan to address the following:

The Goals of the Measure

- Increase access to courses in arts, music, and world languages in grades 6-8
- Improve student retention during the transition from elementary to middle school
- Create a more positive and safe middle school learning environment

1. You **MUST** describe the current programmatic narrative for **EACH** section of the budget narrative based on the Measure G1 Initial Self-assessment and data analysis. Please highlight what G1 specifically supported in the 2018-19 school year.
2. Please explain how you plans to use the Measure G1 carry-over funds to develop strategic changes that meet the goals of the measure and that will lead to improved student outcomes.
3. Add additional lines if you would like to add additional budget items.
4. All budget items should total up to the total carry-over amount.

1. Music Program

Programmatic Narrative Based on Rubric		
We have a new band elective that has instruments and space but no scores. Students are sharing and can't take home to practice.		
Budget	Description of 2019-20 Proposed Expenditures of Carryover Funds	Anticipated Student Outcome <i>(Include measurable student outcomes for each proposed activity. For example, number of students served, or percent increase in achievement for specific student group.)</i>
\$500	Personalized musical scores for students	100% of MS Students in band will learn basic music theory fundamentals, increasing engagement in music.

2. Art Program

Programmatic Narrative Based on Rubric		
8 th graders have a new art elective this year focused on building a portfolio and they need supplies for the portfolio. Sixth graders have a new theater elective and need scripts.		
Budget	Description of 2019-20 Proposed Expenditures of Carryover Funds	Anticipated Student Outcome <i>(Include measurable student outcomes for each proposed activity. For example, number of students served, or percent increase in achievement for specific student group.)</i>
\$560	Art supplies – 8 th gr portfolios	All 56 eighth grade students will have access to a personalized high quality art portfolio
\$500	Theater Scripts	All 30 6 th grade theater students will have access to new high quality scripts of their choices increasing engagement in theater elective

3. World Language Program

Programmatic Narrative Based on Rubric		
We have a strong Spanish teacher with an allocated space. We have textbooks in Spanish but do not have a Spanish Classroom library, students do not have access to books of choice in Spanish at MS levels.		
Budget	Description of 2019-20 Proposed Expenditures of Carryover Funds	Anticipated Student Outcome <i>(Include measurable student outcomes for each proposed activity. For example, number of students served, or percent increase in achievement for specific student group.)</i>
\$3000	Spanish Classroom library books	Increase access to and engagement in Spanish literacy through students selecting books of choice.

4. 5th to 6th Grade Enrollment Retention

Programmatic Narrative Based on Data Analysis		
[Required : Please reflect on your self assessment here, as well as what was learned from your previous year's use of G1 funds, and how the learnings are being applied to this year's proposed expenditures]		
Budget	Description of 2019-20 Proposed Expenditures of Carryover Funds	Anticipated Student Outcome <i>(Include measurable student outcomes for each proposed activity. For example, number of students served, or percent increase in achievement for specific student group.)</i>
n/a		

5. Safe and Positive School Culture

Programmatic Narrative Based on Data Analysis		
Families shared concern about vaping in middle school. Teachers do not have anti-vaping instructional materials.		
Budget	Description of 2019-20 Proposed Expenditures of Carryover Funds	Anticipated Student Outcome <i>(Include measurable student outcomes for each proposed activity. For example, number of students served, or percent increase in achievement for specific student group.)</i>
\$500	Healthy Oakland Teens – Supplemental Anti-vaping curriculum materials	7 th graders (54) will have access to new materials in anti-vaping science.

Please submit your 2018-19 Measure G1 Carryover Justification Form to **Mark Triplett** (mark.triplett@ousd.org) and Linda Pulido-Esquivel (linda.esquivel@ousd.org).

