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**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 Amended Downtown Charter Academy 2023-2024 Measure G1 Carryover Application

Ask of the Commission Approve the Amended Downtown Charter Academy 2023-2024 Measure G1 Carryover Application

Discussion Middle School Network is open to questions from the commission regarding the Amended Downtown Charter Academy 2023-2024 Measure G1 Carryover Application.

Fiscal Impact The recommended amount is **\$175,436.78**. Resource 9332 - Measure G1.

Attachment(s) Amended Carryover application attached.



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

Due Date: September 25, 2024

Amended: April 8, 2025

School:	Downtown Charter Academy	Contact/Principal	Jill Whitfield
School Address:	2000 Dennison Street Oakland, CA 94606	Principal Email	jwhitfield@amethodschools.org
		School Phone:	510-535-1580

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

2023-24 Measure G1 Allocation (previous carryover included)	\$299,337.08
2023-24 Measure G1 Dollars Spent	\$123,900.30
Carryover Amount	\$175,436.78

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	Drumming instructor & Guitar club supplies for the year	\$4,100
2	Art lessons, creative writing, and different types of creative dance instructors and all the supplies that the clubs will need for the year	\$42,840.78
3	Mandarin instructor and Mandarin, Japanese, and French club supplies for the year	\$5,600
4	Update our performance stage.	\$30,000
5	Dance, board games, library, etc clubs promote a positive school culture by working together and collaborating as one. It also helps improve our school appearance with gardening and through yoga we give a relaxing mental health break option as a club. School trips also help promote most of what was listed above.	\$92,896
5.1	Chess instructor 1x a week	\$3,600
5.2	Yoga Instructor 2x a week	\$7,200
5.3	Theatre & Arts engagement/professional experiences	\$30,000
5.4	Library club 3x a week and book supplies	\$4,756
5.5	Board game club 2x a week	\$4,100
5.6	Mixed Media Projects – Global Crafts	\$20,400 \$18,223.34
5.7	Gardening club 2x a week and supplies	\$500
5.8	Dance & Arts Outdoor Classroom - replace aging turf	\$65,316.66
Budget Total (must add up to Anticipated Amount)		\$175,436.78

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

Reviewing last year's proposal, a large part of why the budget was not spent is because of overlap from the carryover grant and the main grant. For example we put various art, mental health, etc. classes on both proposals meaning it would only be used once. Several clubs in the second semester also changed and thus made some of the budget shift to less. Several items listed may have been purchased using other funds such as the ASES budget by mistake. Several equipment purchases never went through, such as for the apple products for 3D modeling. We also had a shift in leadership several months before the school ended which led to some confusion of how certain budgets operate.

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
Family Staff Team Meeting	11/18/24

Staff Engagement Meeting(s) to Address Carryover Funds	
Staff Group	Date
General Staff Meetings	11/1/24
Family Staff Team Meeting	11/18/24

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		
Reflecting on last year, we would like to take some of the carryover to update our music equipment as well as pay for our music instructors. Our guitars currently only have 1 length, but we want to purchase multiple lengths for students who may need a smaller or longer neck of the guitar.		
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>
\$150 / per week 24 weeks/year \$3,600 total + \$500 supplies = \$4,100	Drumming Instructor 1x a week for the year Guitar instructor 2x a week for the year	About 15 students per session About 10 students per session, 5 per session
\$30,000	Stabilize and update our performance stage area in the upstairs auditorium. This includes stage strengthening, lighting and sound systems.	All students and staff will benefit from this update to the auditorium and stage as it is a school wide used area.

