

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	25-0888
Introduction Date	4/8/2025
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** April 8, 2025

**Subject** Downtown Charter Academy 2025-2026 Measure G1 Application

**Ask of the Commission** Approve the Downtown Charter Academy 2025-2026 Measure G1 Application

**Discussion** Middle School Network is open to questions from the commission regarding the Downtown Charter Academy 2025-2026 Measure G1 Application.

**Fiscal Impact** The recommended amount is **\$104,649.00**. Resource 9332 - Measure G1.

**Attachment(s)** Grant application attached.



**2025-2026  
Measure G1 Application**

**Due: March 1, 2025**

## School Information & Student Data

<b>School</b>	Downtown Charter Academy	<b>School Address</b>	2000 Dennison Street Oakland, CA 94606
<b>Contact</b>	Kimberly Palmore	<b>Contact Email</b>	kpalmore@amethodschools.org
<b>Principal</b>	Jillianne Whitfield	<b>Principal Email</b>	jwhitfield@amethodschools.org
<b>School Phone</b>	510-535-1580	<b>Total Number of Students</b>	304
<b>Recommended Grant Amount<sup>1</sup></b>	<b>\$104,649</b>	<b>2024-25 CALPADS<sup>2</sup> Enrollment Figure (grades 6-8 Oakland residents only)</b>	259
		<b>2024-25 LCFF<sup>3</sup> Enrollment</b>	202

Student Demographics (%)				Measure G1 Team	
English Learners	17%	Asian/Pacific Islander	75%	Name	Position
LCFF	76%	Latinx	13%	Jillianne Whitfield	Site Leader
SPED	9%	Black or African-American	9%	Sean Johannessen	Registrar
		White	1%	Michiko Nakamura	Expanded Learning Coordinator
		Indigenous or Native American	0%		

<sup>1</sup> Allocation of funds will be based on the prior year 20-day count for 6-8 enrollment multiplied by the LCFF % and total funds collected from tax revenue.

<sup>2</sup> The California Longitudinal Pupil Achievement Data System (CALPADS) collects various about students, including school enrollment. Each fall, around early October, all schools in California submit enrollment figures into the CALPADS system which becomes the official count for that school for that year.

<sup>3</sup> Under the Local Control Funding Formula, the following categories of students receive additional funding: English learners, students in foster care, students eligible for the free- and reduced-lunch program.

		Multiracial	2%		
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**Chronic Absence**  
**(Include raw number and percent)**

	2022-23 raw number (%)	2023-24 raw number (%)	2024-25 raw number (%)	2025-26 Goal raw number (%)
Student Population Overall	16 (6.1%)	8 (3.0%)	9 (2.9%)	7 (2.1%)
Asian/Pacific Islander	1 (0.5%)	1 (0.5%)	2 (0.9%)	1 (0.5%)
Latinx	11 (26.2%)	4 (11.4%)	6 (15.0%)	4 (10.0%)
Black or African-American	2 (16.7%)	2 (11.8%)	1 (4.2%)	0 (0%)
White	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Indigenous or Native American	0 (0%)	0 (0%)	0 (0%)	0 (0%)
English Learners	10 (12.3%)	2 (3.2%)	2 (3.9%)	1 (2.0%)
Students w/ IEPs	5 (15.6%)	1 (3.8%)	0 (0%)	0 (0%)
Free/ Reduced Lunch Students	9 (4.5%)	4 (1.9%)	9 (3.9%)	5 (2%)

## Metrics

(all data points are required)

**Electives**  
**(Include raw number and percent)**

Metric	Area	2022-23 raw number (%)	2023-24 raw number (%)	2024-25 raw number (%)	2025-26 Goal raw number (%)
Number of students taking elective courses.	Art	0	0	0	0
	Language	0	0	0	0
	Music	0	0	0	0
Number of students participating in non-course experiences (e.g. after-school program)	Art	160	155 (52%)		
	Language	48	33 (21%)		
	Music	46	155 (52%)		