Westlake Middle School
Home of the Warrior Eagle Scholars & Champions

SSC Meeting
10/22/2019
5:30 p.m.
Westlake Library

AGENDA

- I. Welcome
- II. Establish Quorum
- III. Call for any additions/deletions of agenda items
- IV. Reading/Approval of Previous Minutes
- V. SSC Composition
- VI. Approval of Safety Plan (2020-2021)
- VII. Measure G1 Carryover (2018-2019)
- VIII. Public Input
- IX. Establish Date of Next Meeting
- X. Adjourn

School Site Council {SSC} Meeting

Sign-In Sheet

Elected
Members

Meeting Date: 10/22/2019

Elected SSC Members	Category	Signature
1. Maya Taylor	Principal	<i>[Signature]</i>
2. Morgan Cohen	Teacher	<i>[Signature]</i>
3. Malika Rubin-Davis	Teacher	<i>[Signature]</i>
4. Maurice Andre San-Chez	Teacher	
5. Ebado Ismail	Classified Staff	<i>[Signature]</i>
6. Hakeem Bey	Community Member/Parent/Student	
7. Qiana Bey	Community Member/Parent/Student	<i>[Signature]</i>
8. Ruqayyah Abdul-Rahim	Community Member/Parent/Student	<i>[Signature]</i>
9. Amberley Thomas	Community Member/Parent/Student	<i>[Signature]</i>
10. Zuri Cheffon	Student	<i>[Signature]</i>
		<i>[Signature]</i>

*Note: SSC must have a quorum (51%) to vote on agenda items. Alternates are not voting members, and do not count towards quorum.

School Site Council (SSC) Meeting

Public Sign-In

Sign-In Sheet

Meeting Date: 10/22/2019

Signature	Signature
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**Westlake Middle School
2629 Harrison Street
Oakland, CA 94601**

SSC MEETING - LIBRARY

DATE: 10/22/2019
MINUTES

I. Welcome/Call to Order 5:45 p.m.

Roll Call/Sign In

Maya Taylor, Morgan Cohen, Hakeem Bey, Zuri Cheffon, Ruqayyah Abdul-Rahim, Ebado Ismail, Hazina Bey, Ideal Franklin, Apryl Haynes, Janika Carrasco, Thuy Minh Nguyen all in attendance for the SSC meeting.

II. Establish Quorum

- Quorum Established 6/10 SSC Members present

III. CAN for Additions/Deletions to Agenda

- None

IV. Approval of Minutes 9/18/2019 Establishment Meeting

Ruqayyah Abdul-Rahim: One correction, Nadra Cheffon should be spelled Nadira.
Ebado Ismail: Will make that spelling correction to the 9/18 SSC Minutes.

Motion:

Motion: Ebado Ismail motions to approve, with correction of spelling of Nadira Cheffon's name, 9/18/2019 SSC Establishment Meeting Minutes.

Second: Ruqayyah Abdul-Rahim seconds the motion to approve, with correction of spelling of Nadira Cheffon's name, 9/18/2019 SSC Establishment Meeting Minutes

In Favor: Maya Taylor, Morgan Cohen, Hakeem Bey, Zuri Cheffon, Ruqayyah Abdul-Rahim, Ebado Ismail

Abstentions: None

Objections: None

Result: Motion Passed; 9/18/2019 SSC Establishment Meeting Minutes approved, with correction of spelling of Nadira Cheffon's name.

V. SSC Composition

Maya Taylor: The SSC Bylaws we approved and adopted at our Establishment Meeting call for only one Student SSC Member. We currently have two. This can be addressed in two ways as only one student can serve as SSC Member. The students can decide if they would rather participate in a run-off election or if one of them would prefer to step down and allow the other to remain a member. The student member that does not remain can serve as an alternative.

- **After discussion, one student will step down and the other will serve as alternate.**

Motions

Motion: Ruqayyah Abdul-Rahim motions to elect Zuri Cheffon as Student SSC Member for the 2019/2020 Westlake School Site Council.

Second: Morgan Cohen seconds the motion to elect Zuri Cheffon as Student SSC Member for the 2019/2020 Westlake School Site Council.

