



OAKLAND UNIFIED
SCHOOL DISTRICT
Community Schools, Thriving Students

Measure G1 Carryover Justification Long Form (Complete if carryover is more than \$5000)

Due Date: October 31, 2018

School:	Downtown Charter Academy	Contact/Principal	Claudia lee
School Address:	2000 Dennison St Oakland, CA 94606	Principal Email	clee@amethodschools.org
		School Phone:	510-535-1580

Please fill out the information below for schoolwide carryover.

2017-18 Measure G1 Allocation	\$45,100
2017-18 Measure G1 Dollars Spent	\$9,995
Carryover Amount	\$35,105

Summary of Approved Expenditures and Actuals Spent from 2017-18

2017-18 Approved Expenditures from <i>Budget Justification and Narrative Section</i> (add more rows if necessary)		Budget Amount	Actual Spent
1	Theater (qualified staff)	\$10,000	\$7,650
2	Theater professional development	\$2,500	\$0
3	Theater equipment (scenery, costumes, props)	\$3,000	\$0
4	Theater facilities (lighting, risers, etc.)	\$7,100	\$0
5	Dance (qualified staff)	\$5,000	\$2,345
6	Dance facilities (flooring, sound system, mirrors, etc.)	\$12,000	\$0
7	Dance equipment (towels, bars, mats, stretch bands, etc.)	\$3,000	\$0
8	Dance professional development	\$2,500	\$0
Budget Total (must add up to Approved Grant Amount)		\$45,100	\$9,995

Summary of Proposed Use of Carryover for 2018-19 (listed in order of priority)

2018-19 Proposed Carryover Expenditures from <i>Budget Justification and Narrative Section</i> (add more rows if necessary)		Budget Amount
1	Dance equipment (towels, bars, mats, stretch bands, etc.)	\$3,000

2	Theater facilities (lighting, risers, etc.)	\$7,100
3	Dance facilities (flooring, sound system, mirrors, etc.)	\$12,000
4	Theater equipment (scenery, costumes, props)	\$3,000
5	Theater (qualified staff)	\$2,350
6	Dance professional development	\$2,500
7	Dance (qualified staff)	\$2,655
8	Theater professional development	\$2,500
	Total	35,105

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

The 2017-2018 school year was our school's first time applying for and receiving Measure G1 funding. As a result, we were not experienced with the budgeting of our intended programs and did not implement our expenditures in a timely fashion. In addition, the full Measure G1 allocation was not spent because the school site was neither aware nor informed that Measure G1 funds are disbursed through an invoicing process until May when the school inquired about when funds would be received. At that point in time, it was too late for the school site to fully utilize the budgeted amounts, especially in the areas of the Theater and Dance facilities. In addition, our Finance and Operations Coordinator was newly on-boarded last school year and was not included in much of the communication of the Measure G1 Grant, and so she could not support the program as thoroughly. With all that said, we are extremely grateful and appreciative of the fact that there is an opportunity this year for us to fully utilize the remaining funds in our 2017-2018 approved budget.

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
Parent Meeting	10/25/2018

Staff Engagement Meeting(s) to Address Carryover Funds	
Staff Group	Date
Staff Meeting	10/12/2018

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 2017-18 school year.
2. Please explain how your 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		
N/A		
Budget	Description of 2018-19 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 math achievement for specific student group.)</i>

2. Art Program

Programmatic Narrative Based on Rubric
<p>Our plans to use the Measure G1 carryover funds will really serve to improve the quality of our Arts programs- Theater and Dance. Between last school year and this school year, we have increased our Theater participation by two-fold. We have also increased our Dance program by two-fold. While staffing has been paid for through the G1 grant last year, we have not outfitted these programs with additional resources that would create a higher quality program.</p> <p>Theater (qualified staff, professional development, equipment, and facilities)</p> <p>Through funding from 2017-2018, we were able to fund the CalShakes Theater program for our After School Program. Students had the opportunity to perform short skits and improve shows. With the carryover amount, we hope to completely fund the CalShakes program this year.</p> <p>In addition to the resources offered by CalShakes, one of our English teachers incorporates elements of theater into his 8th grade curriculum. He is looking for opportunities for professional development to better resource himself to instruct students, and will be able to use carryover funds to pursue professional development opportunities.</p> <p>Our school auditorium, where our theatrical productions occur, is in need of repair. We have recently patched the floorboards and will be working on maintaining and upkeeping the curtains, replacing the projector screen</p>

for background scenery, etc.