**Positive & Safe Culture**

<b>(Include raw number and percent)</b>				
Metric	2022-23 raw number (%)	2023-24 raw number (%)	2024-25 raw number (%)	2025-26 Goal raw number (%)
<b>Average Daily Attendance Date of Figure: 3/5/2025</b>				
Asian/Pacific Islander	98.62%	98.19%	98.55%	99%
Latinx	93.35%	93.26%	94.28%	95%
Black or African-American	93.94%	96.06%	96.91%	97%
White	N/A	97.78%	100.00%	100%
Indigenous or Native American	N/A	N/A	91.80%	94%
English Learners	96.59%	96.44%	97.17%	98%
Students w/ IEPs	95.33%	96.68%	97.54%	98%
Free/ Reduced Lunch	97.84%	97.66%	97.75%	98%

Metric	2022-23 raw number (%)	2023-24 raw number (%)	2024-25 raw number (%)	2025-26 Goal raw number (%)
<b>Suspended Students Date of Figure: 3/5/2025</b>				
Asian/Pacific Islander	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Latinx	0 (0%)	1 (2.9%)	0 (0%)	0 (0%)
Black or African-American	0 (0%)	1 (5.6%)	0 (0%)	0 (0%)
White	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Indigenous or Native American	0 (0%)	0 (0%)	0 (0%)	0 (0%)
English Learners	0 (0%)	0 (0%)	0 (0%)	0 (0%)
Students w/ IEPs	0 (0%)	1 (3.9%)	0 (0%)	0 (0%)
Free/ Reduced Lunch	0 (0%)	2 (0.9%)	0 (0%)	0 (0%)

<b>Student Retention from 5th Grade to 6th Grade</b>				
Metric	2022-23	2023-24	2024-25	2025-26 Goal
6th Grade Enrollment	N/A	N/A	N/A	N/A

# Community and Staff Engagement

Community Engagement Meeting(s)	
Community Group	Date
Family Staff Team Committee (FST) 5:00 PM In person meeting	3/17/2025

Staff Engagement Meeting(s)	
Staff Group	Date
All Staff Meeting on Fridays 1:00 PM	3/14/2025

<u>Music (Rubric)</u>	2023-24	2024-25
<i>Access and Equitable Opportunity</i>	Entry	Entry
<i>Instructional Program</i>	Entry	Entry
<i>Staffing</i>	Entry / Basic	Entry/Basic
<i>Facilities</i>	Basic	Basic
<i>Equipment and Materials</i>	Entry	Entry
<i>Teacher Professional Learning</i>	Quality	Quality
<u>World Language (Rubric)</u>	2023-24	2024-25
<i>Content and Course Offerings</i>	Developing	Developing
<i>Communication</i>	Emerging	Emerging
<i>Real world learning and Global competence</i>	Emerging	Emerging
<u>Art (Visual Arts, Theater, and Dance)</u>	2023-24	2024-25
<i>Access and Equitable Opportunity</i>	Entry	Entry
<i>Instructional Program</i>	Entry	Entry
<i>Staffing</i>	Entry	Entry
<i>Facilities</i>	Basic	Basic
<i>Equipment and Materials</i>	Entry	Entry

<i>Teacher Professional Learning</i>	Entry	Entry
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## Proposed Expenditures

**Guidelines**

1. In the following sections, please discuss your team’s plan to address the goals of G1:
  - a. Increase access to courses in arts, music, and world languages in grades 6-8.
  - b. Improve student retention during the transition from elementary to middle school.
  - c. Create a more positive and safe middle school learning environment.
2. Please explain how you plan to use the Measure G1 funds to meet the goals, as measured in the METRICS section of this proposal.
3. Add additional lines as needed.
4. The total of all items should equal the amount listed in "Recommended Grant Amount" on page 1
5. Expenditures must supplement, not supplant expenditures made from other funding sources. In other words, Measure G1 funds must be used for new expenditures, expenditures already funded from Measure G1, expenditures previously paid for by a funding source that has ended, or to pay for an expenditure that would have been cut, were it not for Measure G1 funds.