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SSC MEETING - LIBRARY

DATE: 10/22/2019
MINUTES

In Favor: Maya Taylor, Morgan Cohen, Hakeem Bey, Zuri Cheffon, Ruqayyah Abdul-Rahim, Ebado Ismail

Abstentions: None

Objections: None

Result: Motion Passed; Zuri Cheffon elected as Student SSC Member for the 2019/2020 Westlake School Site Council.

Motion: Ebado Ismail motions for Hazina Bey to serve as alternate SSC Member for the 2019/2020 Westlake School Site Council.

Second: Hakeem Bey seconds the motion for Hazina Bey to serve as alternate SSC Member for the 2019/2020 Westlake School Site Council.

In Favor. Maya Taylor, Morgan Cohen, Hakeem Bey, Zuri Cheffon, Ruqayyah Abdul-Rahim, Ebado Ismail

Abstentions: None

Objections: None

Result: Motion Passed; Hazina Bey to serve as alternate SSC Member for the 2019/2020 Westlake School Site Council.

VI. Approval of Safety Plan (2020-2021)

Maya Taylor: Each year, we must approve and submit our safety plan for the next school year which includes a drill schedule (with required 4 fire drills in August, November, February & May; 2 earthquake/disaster drills in October & March and 2 lockdown drills in September & April), staff member responsibilities in the event of an emergency or disaster. It also includes information about safety during the after school program and mandating reporting. It also includes information on our COST team. We need to submit our 2020-2021 Safety Plan Recommendations & Assurances. Open the floor for questions, comments, concerns. If none, can a member call for a vote.

Hakeem Bey: I like the idea of having everything all in one place.

- No other questions, comments or concerns.

Motion

Motion: Ebado Ismail motions to approve the 2020-2021 School Safety Plan.

Second: Zuri Cheffon seconds the motion to approve the 2020-2021 School Safety Plan

In Favor: Maya Taylor, Morgan Cohen, Hakeem Bey, Zuri Cheffon, Ruqayyah Abdul-Rahim, Ebado Ismail

Abstentions: None

Objections: None

See attachment 1 (signed School Safety Plan Recommendations & Assurances)

Result: Motion Passed; 2020-2021 School Safety Plan Approved -Chairperson Bey to sign School Safety Plan Recommendations & Assurances

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SSC MEETING - LIBRARY

DATE: 10/22/2019
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VII. Measure G1 carryover

Maya Taylor: Advised last Thursday at the Principal's Meeting that we have a Measure G1 carryover of \$6,893.00 and we need to engage our communities in how these monies should be spent.

Measure G1 is to provide access to courses in Arts & World Languages as well as create a more positive and safe learning environment and to retain more students transitioning to middle from elementary school. We have received these funds for the last 3 years and have used it to fund:

Drama Teacher; Dance/Choir Teacher; Music Instruments & Supplies in the Arts (dance barres, classroom supplies for drama, art and music classes)

We need to engage all Westlake communities and I am bringing this to the SSC. Any ideas/suggestions on how we should spend the money?

Hakeem Bey: Use all funds so there is no more carryover. Our kids need more resources so we should use as much as possible. For retaining kids, more classroom support/ more exposure to life/ more help for the after school program.

Maya Taylor: Exposure to what specifically?

Hakeem Bey: Tech courses, gardening, cooking - anything that can enrich their lives and experiences and they can take a skill or knowledge away.

Morgan Cohen: Money can be spent any way that we wish?

Maya Taylor: Yes, as long as it is within the three parameters-providing access to courses in Arts & World Languages, creating a positive and safe learning environment and retaining rising 5th graders in OUSD.

Hakeem Bey: If there is something is working, we should fund more of that.

Ruqayyah Abdul-Rahim: What current things are in place for 5th to 6th grade retention?

