



Oakland Military Institute, College Preparatory Academy

Regular Board Meeting

Published on November 11, 2024 at 3:19 PM PST

Date and Time

Thursday November 14, 2024 at 4:00 PM PST

Location

Address: 3877 Lusk St. Oakland, CA 94608

Room: B104, B Side Building

In response to the expiration of Governor Newsom’s Executive Order N-29-20, which temporarily suspended provisions of the Brown Act relating to public meetings, the Board will resume in-person board meetings.

In Compliance with the Americans with Disabilities Act, those requiring special assistance to access the board meeting should contact Carlos Rodriguez at crodriguez@omiacademy.org. Notifications of at least 24 hours prior to the meeting will enable Oakland Military Institute to make reasonable arrangements to ensure accessibility to the board meeting.

Agenda

	Purpose	Presenter	Time
I. Open Session			
II. Opening Items			4:00 PM

	Purpose	Presenter	Time
A.	Roll Call		1 m
B.	Call the Meeting to Order		1 m
	CALL TO ORDER: The Chairman of the Governing Board of Directors will call the Oakland Military Institute College Preparatory Academy meeting to order at 4:00 PM, or as soon thereafter as possible.		
C.	Public Comment		6 m
	INVITATION TO ADDRESS THE BOARD: Non-Agenda, Agenda, and Closed Session items.		
	Summary: The Board encourages public comment concerning any item of importance and will recognize requests to speak before the item is discussed or voted upon. To assure your rights to address any action item, please notify the Executive Director's Office of your desire to speak by noon the day prior to the Board Meeting; however, we will also make comment cards available at the podium. Those requesting to address the Board will have a total of two (2) minutes.		
	The Board encourages public comment concerning any item of importance and will recognize requests to speak on items not appearing on the Agenda. Speakers should be aware that the Board members are not permitted to comment on the issues they raise, but may request those items to be properly agendized for inclusion in the discussion at a future meeting.		
	If anyone has any questions or concerns, please contact the Executive Assistant to the Superintendent/Commandant Liaison Mr. Carlos Rodriguez at crodriguez@omiacademy.org .		
D.	Ordering of the Agenda		2 m
III.	Approval of Consent Items		4:10 PM
A.	Minutes of September 12, 2024 Regular Meeting	Approve Minutes Carlos Rodriguez	2 m
B.	OMI Bank Account Activity (September 1, 2024-October 31, 2024)	Jessika Welcome	10 m
C.	Personnel Report	Kathryn Wong	5 m

	Purpose	Presenter	Time
D.	New Contracts	Mary Streshly	10 m
IV.	Cadet Commander Report		4:37 PM
A.	Cadet Commander Report	Jayson Ly	10 m
V.	Superintendent's Update		
	Dr. Streshly will provide the OMI Board an update on the following items:		
	<ul style="list-style-type: none"> • Dashboard Progress: Where have we been. How far we've come. Where we need to go. • December Staff of the Year Ceremony • Budget Committee Dates 		
VI.	Information/Discussion Items		4:47 PM
A.	Curriculum/Instruction Update: Math Plan Part 2 & Monthly ELA/Math Progress Report	Jonathan Pike	30 m
B.	Cashflow Update	Jessika Welcome	10 m
VII.	Action Items		5:27 PM
A.	First Reading/Approve: BP5125 Student Record Retention Policy	Jonathan Pike	20 m
B.	Consideration/Approve of Employee Cost of Living Allowance for 2024-2025 (COLA)	Jessika Welcome	10 m
C.	Approve Salary Schedule Revision	Jessika Welcome/Mary Streshly	10 m
D.	Approve First Interim Budget Report	Jessika Welcome	20 m
E.	Approve Bylaws Modification/Update		10 m
F.	Consideration and Vote- Appointment of New Board Member- Sabrina Foster		15 m

	Purpose	Presenter	Time
G. Second Reading/Approve: After School Program Safety Plan (ELOP)		CMSgt (CA) Thomas James	5 m
VIII. Board Member Comments			
IX. Standing Item: Review Board Meeting Quorum for next meeting			
X. Closing Items			6:57 PM
A. Adjourn Meeting	Discuss	Jerry Brown	1 m

Coversheet

Minutes of September 12, 2024 Regular Meeting

Section: III. Approval of Consent Items
Item: A. Minutes of September 12, 2024 Regular Meeting
Purpose: Approve Minutes
Submitted by: Carlos Rodriguez
Related Material: Minutes for Regular Board Meeting on September 12, 2024

BACKGROUND:

The Oakland Military Institute (OMI) College Preparatory Academy held a Regular Board Meeting on September 12, 2024.

RECOMMENDATION:

The OMI Board of Directors approve the attached minutes for the Regular Board Meeting held on September 12, 2024.

APPROVED



Oakland Military Institute, College Preparatory Academy

Minutes

Regular Board Meeting

Date and Time

Thursday September 12, 2024 at 4:00 PM

Location

Address: 3877 Lusk St. Oakland, CA 94608

Room: B104, B Side Building

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Directors Present

D. Clisham, J. Brown, J. Wire, M. Mares, S. Bryce

Directors Absent

A. Campbell Washington, M. Baldwin

Guests Present

C. James, C. Rodriguez, J. Pike, J. Welcome, K. Wong, M. Basnage (remote), M. Streshly, S. Delgadillo, S. Lipsey

I. Opening Items

A. Roll Call

B. Call the Meeting to Order

J. Brown called a meeting of the board of directors of Oakland Military Institute, College Preparatory Academy to order on Thursday Sep 12, 2024 at 4:09 PM.

C. Public Comment

No public comments were made during this board meeting.

D. Ordering of the Agenda

J. Wire made a motion to pull the HOTE contract from the agenda and move the information/discussion items after the action items for the sake of quorum voting.

S. Bryce seconded the motion.

Item 7 (Action Items) was moved before item 6 (Information/Discussion Items) for the sake of the quorum.

The HOTE Contract was pulled and tabled for further discussion.

The board **VOTED** to approve the motion.

