

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	24-2528
Introduction Date	10/8/2024
Enactment Number	
Enactment Date	



**OAKLAND UNIFIED  
SCHOOL DISTRICT**  
Community Schools, Thriving Students

### Board Cover Memorandum

**To** Measure G1 Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission

**From** Middle School Network

**Meeting Date** October 8, 2024

**Subject** Urban Promise Academy 2023-24 G1 Carryover Application

**Ask of the Commission** Approve the Urban Promise Academy 2023-24 G1 Carryover Application

**Discussion** Middle School Network is open to questions from the commission regarding the Urban Promise Academy 2023-24 G1 Carryover Application.

**Fiscal Impact** The recommended amount is **\$32,568.18**. It's coming from resource 9332 - Measure G1.

**Attachment(s)** Carryover Application Attached.





**2023-24 Measure G1 Carryover Justification Long Form**  
(Complete if carryover is more than \$5000)

**Due Date: September 25, 2024**

School:	Urban Promise Academy	Contact/Principal	Tierre Mesa
School Address:	3031 East 18th Street, Oakland, CA 94601	Principal Email	tierre.mesa@ousd.org
		School Phone:	510-436-3636

Please fill out the information below for school-wide carryover.

2023-24 Measure G1 Allocation (previous carryover included)	\$218,619.23
2023-24 Measure G1 Dollars Spent	\$186,051.05
<b>Carryover Amount</b>	<b>\$32,568.18</b>

Approved 2024-25 Measure G1 Application [Link](#)

Summary of Proposed Use of Carryover for 2023-24 (listed in order of priority)

2023-24 Proposed Carryover Expenditures		Budget
1	LED Sign at Front of School to boost enrollment and community engagement	\$18,000
2	Behavior Incentives for School Store/Jaguar Bucks	\$2,768.18
3	Recruitment Materials for 5th grade Recruitment Fairs	\$2,000
4	Art and Music Supplies	\$9,800
Budget Total (must add up to Anticipated Amount)		\$32,568.18

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

**The money that was not spent was intended to be used to hire a noon supervisor. This was approved in October by the Commission, but it took several months for OUSD fiscal to approve the new position and create a Position Control Number (PCN). Once the position was posted for hiring, I received one applicant but the OUSD instituted a Hiring Freeze, which I applied for a waiver for but was denied. So I was unable to hire anyone for this approved and needed position.**

**REQUIRED: Please provide all meeting agendas, minutes, 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
School Site Council Meeting- <a href="#">Sign-in</a> , <a href="#">Minutes w/Agenda</a>	9/18/24

Staff Engagement Meeting(s) to Address Carryover Funds	
Staff Group	Date

**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

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 2023-24 school year.

1. Please explain how you plan to use the Measure G1 carryover funds to develop strategic changes that meet the goals of the measure and that will lead to improved student outcomes.
2. Add additional lines if you would like to add additional budget items.
3. All budget items should total up to the total carryover amount.

**1. Music Program**

Programmatic Narrative Based on Rubric		
[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 2023-24 Proposed Expenditures of Carryover Funds	Anticipated Student Outcome <i>(Include measurable student outcomes for each proposed activity. For example, number of students served, or achievement for specific student groups.)</i>
\$4,000	Supplies for Music Class- We have a new guitar class in 24-25 and we need funds to purchase guitars, music stands, guitar bags, sheet music etc. In addition, we have three band classes that have ongoing needs for instrument supplies.	Increased diversity in music classes being offered as an elective and high quality instruction due to adequate materials being provided. .

**2. Art Program**

Programmatic Narrative Based on Rubric		
[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 2023-24 Proposed Expenditures of Carryover Funds	Anticipated Student Outcome <i>(Include measurable student outcomes for each proposed activity. For example, number of students served, or achievement for specific student groups.)</i>

\$5,800	We have a new art teacher who is in the process of developing art curriculum and new projects to engage students. This will require new materials that we currently do not have.	Improved quality of art instruction due to high quality projects and materials being provided. This will lead to an increase in student enrollment in visual art
---------	--	--

#### 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 2023-24 Proposed Expenditures of Carryover Funds	Anticipated Student Outcome <i>(Include measurable student outcomes for each proposed activity. For example, number of students served, or achievement for specific student groups.)</i>
\$18,000	LED Sign at Front of School to boost enrollment and community engagement- Many community members comment that they have never heard of our school or have driven past our school every day and didn't know it was there.	This will increase our community visibility and family engagement to support overall enrollment of new 6th graders and retention. We specifically have the goal to grow our total enrollment to 405 from 372 the previous year, increasing incoming 6th graders by 12 more students.
\$2,000	Improved recruitment materials for 6th grade Recruitment Fairs: Swag, Brochures about programs, tablecloth, etc.	This will increase the visibility and knowledge of the programs that our school offers to increase the number of families who choose to send their children to UPA.