## Summary of 2024-25 Approved Expenditures

All Actual Expenditures		Budget Amount
<b>Positive &amp; Safe Culture</b>		
1	Mindfulness/Reflection Instructor and materials (qualified staff) Mon- Fri, 36 weeks/year	\$20,000
<b>Electives (Art, Music, World Language)</b>		
1	Art Instructor - Plastic Arts(qualified staff) Estimated 8 classes//week plus 1 hour of prep, 36 weeks/year.	\$22,000
2	Mandarin Instructor (qualified staff) and materials Estimated at 2 classes/week plus prep, 36 weeks/year.	\$6,000
3	Field Trips for 100% of students	\$30,000
4	Teacher Stipends running clubs in music, arts, crafts, etc.	\$22,000
5	Supplies for arts, music, kung fu, and crafts	\$2,558
<b>Budget Total</b>		<b>\$102,558.00</b>

## Summary of 2025-26 Proposed Expenditures

All Proposed Expenditures (from sections below)		Budget Amount
1	Mindfulness/Reflection Instructor and materials (qualified staff) Mon- Fri, 36 weeks/year.	\$17,000
2	Art Instructor - Plastic Arts(qualified staff) Estimated 8 classes//week plus 1 hour of prep, 36 weeks/year.	\$25,000
3	Mandarin Instructor (qualified staff) and materials Estimated at 2 classes/week plus prep, 36 weeks/year.	\$6,000
4	Field trips for 100% of students in program	\$30,000
5	Teacher Stipends running clubs in music, arts, crafts, etc.	\$22,000
6	Supplies for arts, music, kung fu, and crafts	\$4,649
<b>Budget Total (must add up to Recommended Grant Amount)</b>		<b>\$104,649.00</b>

## Proposed Expenditures By Focus Area

Proposed Expenditures for Electives (Art, Language, and Music only)			
Description of Proposed Expenditures	Number of students taking a course in art, language, or music (based on the specific investment).	Number of students participating in a non-course experience in art, language or music (based on the specific investment) + frequency and amount of time spent in each activity.	Budget Amount
<p><b>Art Instructor:</b> Our art class is an extremely popular choice amongst all grade levels. Within the class they are able to have a safe place to socialize and explore/ express their creativity. They learn various art techniques and can choose topics to work on for an organized school art exhibit at the end of the year, as well as art pieces for classrooms or the hallways.</p>	N/A	84 students/ semester/ 4 times/week	\$25,000
<p><b>Mandarin Instructor:</b> This club allows students to learn about different cultures while also learning the language. They are given many opportunities to explore the different backgrounds through international music, the language itself, and first hand experiences.</p>	N/A	33 students/ semester/ 2 times/week	\$6,000
<p><b>Field Trips:</b> All students will have the opportunity to grow and bond with their community. This gives them the chance to gain real world experience in a more professional way. Field trips also provide students with an</p>	N/A	All students 1/ year	\$30,000

easier way to understand concepts in a memorable way. It would also bring up the school morale by providing a community building opportunity for all.			
<b>Teacher Stipends:</b> Many of our art, language, and music clubs are provided from the teachers. Without teachers staying in after school to provide these opportunities, we would not have as many amazing clubs as we do.	N/A	155/semester/ 5 times/ week	\$22,000
<b>Supplies:</b> Most, if not all, clubs require some sort of physical item(s) to use, especially any of our art or music programs. This will help us supply any of those things as needed so that the students can continue to grow in their skills. Supplies for arts, music, kung fu, and crafts	N/A	155/ semester/5 times/week	\$4,649

**Proposed Expenditures for Positive & Safe Culture**

Description of Proposed Expenditures	Which metric will this investment impact - suspensions or average daily attendance?	Budget Amount
Mindfulness instructor and materials  Safe and Positive Culture: Students will learn stress management, social skills, and restorative practices that include, but are not limited to, writing in a journal, learning how to express their feelings, and learning how to redirect emotions in a positive and artistic way. There are also 2 designated rooms for mindfulness and counseling		\$17,000

**Proposed Expenditures for Retention of 6th Graders**

Description of Proposed Expenditures	Budget Amount
NOTE: WE are planning a summer program for our incoming 6th graders to support their induction and retention. We will use carryover and/or school General Budget resources.	