II. Approval of Consent Items

A. Minutes of August 8, 2024 Regular Meeting

J. Wire made a motion to approve the minutes from Regular Board Meeting on 08-08-24.

S. Bryce seconded the motion.

The board **VOTED** to approve the motion.

B. OMI Bank Account Activity (August 1, 2024- August 31, 2024)

J. Wire made a motion to approve the bank account activity.

S. Bryce seconded the motion.

Marc Mares wanted Jessika to have the bigger transactions at the beginning instead of by date so The Board can see what company is being paid what and how many times.

The board **VOTED** to approve the motion.

C. Personnel Report

J. Wire made a motion to approve personnel report.

S. Bryce seconded the motion.

Joseph Wire asked about the teacher vacancies not having anything displayed. There are no vacancies that are needed to be filled at the time of the board meeting. Math tutors are being hired to help with the math initiative.

Marc Mares asked about the status of SPC Fernandez. Even though the personnel report said his status was separated, he was currently under a contract with OMI that was being paid with the Military Operations budget. He was not a state active duty officer at the time so CMSgt James was waiting for that.

The board **VOTED** to approve the motion.

D. New Contracts

J. Wire made a motion to pull the HOTE contract.

S. Bryce seconded the motion.

This item was voted to be taken off of the agenda for further internal discussion before it is presented to the Board of Directors officially.

The board **VOTED** to approve the motion.

III. Cadet Commander Report

A. Cadet Commander Report

C/2LT Jayson Ly (Cadet Liaison Officer) gave the presentation to the Board of Directors.

Jayson explained that progress reports were incoming and that he believed that the more support for teachers to have behavior issues more under control would be beneficial.

Jayson mentioned that the Back to School Success Fest OMI had was a successful event and it allowed for families to cultivate relationships with the teachers and staff. 228 cadets were in attendance (45% of the OMI cadet population).

He mentioned that there would be three Grizzly Family Nights this semester so parents will have time to get together with OMI Leadership to engage in discourse.

AP tests: OMI is not paying for the AP tests this year and as a result, students are not paying for it because of the financial situations. Solutions to this are OMI paying for the tests but the students are required to take the test or refund the school, cadets pay the fee and if they score at least a 2 or above they would be reimbursed, and solution number three could be that the students put a deposit down so they can take the test so we can ensure that the student takes the AP test.

Marc Mares explained that there should be a practice test to see which cadets should be taking the AP tests at the end of the school year. Those who pass and show the commitment should have their test(s) funded.

Simon Bryce left at 4:31pm. The board meeting still maintained a quorum with Joseph Wire, Jerry Brown, Marc Mares, and David Clisham.

Joseph Wire suggested that OMI staff agendize the discussion for AP tests.

IV. Superintendent's Update

A. Staff/Student Recognition/ Highlights from the 24-25 Fall Opening

During the Back to School Success Fest, OMI staff had parents take a survey in either Spanish or English and gained the most parent engagement the school has had. Incredible testimonials were given via video that cadet C/2LT Valeria Alferéz captured. Videos will be used to make content for the school in order to support recruitment goals.

B. Enrollment and Attendance Update

494 cadets were currently enrolled at OMI at the time of the board meeting, which was 46 cadets under the budgeted number.

Piyamaporn Creel was introduced as the Parent President and she spoke to the Board of Directors about her experience as a mother of cadets who attend OMI. Jerry Brown asked Piyamaporn to help OMI recruit students and families. She agreed and said that she is already spreading the good word. She mentioned that she went to all of her son's classes the day of the board meeting because she wants to see what his day is like and help him focus/engage more.

V. Information/Discussion Items

A. Curriculum/Instruction Update: Math Plan Part 1

Jonathan Pike explained that Math is the priority and has devised a plan along with other OMI Staff on how to improve scores. He mentioned that he has to first gauge where the teachers are at in terms of instructional skills, understand the curriculum that is offered and putting systems in place for success.

He has three phases that he would like to implement throughout the year. The foundation of this plan is the Envision Math curriculum that is being offered at OMI, then he is using assessments to measure what interventions need to be administered.

Some students are getting two periods of math (math intervention classes and regular math classes). Small groups are made so that a deeper level of support is given. The baseline assessment will be used to see where the cadets are in grade level comprehension.

Governor Brown wanted the teachers to have weekly tests or assessments so that they have an understanding of how their cadets are grasping the material that is being taught. Governor Brown mentioned that the teachers should have a spreadsheet keeping track of the student progress and having check ins.

The Board of Directors asked OMI staff to provide math results data figures at every board meeting until the CAASPP test. Jonathan Pike and Dr. Streshly agreed and will oblige the request.

B. Assessment: 2024 CAASPP & Initial Renstar results

The numbers that were above the bars in the bar graph represented the grade equivalent that the cadets were performing at in each grade about two months into the school year.

Bringing up cadets multiple grade levels is a heavy task that requires more than one year so OMI is trying to build upon previous teaching to get the cadets to grade level.

On October 16, 2024, OMI will be administering full practice tests for CAASPP in math and English.

Dr. Streshly mentioned that the ninth grade class is, on average, on grade level. This class will improve as the years go by.

Marc Mares mentioned that the OMI staff should do research for what the other schools are doing for which the new cadets are coming from to take inspiration if they are coming in closer to grade level.

Since there is a mixture of new cadets and cadets that have been with OMI for more than one school year, the average scores seem lower. Cindy Murphy explained that the cadets that have been at OMI show higher scores than the cadets coming in.

The longitudinal data that was shown and explained by Dr. Streshly was comparing OMI, OUSD, and the state. Graduating rates were maintained at an increasing slope. The one year graduation rate for the previous three school years was maintained at 100%. The reclassification rate for OMI was recognized by the Oakland charter community because of the volume of cadets that went from English learners to full English proficient.

C. Consideration of Employee Cost of Living Allowance for 2024-2025 (COLA)

Jessika Welcome explained that she was asked to provide numbers for the cost of living adjustment for OMI staff to the Board of Directors so they can consider the possibility of approving an increase. Jessika showed the difference that the increase for the cost of living adjustment would be if it was increased by 1%, 2%, or 3%. She explained that the Board of Directors could see the difference as roughly \$54,000 multiplier in both salary and benefit contributions to increase the salary schedule.