#### 5. Safe and Positive School Culture

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 2023-24 Proposed Expenditures of Carryover Funds	Anticipated Student Outcome <i>(Include measurable student outcomes for each proposed activity. For example, number of students served, or achievement for specific student groups.)</i>
\$2,768.18	Behavior Incentives for Student Store that students purchase with Jag Bucks, based in our PBIS system to support positive school-wide behavior	Students are more motivated to make positive behavior choices resulting in less Universal Referral Forms (URFs) for student misbehavior or decrease in suspensions

**Please submit your 2023-24 Measure G1 Carryover Justification Form to Cliff Hong ([clifford.hong@ousd.org](mailto:clifford.hong@ousd.org)) and Karen Lozano ([karen.lozano@ousd.org](mailto:karen.lozano@ousd.org)).**



3031 East 18<sup>th</sup> Street    Oakland, CA 94601    (510) 436-3636    www.urbanpromiseacademy.org

**Urban Promise Academy  
School Site Council Establishment Meeting  
Minutes  
2024-2025**

**Meeting Date: Wednesday Sept 18th, 2024**

Agenda Item	Facilitator
I. Welcoming, Review Agenda and Outcomes	Mesa, T. - Principal
II. Explain Purpose of SSC <ul style="list-style-type: none"> <li>A. Principal explains what is SSC, approval of the SPSA, and what is Title I funding</li> <li>B. Explains the SSC Composition               <ul style="list-style-type: none"> <li>● SSCs must have equal numbers of school staff and parent/community/student members</li> <li>● Principals are de facto members of the SSC</li> <li>● Classrooms teachers (teacher of record in Aeries) must comprise a majority of the school representatives</li> <li>● The minimum SSC size is 10 elected members                   <ul style="list-style-type: none"> <li>- Explain what is a Quorum</li> <li>- Explain the Selection of Members</li> </ul> </li> </ul> </li> </ul>	Mesa, T. - Principal
III. Explain Peer Election of Members <ul style="list-style-type: none"> <li>● Parents (Can nominate themselves) - Election occurs in Item VII</li> <li>● Students (Elections hosted by students) - Election described in Item VI</li> </ul>	Mesa, T. - Principal
IV. Explain Election of Officers <ul style="list-style-type: none"> <li>A. Explain the roles of the SSC officers               <ul style="list-style-type: none"> <li>● Chairperson</li> <li>● Vice Chairperson</li> <li>● Secretary</li> </ul> </li> </ul>	Mesa, T. - Principal
V. Explain Bylaws <ul style="list-style-type: none"> <li>A. Explain Bylaws and what are the UPA Bylaws</li> <li>B. Explain how SSC members can establish other committees to assist the SSC to work on certain school related</li> <li>C. Principal cannot cancel SSC meetings</li> <li>D. Explain the Rules of Order (Greene Act)</li> </ul>	Mesa, T. - Principal



3031 East 18<sup>th</sup> Street      Oakland, CA 94601      (510) 436-3636      www.urbanpromiseacademy.org

**Urban Promise Academy  
School Site Council Establishment Meeting  
Minutes  
2024-2025**

**Meeting Date: Wednesday Sept 18th, 2024**

Agenda Item	Facilitator
<p>VI. Elections for Classroom Teacher, Staff and Student SSC Representations</p> <p>Miguel Olivares is in his first year of a new term. Total, he has been on SSC for 5 years! Emily Lin-Jones and Reina Cabezas both expressed interest in being the teacher SSC representative. No other teachers were interested in serving as representatives so elections were not needed.</p> <p>Hulda Monterrosa Velasquez is serving the 2nd year of her term as the staff representative.</p> <p>Student Election: Held on 9/18/24: Peer Election</p> <p>There were six candidates that ran for Student Representative: Esther Bandabaila, Shanel Fernandez, Lilia Huinil, Nicholas Thompson, Ingrid Godinez Garcia, Olga Perez Mendoza, and Armaani Randall. The election was done during Mentor time during the school day via a google form. 77 students voted. The winner was Nicholas Thompson with 20.8% of the vote.</p>	<p>Mesa, T. - Principal</p>
<p>VI. Elections for Parent SSC Representatives</p> <p>Jose Lino and Liveth Rodriguez have fulfilled their 2 year term</p> <p>Monica Anavisca and Miguel Anavisca are returning for their second year of their term as Parent SSC Representative. We need to elect two new Parent SSC representatives</p> <p>Parent Peer Election for two vacancies were held on 9/18/2024.</p> <p>Nominations for 2 new Family Member Representatives listed below:</p> <ul style="list-style-type: none"> <li>a. Jose Aguilar</li> <li>b. Francisco Chales Domingo</li> </ul> <p>Because there were two nominations for two open representative seats, elections were not needed and the two nominees accepted their positions as SSC site rep.</p>	<p>Mesa, T. - Principal</p>
<p>VII. Election of Officers</p> <p>A. Chairperson- Motion by Tierra Mesa to nominate Miguel Olivares. Hulda Monterroso seconded the motion. Voting was held and 9 members voted yes, 0</p>	<p>Mesa, T. - Principal</p>