**Please submit your Measure G1 proposal to Cliff Hong ([clifford.hong@ousd.org](mailto:clifford.hong@ousd.org)) and Karen Lozano ([karen.lozano@ousd.org](mailto:karen.lozano@ousd.org)).**

## DCA - FST Meeting Agenda

Recorder: Lyons

Parking Lot (*questions or support needed from admin*):

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Participants in Attendance: Sign in Sheet (physical)

- Jillianne Whitfield (DCA Staff)
- John Lyons (DCA Staff)
- Franisha Scurlock (DCA Staff)
- David Swingler (DCA Staff)
- Aisha Momoh (Parent)
- Rachel Huang (Parent)
- Linh Tran (Parent)

Resources:

- [Presentation Slides](#)

Date 3/17/2025

Location: Downtown Charter Academy campus



Time	Item	Facilitator	DESCRIPTION	Follow up	
5:00pm	<ul style="list-style-type: none"> <li>• Sign in</li> <li>• Attendance</li> </ul>	Jill Whitfield	<ul style="list-style-type: none"> <li>• Those in attendance signed in on the paper form.</li> </ul>	N/A	
5:05pm	<ul style="list-style-type: none"> <li>• Mission declaration of DCA</li> <li>• Meeting agenda</li> </ul>	Jill Whitfield	<ul style="list-style-type: none"> <li>• The mission of DCA was read and commented on.</li> <li>• The meeting agenda was read.</li> </ul>	N/A	
5:15pm	DCA Events & Activities	Jill Whitfield	<p>The following topics were discussed:</p> <p>Things that have been going on since the last meeting</p> <ol style="list-style-type: none"> <li>1. Bessie Coleman Paper Airplane Contest</li> <li>2. Bricktual - Respect and Integrity                             <ol style="list-style-type: none"> <li>a. Trash sorting and Recycling</li> </ol> </li> <li>3. 8th Grade Sex Ed sessions have been completed</li> <li>4. Project Sci-Fi returned to do a science lab with all</li> </ol>	N/A	

			<p>7th grade science classes</p> <ol style="list-style-type: none"> <li>5. Night Night 3/14</li> <li>6. Completed Summative ELPAC Testing</li> </ol> <p>Events that are coming up:</p> <ol style="list-style-type: none"> <li>1. Quarter 3 Report Cards</li> <li>2. Spirit Week</li> <li>3. OUSD Annual Site Visit</li> <li>4. Spring Break (Expanded Learning dates available)</li> <li>5. Tea with Parents update meeting</li> <li>6. NWEA Spring Testing</li> </ol>		
5:30 pm	Old Business/New Business		<p>Old Business:</p> <ol style="list-style-type: none"> <li>1. G1 grant rollover <ul style="list-style-type: none"> <li>- Turf project quotes were collected, sent to Finance and Facilities for follow through</li> </ul> </li> <li>2. Parking Lot Safety Committee <ol style="list-style-type: none"> <li>a. We will reach out on ParentSquare to find committee members and survey their availability (before Spring Break)</li> </ol> </li> </ol> <p>New Business:</p> <ol style="list-style-type: none"> <li>1. Student Government update <ol style="list-style-type: none"> <li>a. The Event Committee surveyed the student body and is working on setting up a Volleyball tournament</li> <li>b. The School Beautification Committee is working on creating a video to educate peers on sorting trash/recycling.</li> </ol> </li> <li>2. G1- Grant Application Feedback <p>Explanation of what G1 Funding is for.</p> <p>An example of our approved proposal last year.</p> </li> </ol>		

			<p>Feedback about our proposed allocation for next year (25.26)</p> <p>Arts/music/language suggestions:</p> <ul style="list-style-type: none"> <li>- Hiring An art or music or dance company to put on an Assembly that occurs during school hours so that all students have access.</li> <li>- Bring back the Spring Showcase. This gives an opportunity for students to show what they have learned</li> </ul> <p>Safety + positive school climate:</p> <ul style="list-style-type: none"> <li>- Optional Volunteer Opportunities for the school community to participate in together (Parent to send → school to share on Parent Square or in Newsletter)</li> <li>- Mindfulness has been valuable in the past, please keep looking for instructor</li> </ul> <p>Interest in this being incorporated into ASES, but may not be part of the G1 grant specifically:</p> <ul style="list-style-type: none"> <li>- Entrepreneurship opportunities and learning about personal finance and creating a business.</li> </ul>		
5:45pm	ELAC/ELD	David Swingler	<ol style="list-style-type: none"> <li>a. Discussion of Summative ELPAC Testing: <ol style="list-style-type: none"> <li>i. Who tested</li> <li>ii. The purpose of testing</li> </ol> </li> <li>b. Discussion of Literacy Skills students work on with Mr. Swingler and in their general classrooms.</li> <li>c. Discussion about supporting students with reading things that interest them at home.</li> </ol>		
6:00pm	Adjournment	Jill Whitfield			