Dr. Streshly explained that the cost of living adjustment is important to maintaining the talented individuals that are part of the OMI team right now. She asked the Board to consider if OMI staff should bring this topic back to them for review and approval in the November meeting or December meeting.

Joseph Wire explained that the Board wants for OMI Staff to give them the necessary budgets that help explain how the COLA is going to fit in the budget.

D. Cashflow Update

Jessika mentioned that the EdTec reports were going to look a little bit different than what the Board has seen before. She showed an actual that only included July and the most current forecast to the proximity of the board meeting. The current forecast is what will be shown to the Board so they can see the changes month to month.

The cashflow will also be provided and the ending cashflow for each month will be highlighted like it was in this presentation for this board meeting.

The waterfall graph that was shown explains how the budget has changed since the budget was approved to the current board meeting. New grants came in at \$171,000 and that is how much OMI believed would be spent this year of the three years allotted. One time funds from the COVID period carried over previous years. Other funds like ELOP and Prop 28 were rolled over as well. Operational cash is what is in the bank and what is in the CD. Jessika mentioned that starting in November, an influx of cash would be needed. She mentioned that there are other available avenues that can be explored that would keep gaining interest for the money that was currently in the CD, but would be more liquid.

The attendance recovery program is coming in the future and would allow schools to recover ADA from lost instructional time and chronic absenteeism.

E. Dual Enrollment (Governor's Baccalaureate Diploma) Support Plan

This year is focused on piloting the CALGETC pathway and having the cadets fulfill minimum of one year of general education requirements for UCs and CSUs. This is OMI's Governor's Baccalaureate Diploma pathway. This semester, OMI is offering nine courses in partnership with the College of Alameda and Merritt College. There were 146 registered cadets in the dual enrollment program, increasing from 122 last year.

Popular dual enrollment courses for OMI were Business 10, the newly implemented Ethnic Studies class, and the Spanish 1A.

The Ethnic Studies class and the Counseling 57 class are providing a great foundation for the cadets to get acquainted with the college course experience.

Sabrina Foster, a member of the audience, came to ask a question to the OMI Staff and the Board of Directors. She wanted to know more about the Governor's Baccalaureate Diploma. She was told that the GBD pathway allows for the cadet the ability to end high school with a diploma and an Associate of Arts degree.

F. California Statement of Information

CMSgt Thomas James mentioned that the Statement of Information needed to be turned in to the State of California Business Services Office. This document helps identify OMI as a school.

CMSgt James will be making corrections and resubmitting: Joseph Wire address and the position as a board member.

G. Worker's Compensation Insurance Rating Inspection

A representative from the worker's compensation Insurance Review Board came to the campus on August 20, 2024 to review workman compensation facilities. Data was collected in the 25 minute visit and OMI staff are expecting the results by November or early December.

H. After School Program Update

Dr. Streshly explained that OMI shifted the management of the after school program to be internal and to stay on budget.

Joanne "Jam" Mancenido is the after school program manager and she has a staff that she curated for certain tasks. The number of cadets in the after school program was around 70 in the spring of 2024. Jam mentioned that the start of the after school program for the 2024-2025 school year has averaged 85 to 90 cadets (August). The grant allocation was for 100 students and to maintain the funding, the program has to average 80%.

The after school program is for middle school cadets and is offering them sports and STEAM activities. STEAM focused activities are being provided by the after school program partner, Hands-On Technology. The after school program supports the cadets academically by offering math tutoring everyday. The homework help and the tutoring is aligned with the standards for the end of the year test, CAASPP.

At the time of the board meeting, Jam and a team of OMI Staff were preparing documentation for an upcoming visit for Federal Program Monitoring in 2025.

VI. Action Items

A. Approve Title I School-Level Parent and Family Engagement Policy

J. Wire made a motion to approve the Title I School-Level Parent and Family Engagement Policy.

M. Mares seconded the motion.

The Board would like OMI Staff to bring this policy and data back to the board meeting in January 2025.

This is a required board policy after a new law was passed so this was brought to the Board for compliance purposes.

The board **VOTED** to approve the motion.

B. Minimum Requirements for Instructional Aides Policy

J. Wire made a motion to approve the Minimum Requirements for Instructional Aides Policy.

M. Mares seconded the motion.

Jerry Brown asked if OMI Staff could find the Instructional Assistance Test and the District Proficiency test, buy them and get the instructional aides to take them if they are available.

This policy was brought to the board due to a new law requiring that instructional aides fulfill a prerequisite prior to hire recognized by the California Department of Education. An applicant needs to have one of the three prerequisites along side the high school diploma or high school equivalency that was recognized by the California Department of Education.

The board **VOTED** to approve the motion.

VII. Board Member Comments

A. Board Member Comments

No comments were made by the Board of Directors.

VIII. Standing Item: Review Board Meeting Quorum for next meeting

A. November 14, 2024 Quorum

Marc Mares asked the rest of the board members to look for the calendar invite that Carlos Rodriguez sent to them and click yes or no on it to show availability.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:36 PM.

Respectfully Submitted,

J. Brown

J. Wire made a motion to adjourn the board meeting.

M. Mares seconded the motion.

The board **VOTED** to approve the motion.

Coversheet

OMI Bank Account Activity (September 1, 2024- October 31, 2024)

Section: III. Approval of Consent Items
Item: B. OMI Bank Account Activity (September 1, 2024- October 31, 2024)
Purpose:
Submitted by: Jessika Welcome
Related Material: OMI-October 2024 Check Register.pdf
OMI-September 2024 Check Register.pdf


BACKGROUND:

Staff recommends ratification of payroll and vendor warrants paid between September 1, 2024 – October 31, 2024. Detailed information and supporting documentation are available for review in the Finance Department if needed.

Specific vendor payments and total payroll amounts paid during the specified time period are attached.

RECOMMENDATION:

Staff recommends the OMI Board of Directors approve the payroll and vendor warrants paid during the time period of September 1, 2024 – October 31, 2024.