2. Art Program

Programmatic Narrative Based on Rubric		
We want to use the G-1 Grant carryover to make sure the below-mentioned programs are continued expansions to our Arts programming for our students . We also have a high demand for supplies for arts and with the carryover we would like to expand certain clubs, such as exploring different paints, more unique material for scrapbooking, better quality yarn for crafting, etc.		
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>
\$120 supplies	Newsletter program for the year	There are 24 students in the club, but the newsletter is sent and read by all 300 students.
\$150/ per week 24 weeks/ year \$3600 total \$300.78 for supplies = \$3,900.78	Nature Journalism Instructor and supplies	About 20 students

\$170/ per session 4x a week 24 weeks/ year \$16,320 total + \$500 for supplies = \$16,820	Visual Art Instructor 4x a week and painting supplies almost monthly	About 80 students
\$400 for supplies	Journaling club 1x a week (hoping to make it 2x since it is popular) and all supplies	About 22 Students
\$50 per session 2 sessions/week 48 sessions/ year \$2,400 + \$800 supplies = \$3,200	Crafting club 1x a week (Would like to expand to 2x) and all their supplies such as yarn, crochet, clay, etc	About 22 students
\$400 for supplies	Scrapbook Club 2x a week and all the supplies	About 40 students
\$150 per session 2x/week 24 weeks/ year \$7,200 total	Dance Instructor 2x a week	About 40 students
\$150 per session 2x/week 24 weeks/ year \$7,200 total	Circus Skills instructor 2x a week	About 40 students
\$150/ per session 24/ year \$3,600 total	Capoeira Instructor 1x a week	About 15 students

3. World Language Program

Programmatic Narrative Based on Rubric		
<p>Last year we only had 1 language program, and at the start of this year we managed to add 2 more. We would like to use some of the carryover grant to help get materials for the clubs. Along with getting material for the new clubs, we would like to get updated material for Mandarin and use the G-1 carryover grant to pay for our instructor.</p>		
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>
<p>\$200 for supplies for Japanese Club</p> <p>\$5,000 for instructor</p> <p>\$200 for supplies Mandarin Club</p> <p>\$200 for supplies French Club 2x a week =</p> <p>\$5,600</p>	<p>Japanese club 1x a week</p> <p>Mandarin Instructor 2x a week</p>	<p>Japanese Club: About 21 students/7% of total students</p> <ul style="list-style-type: none"> • Reading (40%): Students will focus on learning the Hiragana, Katakana, and Kanji characters. This could involve reading basic texts, short stories, or even manga to familiarize themselves with the language. • Writing (30%): Students will learn how to write in the three writing systems: Hiragana, Katakana, and Kanji. Writing assignments might include journaling or practicing sentence formation. • Speaking (30%): Conversation practice will be a key part of the club, where students will learn basic phrases, greetings, and conversational Japanese through speaking exercises with peers and instructors. <p>French Club: About 20 Students/7% of total students</p> <ul style="list-style-type: none"> • Reading (35%): Students will be exposed to reading simple texts in French, such as short stories, news articles, or dialogues, focusing on vocabulary building and sentence structure. • Writing (30%): Students will learn basic French writing skills, such as constructing simple sentences, writing short essays or responses, and practicing grammar rules. • Speaking (35%): Oral communication will be emphasized through regular conversation practice, role-playing activities,

		and listening comprehension exercises. Students will work on pronunciation, fluency, and conversational skills.
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5. Safe and Positive School Culture

Programmatic Narrative Based on Data Analysis		
<p>Using the G-1 Carryover grant we would like to boost our safe and positive school culture. We expect to do this through team programs such as basketball, volleyball, tennis, etc. to promote teamwork, exercise for better mental health, and sportsmanship. We would also like to offer relaxing and safe spaces throughout the school by having yoga and a library. Also to promote a positive school environment we'd like to invest more in our gardening club to help the school appearance and environment. We also will do school wide field trips towards the 2nd semester that we would use some of the carryover for.</p>		
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>
\$150/ per session 24 sessions/ year \$3,600 total	Chess instructor 1x a week	About 15 students
\$150/ per session 48 sessions/ year \$7,200 total	Yoga Instructor 2x a week	About 30 students
\$50/ per session 72 sessions/ year \$3,600 total \$1,156 in supplies = \$4,756	Library club 3x a week and book supplies	40 students in the club, but open to all students for checking out books and/or using the space during open hours
1x a year \$30,000	Theatre & Arts engagement/professional experiences (transportation, tickets, meals) Ex: Hamilton, Annie @ Orpheum Theatre, San Francisco. Experience includes tickets for students, round trip transportation, and a meal.	300 students will experience professional stage performance. Maximum 100 students per grade level. Students' involvement in theater and drama experiences plays a crucial role in shaping culture and climate. By participating in performances, they gain an appreciation for diverse perspectives, fostering empathy, creativity, and collaboration. These experiences