Maya Taylor: Summer Program - AIM High; purchased supplies and Westlake swag (hoodie/lanyard) for incoming 6th graders

Ebado Ismail: Music instruments

Ideal Franklin: OAL has told athletic directors only one coach will be paid for sports.

Morgan Cohen: Uniforms for sports teams, equipment, coaches for sports to be paid as well as taking our athletes to play outside of OUSD and exposing them to other environments.

Thuy Minh Nguyen: Transportation for College for All Field Trips for our 8th grade class.

Hakeem Bey: Would be ideal to find out exactly what the students want.

Zuri Cheffon: In drama class, kids want to go boating.

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SSCMEETING - LIBRARY

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Apryl Haynes: Agree with Zuri, should ask scholars, specifically in 108 SOAR Center to find out what they need in class/school (art on walls, math on walls, something to trigger them to stay in class.

Ruqayyah Abdul -Rahim: As far as engaging 6th graders, some type of event where 6th graders talk to current 8th graders to ask or answer questions.

Morgan Cohen: Agree; would be go to show incoming scholars what is expected of them at Westlake.

Ideal Franklin: Maybe paying additional speaker guests for the upcoming empowerment assemblies.

Ruqayyah Abdul-Rahim: It is difficult to find people to come without a paying them for their time.

Hakeem Bey: Maybe a guided survey for kids so we aren't overwhelmed with ideas.

Ideal Franklin: Trophies for sports teams.

Morgan Cohen: Money for an athlete's banquet

Maya Taylor: Next week , I will host a session at lunch with scholars to see what they believe the money should be spent on and will speak with network superintendent and present all ideas from communities to him.

VIII. Public Input

April Haynes: Would like to discuss SOAR Center, instead of scholars just sitting there, they should really reflect on (i.e.i write an essay). Dr. Joy has a mindfulness card game that relaxes the body, mind spirit and is fun and engaging. Do not understand why the same scholars are in the SOAR Center every day. Speaking out as we are missing something and need to trigger these scholars educationally because the time they are spending in there is not productive at all.

Maya Taylor: We hear your concerns and 2 weeks ago, we changed the structure in the SOAR Center . Now, all scholars are required to fill out reflections, parents are notified when a scholar is in the SOAR center, it is no longer a place to just sit- teachers are loading assignments onto Google classroom, Khan Academy is accessible for skill building and again, all scholars are required to answer questions in reflection. The SOAR center is now hosted by Mr. Omolade on Mondays, Mr. Ige on Tuesdays and Thursdays and myself or Mr. Thompson on Wednesday and Fridays. Teachers are coming by on the prep period to offer academic support. We find that a lot of scholars who are frequenting the SOAR Center are experiencing trauma at home. Different approaches are being tried. This is the first year that we have continuity in staffing in the Case Manager position. this staff member deals with the most difficult scholars every day. We have also connected COST processes and these scholars are flooded with resources; some scholars we see daily in the SOAR Center as 6th graders and by

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the time they are in 8th grade. do not come to the SOAR Center at all. Westlake serves every scholar on the spectrum from 4.0 scholars to scholars in the SOC ICE class. We recognize that the same program does not work every time, it is great to have parents come in as thought partners and collaborators. In another week or so, you will continue to see changes in the SOAR Center. Administrators are blocking off days, it is a different thing for scholars when they have to face the principal.

Apryl Haynes: As Parents of Westlake, here for *staff* and parents. Would love to teach children and interact. How can I bring my skills (conflict resolutions or a space for a child to be themselves (i.e. loud or quiet)).

Maya Taylor: Create a proposal, bring it the administration and if you plan on being here more than 2-3 times, you must volunteer through the District Office and any scholars you work with would need to have a signed permission slip from their parents.

IX. Establish Date of Next Meeting

Bylaws state School Site Council meets monthly on the third Wednesday of each month at 5:30 p.m.

Next SSC Meetings: November 20 at 5:30 p.m.; December 18, 2019 at 5:30 p.m.

