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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 October 14, 2025

Subject Melrose Leadership Academy 2024-2025 Measure G1 Carryover Application

Ask of the Commission Melrose Leadership Academy 2024-2025 Measure G1 Carryover Application

Discussion Middle School Network is open to questions from the commission regarding the Melrose Leadership Academy 2024-2025 Measure G1 Carryover Application.

Fiscal Impact The recommended amount is **\$21,744.80**. Resource 9332 - Measure G1.

Attachment(s) Carryover Application attached.



2024-25 Measure G1 Carryover Justification Long Form
(Complete if carryover is more than \$5000)

Due Date: October 3, 2025

School:	Melrose Leadership Academy	Principal/Contact	Jonathan Mayer
School Address:	4730 Fleming Avenue Oakland, CA 94619	Principal/ Contact Email	jonathan.mayer@ousd.org
		School Phone:	510-535-3832

Carryover Amount	\$21,744.80
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Approved 2025-26 Measure G1 Application [Link](#)

Summary of Proposed Use of Carryover for 2024-25 (listed in order of priority)

2024-25 Proposed Carryover Expenditures		Budget
1	Salary Increases Obj 4394	\$15,834.27
3	To Hire a Case Manager to support Middle School Transition support Newcomer families	\$5,910.53
Budget Total (must add up to Anticipated Amount)		\$21,744.80

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.

Staff Engagement Meeting(s) to Address Carryover Funds	
Staff Group	Date
Instructional Leadership Meeting Minutes	9/16/25

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 2025-26 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.

5. Safe and Positive School Culture

Programmatic Narrative Based on Data Analysis		
We learned that for our middle school, our Newcomers need additional support beyond what is provided through the Newcomer office. So in addition to a Newcomer TSA, we need to have a case manager that speaks Spanish and can meet with students and families. Currently our Community School manager and our .5 FTE TSA newcomer teacher provide this, but we need additional adult support.		
Budget	Description of 2024-25 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>
\$5,910.53	Hire a Case Manager to provide support of our students who are at risk socially/emotionally. The case manager will also work with families and the Community school manager around Middle School Attendance issues and support with 5-6th retention and recruitment.	Case Manager will provide ongoing support for 20 Newcomer families and students on an ongoing basis and as needed when crises occur. Student attendance of Newcomers will increase by 2% year over year.

Please submit your 2024-25 Measure G1 Carryover Justification Form to Cliff Hong (clifford.hong@ousd.org) and Karen Lozano (karen.lozano@ousd.org).

Meeting Agenda:

- Time keeper: Noah
- Process Checker: Damian
- Facilitator: Jono, Alexis at 4:00, Susan at 4:30
- Note Takers: Sydney
- Snacks:
- Facilitator - jono

Participants: Jono, Susan, Violeta, Sydney, Noah, Gloria, Marina, Gabriela, Damian, Nelly, Andi
 9/16 Alexis will arrive as close to 4:00 as possible

Time	Topic	Notes	Next Steps
5 min	Positive Check In - What is something that feels good about where we are at as a school and where you are at in your role at this school?		
10 Minutes	Update on Measure G1 monies and vote to repurpose from EEIP position to Case Manger position and Vote		● In order to spend G1 money, we must discuss with the community (SSC) and Leadership (ILT) ● District Funded EEIP as a STIP over summer (Simone/Billy position) So we would like to use those monies for a Case Manager ○ Support Newcomer case management ○ Attendance (preventative work for chronic absenteeism) ○ RJ ○ Enrollment ● Are we posting this position? Will others be able to apply? After conversation about how money could be used, there was a motion by Andi, CSM, to approve the funds to be used to hire a Case Manger. ● Vote approved to fund the position, it will be posted later so that people can apply
5 minutes	Who is going to Truckee? October 7th - 9th - same: Susan and Violeta		● Conference, usually for administrators, but our administrators have attended. The proposal is for Noah and Gloria to attend. ○ MS conferences are this week