		encourage self-expression and critical thinking, enriching cultural understanding. In turn, this contributes to a positive school climate by promoting inclusivity, respect, and emotional growth, creating a more connected and supportive community.
\$50 per session, 72/ year \$3,600 total \$500 for supplies = \$4,100	Board game club 2x a week to promote healthy competition, and collaborative play as some games require teamwork. Helps create bonds for the students.	45 students
\$850 per week, 24 weeks/ year \$20,400 total \$759.30 per week, 24 weeks/year \$18,223.34 total	Mixed Media Projects – Global Crafts	150 students students will engage in hands-on activities that combine different artistic techniques and materials. They will explore a variety of media, such as painting, drawing, collage, photography, digital design, and sculpture, to create unique, multi-dimensional works of art. The program will encourage creativity and self-expression, allowing students to experiment with textures, colors, and forms. Through collaborative projects, individual assignments, and guided instruction, students will develop their artistic skills, critical thinking, and teamwork, while gaining an appreciation for different art forms.
\$500 supplies	Gardening club 2x a week and supplies	40 students
\$65,316.66	Dance & Arts Outdoor Classroom - replace aging turf to promote safety and outdoor arts & music education	300 students/ all students and staff

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

DCA Staff Meeting 11/1/2024

- Nakamura, GotM
- Subs
 - Intros
 - Chat
- Lyons, observations
 - Missed
 - Coleman
- FST
 - 1 non-cert
 - 1 cert - Chang!
 - 1 admin
 - Parents
- Safety, Whitfield
- G1 Grant
 - Confirm spending for carryover funds
 - Discuss items for current school year funds
- Holidays
 - Certificated staff...
 - Staff can work ASES
 - Science Lab
 - Things...
 - Grading!
 - Spreadsheet
 - Same for winter break
- PTC, Johannessen
 - Grade level meeting
 - Prep for PTC, confirm with parents (red on spreadsheet)
 - Parent contacts



DCA - FST Meeting Agenda

Recorder: David Swingler

Parking Lot (questions or support needed from admin):

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Participants in Attendance: [Sign in](#)

- Gregg Pentony (DCA Staff)
- John Lyons (DCA Staff)
- Franisha Scurlock (DCA Staff)
- David Swingler (DCA Staff)
- Eudora Xu (Parent)
- Asha Servia (Parent)
- Aisha Momoh (Parent)
- Rachel Huang (Parent)

Resources:

- [Presentation Slides](#)

Date 11/18/2024

Location: Downtown Charter Academy campus



Time	Item	Facilitator	DESCRIPTION	Follow up	
5:00pm	<ul style="list-style-type: none"> • Sign in • Attendance & Introductions 	Gregg Pentony	<ul style="list-style-type: none"> • Those in attendance signed in. • Each person present introduced themselves to the group. 	N/A	
5:10pm	<ul style="list-style-type: none"> • Mission declaration of DCA • Meeting agenda 	Gregg Pentony	<ul style="list-style-type: none"> • The mission of DCA was read and commented on. • The meeting agenda was read. 	N/A	
5:15pm	Secretary/Recorder Election	Gregg Pentony	David Swingler was elected to serve as the Secretary/Record for FST meetings.	N/A	