Due to misunderstanding how funding is distributed for the Measure G1 Grant, we were not able to obtain sufficient scenery, costumes, and props for our Theater program, but we are in the process of obtaining if approved for carryover.

Dance (qualified staff, facilities, equipment, professional development)

Our afterschool dance program personnel received a slight raise which carryover from last year would cover for this year. Also, due to shortage of timing last school year, we were not able to install the proper dance flooring and sound system that we had intended. We also purchased some dance equipment last year that did not make the June 30th receipt date. Our dance program personnel will be pursuing professional development opportunities in ballet and hip-hop that were not available to them last school year.

Budget	Description of 2018-19 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 math achievement for specific student group.)</i>
\$3,000	Dance equipment (towels, bars, mats, stretch bands, etc.)	<p>Our expectation of this program is that students will participate in dance performances at school and/or community events and demonstrate proficiency in the following outcomes:</p> <ol style="list-style-type: none"> 1. Performing dance steps and/or dance practices from various traditions 2. Creation group, duo, and solo dance pieces 3. Training and exercising flexibility 4. Composing and delivering effective, audience-appropriate presentations <p>We hope to increase the number of students participating in dance by AT LEAST 20%.</p>
\$12,000	Dance facilities (flooring, sound system, mirrors, etc.)	
\$2,500	Dance professional development	
\$2,655	Dance (qualified staff)	
\$2,500	Theater professional development	<p>Our expectation for these carryover funds is that students will participate in improve shows, short skits, and/or teacher productions at school and/or community events and demonstrate proficiency in the following outcomes:</p> <ol style="list-style-type: none"> 1. Delivering audience-appropriate theatrical productions 2. Using visual, auditory, and/or technological aids in support of oral communication 3. Showing growth each semester in their performance and production skills 4. Composing and delivering effective, audience-appropriate oral presentations <p>We hope to increase the number of students participating in theater by AT LEAST 20%.</p>
\$7,100	Theater facilities (lighting, risers, etc.)	
\$3,000	Theater equipment (scenery, costumes, props)	
\$2,350	Theater (qualified staff)	

3. World Language Program

Programmatic Narrative Based on Rubric		
N/A		
Budget	Description of 2018-19 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 math achievement for specific student group.)</i>

4. 5th to 6th Grade Enrollment Retention

Programmatic Narrative Based on Data Analysis		
N/A		
Budget	Description of 2018-19 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 math achievement for specific student group.)</i>

5. Safe and Positive School Culture

Programmatic Narrative Based on Data Analysis		
N/A		
Budget	Description of 2018-19 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 math achievement for specific student group.)</i>

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).



DCA - Staff Meeting Agenda

Date: 10/12/18
Location: Lyons' room

All Teachers/ Tutors
Time: 1:00-1:30 PM

Agenda Item	Notes
ABSENCES PROCEDURE	<ol style="list-style-type: none"> 1. Fill out the absent form 2. Write an email to Ms. Lee with copy to Ms. Kreisberg and Ms. Witfield 3. Call Ms. Whitfield or Ms. Lee and make sure you get an answer
Content Meetings	Unpacking the Standards Using Exemplars from teachers and students different levels Preteachig
Oral History Day and International Education Week	Update
Charter Renewal	Presentation, Wednesday October 17, 2:00 PM, 15 minutes
Paper Use	We have double our paper use. Let's work together to protect the environment
G 1 Grant	Rollover moneys to be invested in: Dance: Teachers' hourly rates, PD, facilities Drama: costumes and music equipment
Dates to Remember	October 12: Charter Renewal Presentation October 17: Charter Renewal Presentation and Picture Makeups October 19: 1-3pm Equity Training and 3-4 PM DDI Training NWEA data October 22-26 Parent Teacher Conferences (Early dismissal 11:00 AM) November 2: End of Quarter 1 November 5: Interim Assessments November 6: Publish Q 1 Report Cards
Walk Throughs Observations	Students working on projects together having different roles Lots of group discussions Students grading each other writing using a rubric Students hearing a wide range of vocabulary, specific diction related to subject matter Students working on vocabulary logs Students using maps and primary resources for their research Reading selections on a table Students conferring with teachers 1-1 Students hearing guiding steps to solve a problem Students hearing how to cite resources Students planning for projects Students getting mnemonics as a way to remember and associate content Students discussing different answers to math problems