Combined Board Check Register								
School: OMI								
Month: October 2024								
							Total Paid By Check: \$ 387,653.17	
							Total Paid By Credit Card: \$ 5,262.27	
Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount		
Check	20774	Cal Maritime Corporation	10/10/2024	Bill #115973--Entrance Camp: final invoice		\$ 79,795.94		
Check	20763	Kaiser Foundation Health Plan	10/8/2024	Bill #776863059858--Employee Health Benefits: November 2024 + Retro activity		\$ 71,782.89		
Check	20761	Flo's Friendly Foods	10/8/2024	Bill #39--Breakfast & Lunch: 09/03 - 09/30/24		\$ 45,500.00		
Check	DB100224A	CALPERS	10/2/2024	DB100224A; CALPERS		\$ 40,061.53		
Check	20792	Zoom Video Communications, Inc	10/15/2024	Bill #INV273203456--Cloud Recording One Year: 09/16/24 - 09/15/25		\$ 20,801.61		
Check	20759	EdTec Inc	10/8/2024	Bill #204327--EdTec Monthly Back Office Service - October 2024		\$ 17,291.67		
Check	20781	Mobile Modular	10/15/2024	Bill #2626020--Rent: 10/03 - 11/01/24		\$ 12,729.10		
Check	20814	PG&E	10/31/2024	Bill #101824--Services		\$ 11,845.40		
Check	20773	Zoom Janitorial Service Inc	10/8/2024	Bill #INV-OMI-06--Cleaning services for Month of September		\$ 10,885.00		
Check	20817	Sacramento County Office of Education	10/31/2024	Bill #251031--2024-2025 Teacher Induction Fees		\$ 6,000.00		
Check	20815	Principal Life Insurance Company	10/31/2024	Bill #101824--Insurance Premium : 11/01 - 11/30/24 & Adjustments		\$ 5,960.84		
Check	20787	The Hartford	10/15/2024	Bill #100824--Insurance Due by 11/01/24		\$ 5,645.20		
Check	20767	Republic Indemnity Co Of America	10/8/2024	Bill #100124--Insurance		\$ 3,614.39		
Check	20782	SafeTight Security LLC	10/15/2024	Bill #10512--Monthly Service Fee: 07/01 - 07/31/24 Bill #10419--Monthly Service Fee: 04/01 - 04/30/24		\$ 3,503.22		
Check	DB100924	US Bank	10/9/2024	DB100924; US Bank		\$ 3,500.76		
Check	20760	First Alarm	10/8/2024	Bill #846519--Inspection Recurring Daily Communication Test & Monitoring Service: 11/01 - 11/30/24 Bill #846517--Inspection Recurring Line Security & Radio Communication Fire: 11/01 - 11/30/24 Bill #846518--Inspection Recurring Daily Communication Test & Monitoring Service: 11/01 - 11/30/24		\$ 3,361.05		
Check	20772	Waste Management of Alameda Co	10/8/2024	Bill #5581310-2216-9--Trash Svc - October '24		\$ 3,121.60		
Check	20758	Charter Schools Development Center	10/8/2024	Bill #24714--HR Academy: 10/15 - 10/16/24		\$ 2,950.00		
Check	20791	Young, Minney & Corr,LLP	10/15/2024	Bill #12659--Legal Services through 09/06 - 09/20/24		\$ 2,900.00		

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	20775	Blaisdell's	10/15/2024	Bill #1913615-0--Materials & Supplies		\$ 2,868.41
Check	20811	Haight Brown & Bonesteel LLP	10/31/2024	Bill #3279826--Professional Services rendered through 09/30/24		\$ 2,485.10
Check	20776	Comcast Business	10/15/2024	Bill #219733793--Recurring Charges due by 11/01/24		\$ 2,350.00
Check	20777	Comcast Business	10/15/2024	Bill #219076798--Recurring Charges due by 11/01/24 & Adjustments		\$ 2,256.72
Check	20818	Silicon Valley Mathematics Initiative	10/31/2024	Bill #OMI2425--Annual Membership		\$ 1,866.67
Check	20769	SafeTight Security LLC	10/8/2024	Bill #10621--Monthly Service Fee: 10/01 - 10/31/24		\$ 1,751.61
Check	20807	Valley Athletics	10/23/2024	Bill #57862--Custom Sublimated Wrestling Singlet		\$ 1,675.58
Check	20789	W.W. Norton & Company Inc	10/15/2024	Bill #2327787--Books & Supplies		\$ 1,564.55
Check	20764	Julia Kane	10/8/2024	Bill #092924--Reimb: Food Purchases for Team Lodging for Team & Participation Fee		\$ 1,525.30
Check	20790	Wex Bank	10/15/2024	Bill #100230626--Fuel Purchases: 10/21/24		\$ 1,365.20
Check	20799	IXL Learning, Inc.	10/23/2024	Bill #S516105--IXL Professional Services		\$ 1,250.00
Check	20778	EBMUD	10/15/2024	Bill #101024--Services: 08/06 - 10/07/24		\$ 1,156.96
Credit Card	9515-3463	Civicorps	10/25/2024	10/03 - Civicorps		\$ 1,107.00
Check	20801	Mobile Modular	10/23/2024	Bill #2629762--Rent: 10/14 - 11/12/24		\$ 1,098.37
Check	20783	Sharp Business Systems	10/15/2024	Bill #83145051--Equipment Charges: 10/01 - 10/31/24		\$ 1,088.06
Check	20816	Quadient Finance USA, Inc	10/31/2024	Bill #102224--Late Fee & Postage		\$ 1,002.19
Check	20762	Grainger	10/8/2024	Bill #9268931806--Diaphragm Assembly Sloan & Inside Cover Sloan Bill #9179438628--Emergency Blanket Silver & Toilet Paper Roll		\$ 955.38
Check	20803	Jonathan Pike	10/23/2024	Bill #101724--Reimb: Parking during San Deigo Hotel Accommodation		\$ 887.69
Check	20806	Swing Education, Inc	10/23/2024	Bill #INV00845687--Substitute Svc:10/05 - 10/11/24		\$ 840.00
Credit Card	9515-3463	UO Conference Services	10/25/2024	10/21 - UO Conference Services		\$ 799.00
Credit Card	9515-3463	UO Conference Services	10/25/2024	10/11 - UO Conference Services		\$ 799.00
Check	20785	Swing Education, Inc	10/15/2024	Bill #INV00842102--Substitute Svc:09/28 - 10/04/24		\$ 675.00
Check	20819	Swing Education, Inc	10/31/2024	Bill #INV00849061--Substitute Svc: 10/12 - 10/18/24		\$ 630.00
Check	20797	Discovery Education, Inc.	10/23/2024	Bill #CINV-160442--Progress Billing for Contract Q-526053; due by 11/09/24		\$ 595.35
Check	20805	San Francisco Elevator Service	10/23/2024	Bill #77540--Maintenance billing for the month: October 2024		\$ 560.94
Credit Card	9515-3463	Subway	10/25/2024	10/21 - Subway		\$ 539.91
Check	20784	Slide Ranch	10/15/2024	Bill #101124--50 Students & 6 Free Adults		\$ 500.00
Check	20795	AT&T Calnet	10/23/2024	Bill #000022406441--Communications Services: 09/07 - 10/06/24		\$ 434.54
Check	20802	Tim Murray	10/23/2024	Bill #101624--Reimb: Soccer field rental		\$ 380.00
Check	20793	Mary Streshly, Ed.D	10/23/2024	Bill #101724--Reimb: Flight for HR Academy Conference & Taxi ride		\$ 358.50
Check	20808	Kathryn Wong	10/23/2024	Bill #101724--Reimb: Flight for HR Academy Conference		\$ 349.96
Check	20768	Riverside Insights	10/8/2024	Bill #INV2214388--Materials & Supplies		\$ 344.84