5:25pm	DCA Events & Activities	John Lyons	<p>The following topics were discussed:</p> <ol style="list-style-type: none"> 1. Q1 Night Night was a huge success - 120 participants. <ol style="list-style-type: none"> a. A highlight for students b. Incentive for student improvement 2. Staff Priorities and Goals - PD <ol style="list-style-type: none"> a. The challenge of hiring permanent, qualified teachers for vacant positions. 3. Peer tutoring program <ol style="list-style-type: none"> a. Description and goal of the program was explained. b. Monitors (students) will need to be trained. 4. 11/12/2024 - Open enrollment opens for OUSD 5. DCA Folder Contest 6. Student Body Elections <ol style="list-style-type: none"> a. First time in DCA history creating a student body 	N/A	
6:00pm	Business/New Business	Gregg Pentony	<ol style="list-style-type: none"> 1. The G1 grant rollover explained to those in attendance. 2. G1 grant: ideas for its use <ol style="list-style-type: none"> a. Money must be spent on enrichment programs b. Arts: new stage & lighting c. Safety: more surveillance cameras for school (especially parking lot/front of school) d. Music e. Student retention f. More field trips <ol style="list-style-type: none"> ■ Transportation <ol style="list-style-type: none"> ● Expensive ● Car pooling??? <ol style="list-style-type: none"> ○ Not sure about legalities g. Playground equipment <ol style="list-style-type: none"> ■ e.g. Tetherball h. Outside enrichment <ol style="list-style-type: none"> ■ Sports activities ■ Sports teams 		

			<ul style="list-style-type: none"> i. Mural j. Talent show <p>3. Fundraising</p> <ul style="list-style-type: none"> a. Various upcoming fundraising projects were discussed (DCA has done very well raising money to support those in need) <ul style="list-style-type: none"> ■ Food Drive ■ Leukemia fundraiser (mentioned) b. Diffusing fundraising efforts <ul style="list-style-type: none"> ■ Most food/money collected by DCA comes from students' families. ■ DCA would like to find a way to spread its fundraising so it reaches the community, businesses, etc. more. <ul style="list-style-type: none"> ● How can we do this? c. Parking lot parent volunteers <ul style="list-style-type: none"> i. Parents/guardians frequently break the parking lot rules ii. Would getting parents to volunteer during pickup be helpful? iii. The committee voted 'YES' to taking action on this. 	<ul style="list-style-type: none"> ● No date was set to follow up on this action. 	
6:45pm	ELAC/ELD	David Swingler	<ul style="list-style-type: none"> a. The responsibilities of ELAC were discussed b. Brief explanation of the current state of DCA's ELD program was explained <ul style="list-style-type: none"> i. Summative ELPAC testing: tentatively scheduled for the end of February/beginning of March ii. Reclassification (RFEP) of ELs (10 reclassified) iii. Rosetta Stone Licenses (500 total) <ul style="list-style-type: none"> 1. All students can have access to a license 		
7:00pm	Adjournment	Gregg Pentony			

				Owner: Action by Date	
Additional Notes, Questions, Etc.					
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Roles

Leader role

The leader convenes the meeting and takes responsibility for communication before and after. The leader may lead a discussion on all items or may ask others, including a facilitator, to lead all or parts of the meeting. This enables the leader to be a full participant in discussions.

Facilitator role

The facilitator keeps the discussion and decision-making process moving along. The facilitator takes responsibility for the process, but should not be involved in the content of the meeting. A facilitator is instrumental if the leader holds a very strong opinion on an agenda item. Having a facilitator enables the leader to be a full participant.

Recorder role

The recorder takes notes on paper, laptop, or on flip charts. Meeting notes should be distributed as soon after the meeting as possible. The longer the lag, the less confidence the members have that their investment will result in action. For groups that meet regularly, the recorder is responsible for keeping previous meeting notes and agendas in one place where they can be referenced later, such as through a shared network drive or a notebook, etc.

Timekeeper

The timekeeper reminds the leader when the time is almost up for a given item. A stopwatch or small clock is invaluable.

Participant

Understands the Agenda and Purpose of the Meeting, Contributes to the Discussion, holds other roles accountable