Teachers Observing Teachers	You will get a template for observation and you will schedule with your colleagues the best time to observe
Addressing Gender Issues	PD in January to build capacity for teachers to address gender and sex related issues
Coffee with Parents	Approved allocation G1 monies from last year Suggested Spanish Club Lots of appreciation for your hard work



Staff Meeting Minutes

Date: October 12th, 2018

Time: 1:03pm

Attendees:

Claudia Lee

Natasha Kreisberg

Kimberly Chang

John Lyons

Katrina Greco

Julia Wiersema

Weichen Ling

Ben Bellamy

Jonathan Manikan

Amber Myers

Ivan Hernandez

Karina Robles

Gregg Pentony

Agenda Items:

1. Absences procedure
 - 1.1. Fill out the time off request form from HR
 - 1.2. Write an email to Ms. Lee and CC Ms. Kreisberg/Ms. Whitfield
 - 1.3. Make sure to call Ms. Whitfield or Ms. Lee beforehand and confirm a response
2. Content Meetings
 - 2.1. Unpacking the standards
 - 2.2. Use exemplars from teachers students at different levels
 - 2.3. Utilize preteaching
3. Oral History Day and International Education Week
 - 3.1. We will sign up to share our family history story in class (could be a song, food, etc.)
4. Charter Renewal date
 - 4.1. Presentation is on Wednesday, Oct. 17th, 2018. Begins at 2:00pm (duration of 15 minutes)
 - 4.2. Anyone is welcome to attend to show support for DCA
5. Paper Use
 - 5.1. Recently we have increased paper use. Please save paper and be environmentally conscious
6. G-1 Grant
 - 6.1. We have rollover funds from 2017-2018 carried over to this year, 2018-2019
 - 6.2. The amount awarded this year: \$36,931



- 6.3. This grant is covered by a parcel tax voted in 2016, which focuses on providing funds to OUSD recipients to help increase teacher salary and access to arts, music and theater
- 6.4. Our rollover funds to be invested in:
 - 6.4.1. Dance - increase teachers' pay, professional development classes, dance facility improvements and dance equipment/supplies
 - 6.4.2. Drama - theater equipment and costumes, professional development classes
- 6.5. Staff questions/comments/reflections on G-1 grant
 - 6.5.1. Q: Is the funds going towards music equipment or classes?
 - 6.5.1.1. A: As of now, the rollover funds do not cover music class or music class equipment (but can cover dance music for dance classes).
The funds are intended for dance and theater
 - 6.5.2. A few staff are interested in providing input on needed equipment, such as dance equipment and theater costumes/supplies
 - 6.5.2.1. Staff input will be taken into account for equipment quotes and invoices
7. Dates to Remember
 - 7.1. Oct. 12: Charter Renewal Presentation
 - 7.2. Oct. 17: Charter Renewal Presentation and Picture make ups
 - 7.3. Oct 19: 1-3pm Equity training and 3-4pm DDI training for NWEA data
 - 7.4. Oct 22-26: Parent Teacher conferences (Early dismissal at 11am)
 - 7.5. Nov 2: End of Quarter 1
 - 7.6. Nov 5: Interim Assessments
 - 7.7. Nov 6: Publish Q 1 Report Cards
8. Walk Throughs Observation Notes
9. Teachers Observing Teachers
 - 9.1. You will receive a template for observation day and you will schedule with your colleagues the best time to observe one another
10. Addressing Gender Issues
 - 10.1. Professional Development session scheduled for January to help build capacity for teachers to address gender and sex related issues
11. Coffee with Parents
 - 11.1. G-1 Grant
 - 11.1.1. Went over the G-1 Grant rollover funds and approved for allocation for this year 2018-2019
 - 11.2. Spanish Club was suggested by a parent
 - 11.3. A lot of appreciation was voiced for teachers' hard work for the students