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	20796	AT&T Calnet	10/23/2024	Bill #000022406442--Communications Services: 09/07 - 10/06/24		\$ 301.28
Check	20756	Aeries Software	10/8/2024	Bill #CONF-25666--Fall 2024 Aeries Con Registrant - Diane Au		\$ 279.00
Check	20766	Tim Murray	10/8/2024	Bill #100224--Reimb: Sports		\$ 250.00
Credit Card	9515-3463	Charter Schools Development Center	10/25/2024	09/30 - Charter Schools Development Center		\$ 250.00
Credit Card	9515-3463	Charter Schools Development Center	10/25/2024	09/30 - Charter Schools Development Center		\$ 250.00
Credit Card	9515-3463	Charter Schools Development Center	10/25/2024	09/30 - Charter Schools Development Center		\$ 250.00
Credit Card	9515-3463	Costco Wholesale	10/25/2024	10/21 - Costco Wholesale		\$ 245.96
Check	20813	Tim Murray	10/31/2024	Bill #102324--Reimb: Fundraiser food purchases for high school boys and girls basketball		\$ 243.55
Check	20804	Red Tomatoes Org	10/23/2024	Bill #OMI101624--Live Scan services - September 2024		\$ 234.00
Check	20765	Moreau Catholic High School	10/8/2024	Bill #2602173--Athlete Entry Fee		\$ 225.00
Check	20780	Dion Little	10/15/2024	Bill #091324--Reimb: CACC Conference Bill #100824--Reimb: Physical Fitness Uniform Pick up & Meals and Incidentals		\$ 219.00
Credit Card	9515-3463	Indeed	10/25/2024	10/03 - Indeed		\$ 202.00
Check	DB100224	CALPERS	10/2/2024	DB100224; CALPERS		\$ 200.00
Check	20810	Pest Elimination	10/31/2024	Bill #6501702--Pest control : 10/16/24		\$ 189.44
Check	20809	Amazon Capital Services	10/31/2024	Bill #17M7-1FCX-6P4N--Materials & Supplies		\$ 181.67
Credit Card	9515-3463	Costco Wholesale	10/25/2024	10/07 - Costco Wholesale		\$ 173.15
Credit Card	9515-3463	Costco Wholesale	10/25/2024	10/21 - Costco Wholesale		\$ 161.94
Check	20786	The Advantage Group	10/15/2024	Bill #176590--Flex Administration Fee Processing Fee & Cobra Initial Notice		\$ 161.45
Check	20794	AT&T Calnet	10/23/2024	Bill #000022406440--Communications Services: 09/07 - 10/06/24		\$ 155.55
Check	20788	Vista Higher Learning, Inc	10/15/2024	Bill #SI308524--Panorama 6e Supersite +wSam (12M)		\$ 154.00
Check	20755	Mary Streshly, Ed.D	10/2/2024	Bill #082124--Reimb: Refreshments for ILT Meeting & Gift card Purchase for Staff Recognition		\$ 148.97
Check	20798	EdTec Inc	10/23/2024	Bill #205639--UPS Postage Charge		\$ 146.47
Check	20771	Verizon	10/8/2024	Bill #9974734634--Communications Services: 08/26 - 09/25/24		\$ 125.02
Credit Card	9515-3463	BART Bulk Tickets	10/25/2024	10/09 - BART Bulk Tickets		\$ 113.60
Check	20800	Miyoung Kang	10/23/2024	Bill #101724--Fun friday Activity for periods & ELA Dept		\$ 109.50
Check	20757	Tariq Alroaini	10/8/2024	Bill #091924--Reimb: Credentialing Programs		\$ 100.00
Credit Card	9515-3463	US Foods Chef's Store	10/25/2024	10/18 - US Foods Chef's Store		\$ 97.37
Credit Card	9515-3463	BART Bulk Tickets	10/25/2024	10/02 - BART Bulk Tickets		\$ 90.80
Credit Card	9515-3463	Motel 6 Porterville	10/25/2024	10/21 - Motel 6 Porterville		\$ 81.79
Credit Card	9515-3463	True Image	10/25/2024	10/03 - True Image		\$ 59.48
Check	20779	EBMUD	10/15/2024	Bill #101024--Services; 08/06 - 10/07/24		\$ 56.42
Check	DB103024	Harland Clarke	10/30/2024	DB103024; Harland Clarke - Ck Order		\$ 48.26
Check	20812	Marin IT, Inc	10/31/2024	Bill #2024-124971--Billabe Services		\$ 36.25

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.