Additional Notes, Questions, Etc.





Location: Mr. Judd's room 1:00-1:30 pm

## PD and Staff Meeting Agenda 3/14/25

Recorder:

Parking Lot (questions or support needed from admin):

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Participants: [SIGN IN HERE](#)

Resources:

- [ASES Assignment Tracker](#)
- [24-25 DCA - Supplies Requests Tracker](#)
- [24-25 DCA Facilities Requests](#)
- [24-25 DCA Tech Requests](#) (non chromebook)

Time	Item	Facilitator	DESCRIPTION	Follow up / Action Item
1:00-1:05	Welcome		Sign in and sign attendance forms	
	Announcements:		<p>Perfect Attendance: 7E - Austin (3 Weeks!) 7M - Kapadia (2 Weeks!)</p> <p><b>Quarter 3 gradebooks close Tuesday 3/18</b> Report Cards will be printed and mailed</p> <p>Next Friday 3/21 is an AMPS PD Day at OCHS</p> <p>Class Headphones (broken ones in the bag on my table)</p> <p>8th grade behavior reset</p>	

	G1 Grant Application Feedback		G1 Grant Information and Feedback  <u>Ideas/Feedback from Staff:</u> Yearbook - last year was funded by G1 Librarian during the day "Jazz" assembly - some kind of music/art assembly like before Additional security cameras (3) - safety Custodian - safety, general well being	
	SEL Planning		Youth Truth Survey is 3 parts: Students, Families, Staff Student Survey → Plan on using SEL on 4/11 for the student survey	
	Seating Charts	Lyons	8th grade teachers - create seating chart layout in PowerSchool	
5 minutes	Yearbook Photo Dump	Gonzalez		
1:40 - 2:30	Department Meetings	Department Leads	<p>ELA w/Greco <a href="#">24-25. ELA Department Running Agenda</a></p> <p>Science w/Strong <a href="#">24-25. Science Department Running Agenda</a></p> <p>History w/Judd <a href="#">24-25. History Department Running Agenda</a></p> <p>Math w/ Lyons <a href="#">24-25 Math Department Running Agenda</a></p>	
2:30 - 4	Lesson Planning/Gradebook update time	All Staff		<input type="checkbox"/> LPs on the calendar <input type="checkbox"/> Any Teacher Input forms from the Ed Specialist  <input type="checkbox"/> 8th grade teachers: seating charts posted, Packets printed  <input type="checkbox"/> Gradebooks are due Tuesday night

Date/ Timestamp	email recorded	Name
3/14/2025 13:01:12	sub2dca@amethodschools.org	Mr. Mai
3/14/2025 13:03:05	rstrong@amethodschools.org	Rahim
3/14/2025 13:03:31	jyang@amethodschools.org	yang
3/14/2025 13:03:57	sub1dca@amethodschools.org	Nithej Pilli
3/14/2025 13:05:08	kchang@amethodschools.org	Chang
3/14/2025 13:05:12	kgreco@amethodschools.org	Katrina Greco
3/14/2025 13:05:21	chatton@amethodschools.org	Cole Hatton
3/14/2025 13:05:24	sgonzalez@amethodschools.org	Stephanie Gonzalez
3/14/2025 13:05:53	jjudd@amethodschools.org	Jacob Judd
3/14/2025 13:05:56	dkapadia@amethodschools.org	Daxa Kapadia
3/14/2025 13:05:58	sub3dca@amethodschools.org	Ms. Li
3/14/2025 13:10:57	sjohannessen@amethodschools.org	Sean Johannessen