	week as MS - it is about making connections - - OCEAA: Luz, Charity, Violeta, First Grade Teacher, and 2nd or 3rd grade, Damian, Nelly On November 7th Can send 5 - 7 people		OCEAA • Fly down Thursday night, visit the school on Friday, and then fly back • Teachers attending: Charity, Luz, Nelly, Damian, Gabriela ◦ Violeta will ask Beatriz if she is interested • Our EL School Designer Alexis will be there
20 min	Buy Back Day Planning Top Priorities: Community Building Curriculum Unpacking Intro to Talk Protocols Who is taking the lead on each part?	slides from 9/10- last week	MS: time for ELD/SLD; Crew A vast majority of our teachers want to stay onsite We are adding time for grade level teams to partner for buddies Discussing CEAs • Math is coming up soon for Eureka pacing (1, 3rd-5th) in 10 days ◦ K-4 plus Caroline and Tyler • Next CEA is in November • MS will need to discuss separately due to differing languages of instruction for the same content area
4:00-4:30 30 mi	Cycle 1 Planning: Purpose: Review and revise the plan in light of walkthrough feedback and finalize the “Do Section” Cycle 1. 1. Feedback on the Cycle 1 PLAN -10 min a. Annotate using comments on the Green Section b. Bold or * anything for emphasis c. Share out: kind, helpful, specific feedback 2. DO section - 20 min	Notes will be taken on the Cycle 1	Key stakeholders (you!) support implementation of the plan. End of cycle walkthroughs, reflection and plan for next cycle tentatively scheduled for October 16/17– Cycle 1 PDSA: How will we disaggregate the data? • When walking through, we don’t want to mark “N/A” for look-fors that we are trying to observe. • Could we add the ELLs’ and AA student names on the walkthrough tool prior? • Suggested that we use iReady data, which is aggregated, but this doesn’t address the cycle

	a. Review Roles and Responsibilities b. Think and annotate: i. Are there “do’s” for my role listed here already? If not, what are they? ii. Does anything need to be prioritized? 3. What logistics are needed to “enact” this plan? a. Who? b. By When? 4. Next Steps and Supports: a. What are my next steps? b. What, if anything, do I need from this team?, Alexis, the ALT team, to feel successful with those steps?		goals or all MS ○ We want to see who is participating in the learning, and who have opportunities to share ● Are 15-20 minute visits feasible? We should try. ● Teachers mentioned that the process felt impersonal; what can we change in the process of these walkthroughs for it to feel meaningful and respectful to teachers' practices? ● What if teachers get a chance to also assess themselves on the rubric? ● What if grade-levels are given time together to pick focal students Summary of DOS: ● Longer walkthroughs ● Peer walkthroughs ● Teacher self-assessing as part of process ● Share the indicators/rubric ahead of time with teachers Damian proposing that we do a peer observation and then consult together with a resource teacher or admin and there are all the people solving the problem together. Video lessons to bring back with peers. Unpack walkthroughs at PD: ● What are the indicators? What do they look like, feel like, and sound like? ○ Damian, Nelly, and Marina will bring them to the grade spans and have support of admin ○ Could we do this unpacking at a Wednesday span meeting? ■ Susan would colead with Damian in 3rd-5th ■ Susan will make a schedule ○ What is the purpose?
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			○ We don't want to do this "to" teachers, we want to do it in support of them How does it feel to have a schoolwide work plan in this way? ● For the next meeting can we have more ways for written input to include more voices? ● Apprehension around this Friday's Buy Back day for making it meaningful and the time is limited and precious ● Push back on systems, not the people Next steps: Noah, Violeta, Susan and Jono will discuss Friday. We have next 2 Wednesdays accounted for, so we have time before we introduce the Walk Through
4:30-5:00	Review Wednesday PD Schedule : ● Additions ● Questions ● Wonderings ● Continue with tentative planning		

Hire a Case Manager to provide support of our students who are at risk academically and social/emotionally. Case manager will also work with families and the Community school manager around Middle School Attendance issues and support with 5-6th retention and recruitment.	Daily Average Attendance Sown to grow	\$65,276
Hire a Case Manager to provide support of our students who are at risk academically and social/emotionally. Case manager will also work with families and the Community school manager around Middle School Attendance issues and support with 5-6th retention and recruitment.	Daily Average Attendance Sown to grow	\$5,910.53 (carryover amount
Total Proposal for G1 Committee		\$71,186.53