Combined Board Check Register					
School: OMI					
Month: September 2024					
				Total Paid By Check:	\$ 400,860.45
				Total Paid By Credit Card:	\$ 3,500.76

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	20669	Kaiser Foundation Health Plan	9/3/2024	Cust# 7768630128; Employee Health Benefits: October 2024 + Retro activityBill #776863032754--Employee Health Benefits: October 2024 + Retro activity		\$ 52,030.04
Check	20732	Flo's Friendly Foods	9/23/2024	Breakfast & Lunch: 08/07 - 08/30/24Bill #38--Breakfast &		\$ 40,950.00
Check	20713	Oakland Unified School District	9/13/2024	2024-25 Facility Fee Billing & RentBill #OMIRENT25B--		\$ 32,500.00
Check	20687	Syracuse RTC LLC	9/10/2024	2024-25 Facility Fee Billing & Rent		\$ 23,550.00
Check	DB091824	CALPERS	9/18/2024	Room and Board for mental health and educationBill		\$ 21,741.18
Check	20726	Brent M. Cooper, LEP	9/23/2024	DB091824; CALPERS		\$ 18,595.00
Check	20726	Brent M. Cooper, LEP	9/23/2024	Speech & Ed Psych Assessment: 08/26 - 08/29/24Bill #3437--Speech & Ed Psych Assessment: 08/26 -		\$ 18,595.00
Check	20674	EdTec Inc	9/10/2024	EdTec Monthly - September 2024Bill #204326--Monthly		\$ 17,291.67
Check	20712	Mobile Modular	9/13/2024	Acct# R453640; Contract# 210035900; Rent: 04/17 -		\$ 13,827.47
Check	20678	Mobile Modular	9/10/2024	Acct# R453640; Contract# 210036499; Rent: 09/03 -		\$ 12,729.10
Check	20717	The Hartford	9/13/2024	Acct# 15798897; Insurance Due by 09/24/24Bill #090924--Insurance Due by 09/24/24		\$ 11,325.40
Check	20690	Zoom Janitorial Service Inc	9/10/2024	Cleaning services for Month of SeptemberBill #INV-OMI-		\$ 10,885.00
Check	20710	Louis Educational Concepts	9/13/2024	PO# PO25-00008; ServicesBill #6671--Services		\$ 8,820.00
Check	20752	PG&E	9/27/2024	Acct# 4195896772-5; ServicesBill #091924--Services		\$ 8,554.15
Check	20751	Niche.com, Inc.	9/27/2024	Services: 09/15/23 - 09/15/25Bill #INV18400--Services:		\$ 7,990.00
Check	20739	Principal Life Insurance	9/23/2024	Acct# 1097635-10001; Insurance Premium : 10/01 -		\$ 6,786.01
Check	20711	Marin IT, Inc	9/13/2024	Billabe ServicesBill #2024-124522--Billabe Services		\$ 6,480.80
Check	20749	Charter Schools	9/27/2024	CSDC Membership: 10/15 - 10/16/24Bill #24713--HR		\$ 5,900.00
Check	DB090624	US Bank	9/6/2024	DB090624; US Bank		\$ 5,551.85
Check	20723	Amazon Capital Services	9/23/2024	Acct# A123NXOCPLS4C8; Materials & SuppliesBill #1QQN-9LKN-VKN4--Materials & Supplies		\$ 4,898.01
Check	20722	Aeries Software	9/23/2024	Aeries Communications Powered by Parentsquare:		\$ 4,620.00
Check	20748	BoardOnTrack, Inc	9/27/2024	BoardOnTrack Membership for the term: 12/02/24 -		\$ 4,500.00
Check	20745	Luxury Bus Rental US LLC	9/26/2024	Bus rental - XTC: Extreme Team Challenge: 18-19th		\$ 4,026.00
Check	20707	FinalForms	9/13/2024	Cust#03410; Athlete Services & Campus Command		\$ 3,885.00
Check	20725	California School Boards	9/23/2024	Gamut Policy Plus: 07/01/24 - 06/30/25Bill #INV-73552-		\$ 3,686.00
Check	20683	Republic Indemnity Co Of America	9/10/2024	Acct# 171341796; InsuranceBill #090124--Insurance		\$ 3,614.39