Meeting Adjourn - 1:35pm



Downtown Charter Academy

Staff Meeting - 10/12/18

Name	Position	Signature
Kim Chang	Teacher - 6th	
John Lyons	Teacher - 6th	
Katrina Greco	Teacher - 6th	
Julia Wiersema	Teacher - 6th	
Manish Chander	Teacher - 7th	N/A
Weichen Ling	Teacher - 7th	
Ben Bellamy	Teacher - 7th	
Jonathan Manikan	Teacher - 7th	
* Gabe Johnson	Teacher - 8th	N/A
* Will Vincent	Teacher - 8th	N/A
* Ben Adler	Teacher - 8th	N/A
Thomas Lauffenberger	Teacher - 8th	N/A
Amber Myers	Teacher - LL	
* Daniela Bernstein	Tutor	N/A
Ivan Hernandez	Tutor	
* Jeffrey Subramanian	Tutor	N/A
Karina Robles	Tutor	
* Sam Clinton	PE	N/A
* Jordan Bautista	PE	N/A
Coach Pentony	Dean	
* Jill Whitfield	Dean	N/A
Claudia Lee	Site Director	
Natasha Kreisberg	Operations Coordinator	

* Most teachers on field trip from for 8th grade
(10/12/18)



DCA - Tea with Parents

Date: 10/25/18

Location: Site Director and Parents' Office

Time: 5:00 - 6:00 pm

DCA Parents and Staff

Partnership between parents and staff is fundamental to our success!

Agenda Item	Notes
Invitation to Charter Renewal Voting Meeting	<p>What to expect...</p> <ul style="list-style-type: none"> - Date: November 14th, 2018 - Time: 4:00pm (subject to change) - Location: 314 East 10th st. Oakland, CA 94606 - All parents are invited to show support for DCA - OUSD BOARD WILL VOTE TO RENEW OR NOT OUR CHARTER FOR FIVE YEARS. We need you there! - Help us reach out to other parents!
G-1 Rollover Funds	<p>This Grant supports our enrichment in Choir, dance and theater. We propose that the rollover monies of \$36,931 go to: Increase instructor stipend, buy sounds equipment, dance equipment, flooring/mat and Professional development.</p>
ASES Kids Code Grant	<p>We have a coding program in partnership with ANova from Berkeley We have a parent who runs a robotics club We are applying to a CDE for an ASS Grant Coding, \$50,000/3 years</p> <p>Budget: 1 instructor and 2 TA's (3 hours/36 weeks) \$7,848 20 computers \$10,000 Transportation Hack-a-thon \$1,000 Indirect Costs and supplies <u>\$2,152</u> \$21,000</p>
Sign-up for Oral History Day and International Education Week	<p>Please come out and share your family history story with our kids!</p> <ul style="list-style-type: none"> • Immigration • History/poetry/storytelling • Family Tradition/recipe/pictures • Country of origin/PowerPoint presentation/pictures/general information • Music/dance • Geography/Religious tradition <p>Please help us reach out to other parents!</p>
Other announcements	<p>Workshop on Immigrants' Rights in November. Date TBC</p>
Adjourn - have tea and pastries! :)	



Tea with Parents Meeting Minutes

Date: October 25, 2018

Time: 5:11pm

Attendees:

Claudia Lee, Site Director

Natasha Kreisberg, Operations Manager

Rosario Valdez, parent

Chipo Munyon, parent

Demetria Owens, parent

Kimberly Chang, teacher

Jack Lyons, teacher

Melissa Santiago, parent

Agenda Items:

1. Invitation to Charter Renewal Voting Meeting
 - 1.1. Taking place November 14th, 2018
 - 1.2. Parent q: what factors would affect the vote for charter renewal?
 - 1.2.1. Student scores compared to neighboring schools within same district
 - 1.2.2. Financial stability of the school
 - 1.2.3. Intended for low income communities and families
 - 1.2.4. Staff turnover? We retain 75% teachers
 - 1.2.4.1. We just hired a new math teacher for 7th grade (Victoria Abrenica)
2. G-1 Rollover Funds
 - 2.1. Covering dance, choir and theater
 - 2.2. This includes equipment, instructor stipends, new dance floor, theater costumes, sound equipment
 - 2.3. We have Calshakes staff who come during the day to teach drama class
 - 2.4. Also offer theater and dance during after school program (ASES)
 - 2.5. Parent question: what about music program?
 - 2.5.1. DCA has music instruments but we will look into applying for a music grant
 - 2.6. Mr. Lyons offers Music Production Club
 - 2.6.1. Using ipads and chromebooks for music production software
 - 2.6.2. Use guitars for music lesson instructions
3. ASES Kids Code Grant
 - 3.1. Partner with ANova
 - 3.2. Grant for Intermediate Level \$50,000/3 years
 - 3.3. Budget Proposal for Kids Code Pilot Program Grant Copies (handed out to parents to review)
 - 3.4. Proposal supports one coding instructor and two TA's, 30 computers and classroom supplies, field trips to Silicon Valley and Hack-a-thon competitions



- 3.5. Any questions or feedback from parents
- 4. Sign-up for Oral History Day and International Education Week
 - 4.1. Nov. 13-16
 - 4.2. Nov. 16 is in the DCA Auditorium
 - 4.3. Opportunity to share your family story or history with DCA students for 20-30 minutes
 - 4.3.1. Could be dance, music, food from your home country, etc.
- 5. Other announcements
 - 5.1. Enroll Oak
 - 5.1.1. Enrollment online starts Nov. 5th for 2019-2020
 - 5.2. Parent q: Is there a school handbook?
 - 5.2.1. Yes (will provide a copy to the parent)
 - 5.2.2. DCA website also available for parents (shown in meeting)
 - 5.3. Who are the counselors?
 - 5.3.1. We have a Wellness counselor (Mrs. Ramos), School psychologist (Ms. Penner), Mindfulness counselor (Ms. Ike)
 - 5.4. Next FST mtg: November 25th, 2018
 - 5.5. Workshop on Immigrants' Rights in November (Date TBD)

Action Items:

- 6. Have DCA apply for a music grant (request brought up by parents)
 - 6.1. We currently have instruments but a music program would be valuable
- 7. Have more student leadership
 - 7.1. It's great that the kids overall behave well, but next step would be to increase student modeling and leadership/initiative
 - 7.2. Start a new "normal" for kid modeling led by older 8th grade leaders
 - 7.3. Have the kids get up during assembly to share a story about experiencing bullying
- 8. Question by parent: what about an "open talk" time for the kids to express their struggle that they are going through?
 - 8.1. Our counselors are preparing workshops for the kids to participate in and do activities
 - 8.2. Mindfulness offered everyday after school open for all kids (primarily intended for kids with difficulties)
 - 8.3. We do "Emotional Social Learning" every morning with Homeroom class
 - 8.4. DCA will look into having "open talk" time with a counselor for drop-in hours (maybe during lunch time)
- 9. Staff did an equity training last Friday, Oct. 19th, 2018

Meeting Adjourn - 6:21pm

Tea

Coffee With Parents

Date: Friday, October 25/18

Num	Student Name	Grade	Parent Name	Signature	Phone Number
1	Paul Murrieta	8	Rosario Velder	Rosario Velder	510-712-8493
2	N/A	N/A	Natasya Kreisdere (big manager)		
3	Alexa Kothara	6	Chipo Mungwa		971 401 6498
4	Ariya Martin	6	Denise A		510 815-8758
5	Kim Challa		teacher		
6	Jack Lyond	6	teacher		
7	MATTHEW REYER	7	Melissa Santiago		415-828-5234
8	Claudia Lee		Site leader		510-449-0453
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