3031 East 18<sup>th</sup> Street      Oakland, CA 94601      (510) 436-3636      www.urbanpromiseacademy.org

**Urban Promise Academy  
School Site Council Establishment Meeting  
Minutes  
2024-2025**

**Meeting Date: Wednesday Sept 18th, 2024**

Agenda Item	Facilitator
<p>no votes and 1 absence. Miguel Olivares was elected unanimously as Chairperson.</p> <p>B. Vice Chairperson- Miguel Olivares motioned to nominate Reina Cabezas. Miguel Anavisca seconded the motion and a vote was held. 8 Yes votes, 0 No votes, 1 Abstention and 1 Absence. Reina Cabezas was elected vice-Chair.</p> <p>C. Secretary- Hulda Monterrosa motioned to nominate Emily Lin-Jones as Secretary. Nicholas Thompson seconded the motion and a vote was held. 9 Yes votes, 0 No votes and 1 absence. Emily Lin-Jones was elected unanimously as Secretary.</p>	
<p>VIII. Discuss and adopt Bylaws Hulda Monterrosa motioned to adopt the Bylaws and Miguel Olivares seconded. ★ 9 Yes - 0 No - ★ Unanimously adopted</p>	Mesa, T. - Principal
<p>IX. Feedback on Use of Community Schools Grant Carryover and Reallocations Tierre Mesa explained current use of 24-25 Measure G1 Grant and why we have Carryover from 23-24 due to the OUSD Hiring Freeze.</p> <p>Tierre Mesa explained why there is 24-25 funding that needs to be reallocated because the position we are funding is less expensive than anticipated.</p> <p>Tierre Mesa explained why UPA is currently overdrawn in its Salesforce PIF grant do to an underprojection in the cost of the salary and benefits for the Bilingual Family Liaison.</p> <p>Tierre Mesa shared the restrictions for the use of Measure G1 Funding and gathered ideas for how to use the funding to support arts programming, School culture and student enrollment and retention.</p> <p>The participants in the meeting broke into two small groups and discussed which expenditures to prioritize and why with Carryover funding and the reallocation process. They then ordered the expenditures by priority</p>	Mesa, T. - Principal



3031 East 18<sup>th</sup> Street    Oakland, CA 94601    (510) 436-3636    www.urbanpromiseacademy.org

**Urban Promise Academy  
School Site Council Establishment Meeting  
Minutes  
2024-2025**

**Meeting Date: Wednesday Sept 18th, 2024**

Agenda Item	Facilitator
<p>Group 1 share out in order of priority:</p> <ol style="list-style-type: none"> <li>1. Use funding to pay for the portion of the Bilingual Family Liaison position that the PIF grant can't cover because this position is so important in supporting positive school culture because 90% of families speak another language at home and this position supports teacher/family communication and families staying informed around school events.</li>   <li>2. Use funding for LED sign in front of school because so many people drive by Fruitvale and dont even know there is a school there. If we have a larger community presence, this may help with recruitment and retention of new 6th grade students. Also, need better materials when we go to 5th grade recruitment fairs to communicate about our school (brochures, swag, tablecloth, etc.)</li>   <li>3. Incentives for Jag Store to support Positive student behavior choices. Students thrive on rewards and this helps support overall positive school culture.</li> </ol> <p>Group 2</p> <ol style="list-style-type: none"> <li>1. Bilingual Family Liaison position for same reasons described above.</li> <li>2. Incentives for Jag Store to support PBIS and positive school-wide behaviors.</li> <li>3. LED Sign and recruitment materials for same reasons described about</li> <li>4. Art and Music Supplies. We have a new art teacher who is developing a new curriculum and projects and needs supplies to provide quality, engaging art instruction.</li> </ol>	
<p>X. Public Input None</p>	<p>Everyone</p>
<p>XI. Meeting is Adjourned A. Date of Next Meeting :</p> <ul style="list-style-type: none"> <li>● Wednesday October 16th - 5:00-6:30pm in Library</li> </ul>	<p>Mesa, T. - Principal</p>