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	20675	First Alarm	9/10/2024	Cust# 10434; Inspection Recurring, Daily Communication Test & Monitoring Service: 10/01 -		\$ 3,192.85
Check	20731	First Alarm	9/23/2024	Cust# 10434; Inspection Recurring, Line Security &		\$ 3,182.82
Check	20744	Rogie A Fernandez	9/26/2024	Two week contract agreement for SPC FernandezBill		\$ 3,000.00
Check	20688	Waste Management of Alameda Co	9/10/2024	Cust#8-47167-05003; Trash Svc - September '24Bill #5490010-2216-5--Trash Svc - September '24		\$ 2,935.26
Check	20703	Creation Engine, Inc.	9/13/2024	PO# PO25-00063; Creative Could K12 Site 12		\$ 2,650.00
Check	20694	Apple Inc.	9/13/2024	Cust# 631728; I PAD WIFI 64GB Silver-USA +AC & USBBill #MB08087354--I PAD WIFI 64GB Silver-USA		\$ 2,608.97
Check	20753	SchoolAbility, LLC	9/27/2024	CBO/Back Office Support Service: August 2024Bill		\$ 2,586.00
Check	20720	Young, Minney & Corr,LLP	9/13/2024	Legal Services through 08/01 - 08/30/24Bill #12171--		\$ 2,557.50
Check	20750	Comcast Business	9/27/2024	- None -Bill #209137629--Internet Services Due by 08/01/24 & Late Fee		\$ 2,529.43
Check	20724	Apple Inc.	9/23/2024	Cust# 631728; Magic Mouse-Ame & Magic Keyboard Touch ID Num KBill #MB09691280--Magic Mouse-Ame		\$ 2,382.65
Check	20701	Comcast Business	9/13/2024	Acct# 980528458; Recurring Charges due by		\$ 2,350.00
Check	20681	Print A Shirt-Screen Printing & Embroidery	9/10/2024	Polo Shirst 2024-2Bill #3321--Polo Shirst 2024-2		\$ 2,331.93
Check	20700	Comcast Business	9/13/2024	Acct# 980510690; Recurring Charges due by 10/01/24 & AdjustmentsBill #216192355--Recurring Charges due by		\$ 2,269.47
Check	20686	Sweetwater Sound, LLC	9/10/2024	Yamaha CGSI03ALL 3/4 ScaleBill #42273373--Yamaha CGSI03ALL 3/4 Scale		\$ 2,160.75
Check	20673	Cengage Learning	9/10/2024	Acct# 10994212; SuppliesBill #85066496--Supplies		\$ 1,930.72
Check	20677	Madera Uniform & Accesories	9/10/2024	SuppliesBill #285076--Supplies		\$ 1,873.64
Check	20684	SafeTight Security LLC	9/10/2024	Cust# 1091; Monthly Service Fee: 09/01 - 09/30/24Bill		\$ 1,751.61
Check	20730	Rogie A Fernandez	9/23/2024	Consultants: 09/09 - 09/13/24Bill #091324--Consultants: 2024-25 Curriculum & Instructional Leaders AcademyBill		\$ 1,500.00
Check	20671	Association of California School Administrators	9/10/2024	#INV29666--2024-25 Curriculum & Instructional Leaders Academy		\$ 1,449.00
Check	20702	CORE Districts	9/13/2024	Participation in CORE Data Collabroative-SY 24-25Bill		\$ 1,345.00
Check	20704	CWDL CPAs	9/13/2024	JOB#23-24 Audit & 990; 23-24 Audit Tax Preparation &		\$ 1,287.50
Check	20743	Vector Solutions	9/23/2024	SLSSST - Vector Training, Employee Safety and		\$ 1,260.00
Check	20692	Accrediting Commission for	9/13/2024	Acct# 0175622617; Annual Accrediation Membership:		\$ 1,230.00
Credit Card	9515-3463	Civicorps	9/25/2024	09/03 - Civicorps		\$ 1,107.00
Check	20737	Mobile Modular	9/23/2024	Acct# R453640; Contract# 210035900; Rent: 09/14 -		\$ 1,098.37
Check	20715	Sharp Business Systems	9/13/2024	Acct# 1718926; Equipment Charges: 09/01 - 09/30/24Bill #83015648--Equipment Charges: 09/01 - 09/30/24		\$ 1,073.41
Check	20727	CustomInk, LLC	9/23/2024	INV# 76274756; Books & SuppliesBill #76274756--		\$ 1,009.34
Check	20709	Shawna Lipsey	9/13/2024	Reimb: Food , Water, Classic Coffee & Gas Rental car		\$ 948.89
Check	20718	ULINE	9/13/2024	Cust# 6016915; SuppliesBill #182859184--Supplies		\$ 872.02
Check	M1063	Valmiria Paulo Amaya	9/23/2024	M1063; Vball Jersey 2024		\$ 828.45