X. Adjourn

Motion: 6:26 p.m. Ebado Ismail motions to adjourn SSC Meeting .

Second: Hakeem Bey seconds the motion to adjourn SSC Meeting .

In Favor:

Abstentions: None

Objections: None

Result Motion Passed - SSC Meeting Adjourned at 6:26 p.m.

NEXT MEETING DATE: NOVEM 19
MINUTES SUBMITTED BY: -- "'-"' : : : -"---+ = ----- -
EBADO ISMA L; SSC SECRETARY

SIGNATURE: *m*
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DATE: 10-d-3-19



2019-20

School Site Council Membership Roster - Secondary

School Name: **Westlake Middle School**

----- Chairperson : Hakeem Bey
Vice Chairperson: Maurice Andre San-Chez
secretary: Ebado Ismail

Place "X" in Appropriate Column

Member's Name	Principal	Classroom Teacher	Other Staff	Parent/Community Member	Student
Maya Taylor	X				
Malika Rubin-Davis		X			
Morgan Cohen		X			
Maurice Andre San.Chez		X			
o,ana Bey				X	
Hakeem Bey				X	
Zuri Cheffon					X
Ruqayyah Abul-Rahm				X	
Kimberley Thomas				X	
Ebado Ismail			X		

Meeting Schedule (day/month/time)	3rd Wednesday of every month-5:30 p.m.
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SSC Legal Requirements (EC Sections 65000-65001):

- Members **MUST** be selected/elected by peer groups;
- There **MUST** be an equal number of school staff and parent/community/student members;
- Majority of school staff members must be classroom teachers except where school has been approved for a smaller SSC;
- High School SSCs MUST have student members; and**
- Parents/community members cannot be OUSD employees at the site.

1 Principal
3 Classroom Teachers
1 Other Staff

AND

5 Parents/Community Members *{middle schools only}*

OR

5 Parents/Community Members/Students
(middle or high schools)

ALL STAFF MEETING



Thursday, October 31, 2019

AGENDA

- Mindfulness Exercise- 2 minutes (Coach Mom)
 - Staff Introductions- 1 minute (New Staff Only)
 - Chapter 510- 10 minutes (Chapter 510)
 - Salesforce Educator Retention Program- 10 minutes (Ms. Taylor)
 - Holiday Celebrations- 8 minutes (Ms. Taylor/Mr. Thompson)
 - Important Dates/ Upcoming Events- 5 minutes (Ms. Taylor)
 - Open Forum- 5 minutes (All Staff)
 - Measure G1 Carryover
 - ***Next Meeting: TBD (suggestion- Dec. 12)***
 - Optimistic Close/ Appreciations- 4 minutes (All Staff)
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Last Name	First Name	Position	Signiflture
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Last Name	First Name	Position	Signature
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Omolade	Moses	CSM	<..'2At:I'- - ..I- ,
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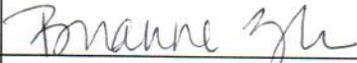
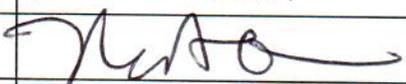
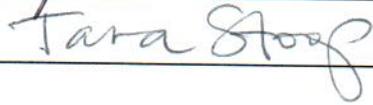
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Measure G1 Carryover Meeting

Date: October 23, 2019

Time: 12pm

Participants:

Name	Role	Signature
Bri Zika	Principal	
Andrea Lowe	8th grade mom	(attended via phone)
Ursula Aldana	7th grade mom	
Tara Stoop	6th grade mom	