# School Site Council (SSC) Meeting

Elected Members

## Sign-In Sheet

Meeting Date: September 18th, 2024

Elected SSC Members	Category	Signature
1. Tierre Mesa	Principal	
2. Reina Cabezas	Teacher	
3. Miguel Olivares	Teacher	
4. Emily Lin-Jones	Teacher	
5. Hulda Velasquez Monterrosa	Classified Staff	
6. Nicholas Thompson	Student	
7. Monica Anavisca	Parent	
8. Miguel Anavisca	Parent	
9.	Parent	
10.	Parent	

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



Meeting Date: Sept 18th, 2024

Signature		Signature	
1.	Mario Pascual Rosa Ramirez P	13.	Romeo Galang
2.	Silvia Miranjos	14.	SM
3.	Lillian Barrios	15.	Lillian Barrios
4.	Glendy Carbero	16.	Santos Jimenez
5.	Irma Bualcabo	17.	Alexandra Perez
6.	Belen Ortega	18.	Yenira Chirya
7.	Josi Acivila	19.	Foxana Perez
8.	Sandra Jimenez	20.h	
9.	Jacinto Dominguez	21.	
10.	Olimpia Dominguez	22.	
11.	Jose Rangel	23.	
12.	Francisco DelaHales	24.	

	Agenda Item	Time
1	<p><b>Check In:</b> What is a self care activity that helps you feel rejuvenated?</p> <p>Tierre: stretching Base: hot shower when you don't have to pay for the water bill Ramirez: Bath with jets</p>	⌘ 5:00
2	<p><b>G1 Discussion (Tierre)</b></p> <h2>Feedback on Use of Measure G1 Carryover and Reallocation</h2> <hr/> <p><b>Carryover- \$32, 568 and Reallocate - \$24,056</b></p> <p>*Salesforce PIF is \$11, 163 overdrawn due to too low of projections</p> <p>Suggestions: Spend Measure G1 on remaining staffing positions that PIF pays for (Bilingual Family Liaison), Art/Music materials, LED Sign for Front of School, Honor Roll Sweatshirts, Jag Store Incentives, Incentives for Check in/Check Out Contracts, Recruitment Materials</p> <p>Other Suggestions?</p> <ul style="list-style-type: none"><li>• Increase access to courses in arts, music, and world languages in grades 6-8</li><li>• Improve student retention/ enrollment during the transition from elementary to middle school</li><li>• Create a more positive and safe middle school learning environment</li></ul>	⌘ 00:00



[www.ousd.org](http://www.ousd.org)



@OUSDnews

There is 32,000 from carry over money because of hiring freeze which was going to be used toward noon supervisor

G1 This year:

- 3 family champions
- Contract with wellness together
- Music
  - Projection for music teacher was too high due (benefits?)

There is 24,000 left over that can be allocated . -11K PIF grant (number locked in number was too low)

Tierre is suggesting we utilize the money:

- Spend G1 for the bilingual family liaison (school engagement )\$11,163
- Art and music materials (we had to buy guitars, bags, arts will need to build curriculum
- Getting the LED sign on the corner to expose our school to the community (\$17500)
- Honor roll sweatshirts (\$9000)
- Jag Store Incentives (\$2000)
- Improved behavior awards
- Recruitment materials when we go to the fairs (\$1500)
- From SSC: Healthy snacks (IE strawberries) (\$1000)

New ideas:

- Peer RJ Supplies (\$1000)
- 

What do you think of these ideas?

-

Any you feel are most important? Least important? New ideas?

- Bilingual family liaison XXX
  - More support for all stakeholders as our school is heavily spanish speaking families
  - Increase ELD classes means more students who speak spanish
- LED Marquee XXX
  - Exposure to Fruitvale community
  - Many community members don't know we are a school
  - Announcements to the community (communication)
  - Celebrations about what our school is doing
- Funding Art and Music Classes X
  - New teacher in art role who is expanding the curriculum
  - New guitar teacher who needs instruments
- Resources Jag Store and Peer RJ X
  - Both integral components of our school culture (PBIS)





Least Important

	<ul style="list-style-type: none"><li>- Recruitment<ul style="list-style-type: none"><li>- Many of our families are coming from Achieve</li></ul></li></ul>	
3	<b>6th Grade WILD</b> <ul style="list-style-type: none"><li>- Who is going on what trip?</li><li>-</li><li>- Sub logistics</li></ul>	⌘ 5:00
4	<b>Closing</b>	⌘ 5:00



# Culture and Climate Team Sign-In Sheet

Meeting Date: Sept 19th, 2024

Signature		Signature	
1.		13.	
2.		14.	
3.		15.	
4.		16.	
5.		17.	
6.		18.	
7.		19.	
8.		20.h	
9.		21.	
10.		22.	
11.		23.	
12.		24.	