Time	Agenda	Notes
3 min	Check-In	Purpose of the meeting
5 min	Grounding in Documents	<p>Guidelines for Measure G1 Carryover Procedures Previous proposal MLA SPSA 19-20</p> <p>Questions from families:</p> <ol style="list-style-type: none"> 1. What was the money supposed to be allocated to and why wasn't it spent? 2. What are we allowed to spend and not allowed to spend the money on? <p>Ideas to spend the funds on:</p> <ol style="list-style-type: none"> 1. 5th grade retreat/shadow day with 6th graders <ol style="list-style-type: none"> a. retention/transition 2. Supporting the 8th graders in helping them understand the transition to high school. <ol style="list-style-type: none"> a. This is happening with our new MS counselor + newcomer navigator 3. Support students' understanding of the impact of vaping on students' health -- middle schoolers are starting to talk about this at home. <ol style="list-style-type: none"> a. Aligns -- third goal -- create a safe and healthy environment for middle school. 4. Supporting newcomers' access to electives <ol style="list-style-type: none"> a. Musical scores in Spanish OR Integrated ELD support

		<p>b. Visual art materials in Spanish OR Integrated ELD support</p> <p>c. Theater materials in Spanish OR Integrated ELD support</p> <p>What has historically been done around drug and sex education?</p> <ul style="list-style-type: none"> - Class in 7th grade where core teacher taught the materials - Lower level introduction in 5th - Intensive curriculum in 7th grade - Charity has held this in the past - Do they go over vaping in particular? <p>What are you hearing at home?</p> <ul style="list-style-type: none"> - We were watching the news and casually talking about it -- he said he knew about vaping. He has friends who are doing it. Smoke tricks? - Did have a couple of 6th graders share that it smelled in the bathroom. - It's hard to know the smell because it's scented like gummy bears.
10 min	Complete Carryover Form	Carryover Form
5 min	Next Steps	<ul style="list-style-type: none"> - Bri will decide on funding and complete form by October 31.

Measure G1 Carryover Meeting

Date: October 21, 2019

Time: 4:30-5pm

Participants:

Name	Role	Signature
Bri Zika	Principal	<i>Bri Zika</i>
Andrea Maoki	MS TSA	<i>Andrea Maoki</i>
Laura Kaneko	7-8 Math Teacher	<i>Laura Kaneko</i>
Sydney Morgan	6th Grade Spanish Teacher	<i>Sydney Morgan</i>

Time	Agenda	Notes
3 min	Check-In	Type of popcorn are you?
5 min	Grounding in Documents	<p><u>Guidelines for Measure G1 Carryover Procedures</u> <u>Previous proposal</u> <u>MLA SPSA 19-20</u></p> <ol style="list-style-type: none"> 1. What did we intend to spend last year's money on? <ol style="list-style-type: none"> a. Salaries b. We didn't spend it all because the funding was loaded late 2. What did we intend to spend this year's money on? <ol style="list-style-type: none"> a. <u>2019-2020 proposal</u> <ol style="list-style-type: none"> i. .3 Spanish Teacher ii. Approximately \$9000 on Spanish books 3. Reflection on program quality <ol style="list-style-type: none"> a. Music: entry and basic b. Visual art: basic c. World Languages: sustaining 4. What priority could the \$5060 meet? <ol style="list-style-type: none"> a. \$2000 -- Theater program -- budget to purchase theater supplies and texts for the MS spring theater elective

		<ul style="list-style-type: none"> i. Rationale: we currently do not yet have a theater program or a curriculum but a teacher will be developing this elective this spring and needs foundational materials b. \$2000 -- Art supplies -- budget to purchase art supplies for the MS art elective <ul style="list-style-type: none"> i. Rationale: due to changes in budget that occurred this summer, our instructional materials supplies budget decreased significantly and our art teacher has not been able to purchase adequate supplies for her electives c. \$1060 -- Musical Scores <p>Impact Statement: Our theory of action is that by spending these funds on music, art, and theater, MLA's middle school students will have increased access to the arts and will be more engaged in their school environment. This will increase their retention and decrease chronic absenteeism. These are financial investments that will help us move from basic to quality.</p>
10 min	Complete Carryover Form	<u>Carryover Form</u>
5 min	Next Steps	Bri will complete the carry-over form.