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	20706	East Bay Municipal Utilities District	9/13/2024	Acct# 70200641268; Water Service: 07/08 - 09/05/24Bill #091124--Water Service: 07/08 - 09/05/24		\$ 720.16
Check	20693	Amazon Capital Services	9/13/2024	Acct# A123NXOCPLS4C8; Materials & SuppliesBill		\$ 678.50
Credit Card	9515-3463	Safeway	9/25/2024	08/29 - Safeway		\$ 659.50
Check	20679	Noyolas Hauling	9/10/2024	Oakland Military Institute Truck laods HaulingBill #4494--		\$ 650.00
Check	20685	San Francisco Elevator	9/10/2024	Acct# 200494;Maintenance billing for the month:		\$ 560.94
Check	20682	Red Tomatoes Org	9/10/2024	Live Scan services - August 2024Bill #OMI090224--Live		\$ 546.00
Check	20696	AT&T Calnet	9/13/2024	Acct# 9391008877; Communications Services: 08/07 -		\$ 452.69
Check	20672	CDW-Government	9/10/2024	Cust# 10337655; Materials & SuppliesBill #AA4G15S--		\$ 441.93
Check	20705	East Bay Municipal Utilities	9/13/2024	Acct# 13691200001; Water Services: 07/08 -		\$ 431.39
Check	20708	Julia Kane	9/13/2024	Reimb: Breakfast, Lunch, at Training Center & Running		\$ 398.03
Check	20738	Grant Neal	9/23/2024	Reimb: Credentialing / ReimbursementBill #091924--		\$ 375.00
Check	20740	Sharp Business Systems	9/23/2024	Acct# 1718926; Equipment Charges Due by 10/08/24Bill #83059166--Equipment Charges Due by 10/08/24		\$ 360.06
Check	20719	Wex Bank	9/13/2024	Acct# 0496-00-539087-7; Fuel Purchases: 09/20/24Bill		\$ 359.45
Check	20742	The Advantage Group	9/23/2024	Flex Administration Fee, Processing Fee & Cobra Initial		\$ 311.15
Check	20697	AT&T Calnet	9/13/2024	Acct# 9391008878; Communications Services: 08/07 -		\$ 307.33
Check	20721	Half Moon Bay High School	9/20/2024	Entry fee for Cross Country Meet: Saturday 10/05/24Bill		\$ 300.00
Check	20714	School Services of CA, Inc	9/13/2024	LCFF WorkshopBill #W138727-IN--LCFF Workshop		\$ 275.00
Check	20698	CDW-Government	9/13/2024	Cust# 10337655; Materials & SuppliesBill #AA5R29A--		\$ 231.22
Credit Card	9515-3463	Starbucks	9/25/2024	08/29 - Starbucks		\$ 225.00
Credit Card	9515-3463	Panda Express	9/25/2024	09/20 - Panda Express		\$ 222.11
Check	20691	Hayward High School	9/13/2024	Entry fees for Cross Country Meet: 09/20/24Bill		\$ 220.00
Check	20741	Swing Education, Inc	9/23/2024	Substitute Svc:09/07 - 09/13/24Bill #INV00825318--		\$ 210.00
Check	20716	Swing Education, Inc	9/13/2024	Substitute Svc:08/31 - 09/06/24Bill #INV00822018--		\$ 210.00
Credit Card	9515-3463	Indeed	9/25/2024	09/02 - Indeed		\$ 202.00
Credit Card	9515-3463	Peet's	9/25/2024	08/28 - Peet's		\$ 200.00
Check	20734	James Johnson	9/23/2024	Reimb: CredentialingBill #091924--Reimb: Credentialing		\$ 194.99
Credit Card	9515-3463	UCOP Sponsored Event	9/25/2024	09/04 - UCOP Sponsored Event		\$ 190.00
Check	20728	Pest Elimination	9/23/2024	Pest control : 09/18/24Bill #6266051--Pest control :		\$ 189.44
Check	20699	CIF State Office	9/13/2024	Legal & Liability-Enter Number of Students: 2024-2025		\$ 184.80
Check	20747	Amazon Capital Services	9/27/2024	Acct# A123NXOCPLS4C8; Materials & SuppliesBill		\$ 172.71
Check	20689	Kathryn Wong	9/10/2024	Reimb: Phone BillBill #090324--Reimb: Phone Bill		\$ 170.00
Check	20733	Haight Brown & Bonesteel	9/23/2024	Client/Matter# OMI4-0000001;Professional Services		\$ 170.00
Check	20695	AT&T Calnet	9/13/2024	Acct# 9391008876; Communications Services: 08/07 -		\$ 155.55
Credit Card	9515-3463	BART Bulk Tickets	9/25/2024	08/27 - BART Bulk Tickets		\$ 151.20
Credit Card	9515-3463	California State University	9/25/2024	09/04 - California State University		\$ 143.50
Credit Card	9515-3463	Subway	9/25/2024	09/11 - Subway		\$ 115.90
Check	20680	Alexandria Paoletti	9/10/2024	Reimb: Classroom SuppliesBill #090324--Reimb:		\$ 115.72
Check	20746	Aqeel Jamil Ahmed	9/27/2024	Reimb: CTC Credentialing FeeBill #091924--Reimb:		\$ 101.00
Check	20735	Julia Kane	9/23/2024	Reimb: Athlete entry Free, 2 female & 3 maleBill		\$ 100.00
Check	20736	Christopher Lee	9/23/2024	Reimb: Marriot Parking & Mileage CCEMC		\$ 90.64
Credit Card	9515-3463	Fast Track	9/25/2024	09/02 - Fast Track		\$ 90.00

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Coversheet

Personnel Report

Section: III. Approval of Consent Items
Item: C. Personnel Report
Purpose:
Submitted by: Kathryn Wong
Related Material: Staff Changes - Sept 12- Nov 8 Civilian.pdf
Staff Changes - Mil staff.pdf

BACKGROUND:

The Oakland Military Institute (OMI) College Preparatory Academy charter requires that the Board of Directors approve all personnel transactions based on the recommendation of the Superintendent. Please find attached all personnel changes since our last board meeting on September 12, 2024.

RECOMMENDATION:

The Human Resources Manager recommends that the OMI Board approve the personnel report in the attached document.

Oakland Military Institute (OMI) College Preparatory Academy School Staff as of September 12, 2024 to November 12, 2024

New Hire:				
Last Name	First Name	Job Title Description	FTE	Start Date / Separation Date:
Cathey	Damiasn	Math Tutor	0.49	9/23/2024
Reed	Grace	Math Tutor	0.49	9/23/2024
Muniz-Alvarez	Jesus	Math Tutor	0.49	10/17/2024
Transfers:				
Last Name	First Name	Job Title Description		
Promotion:				
Last Name	First Name	Job Title Description		
Separations:				
Last Name	First Name	Job Title Description		
Magallanes	Alicia	Math Teacher	1	10/10/2024
Teacher/Staff Vacancies:				

Oakland Military Institute (OMI) College Preparatory Academy School Military Staff as of September 11, 2024 - November 7, 2024				
New Hire:			FTE	Start Date / Separation Date:
Last Name	First Name	Job Title Description		
2LT Blocho	James	Operation & Support Section Chief	1	11/14/2024
Return from Military Furlough				
Last Name	First Name	Job Title Description		
Military Furlough				
Last Name	First Name	Job Title Description		
SSG Mullins	Nathan	TAC NCO	1	10/30/2024
1LT Paoletti	Nicolas	Chief of Operations	1	11/6/2024
Promotion:				
Last Name	First Name	Job Title Description		
SGT Manlangit	Kyla	Support Specialist	1	7/1/2024
Separations:				
Last Name	First Name	Job Title Description		

Coversheet

New Contracts

Section: III. Approval of Consent Items
Item: D. New Contracts
Purpose:
Submitted by: Mary Streshly
Related Material: SVMI x OMI Signed Service Agreement 10-24-2024 (1).pdf

BACKGROUND:

In accordance with the recent fiscal policy approval regarding the superintendent's contract approval authority expansion of "up to \$50,000" during the June 8, 2023 board meeting, the OMI Board of Directors must approve all contracts for services over \$50,000 and ratify contracts under \$50,000.

Attached you will find:

Contract #1: Silicon Valley Mathematics Initiative (SVMI)

RECOMMENDATION:

Staff recommends the OMI Board of Directors approve the attached open contracts with the potential of reaching or exceeding \$50,000 during the time period of July 1, 2024- June 30, 2025 and ratify open contracts authorized by the superintendent under \$50,000.

SERVICE AGREEMENT

Between

Oakland Military Institute College Preparatory Academy (OMI)

and

The Silicon Valley Mathematics Initiative, LLC



This document is to serve as an Agreement between the Oakland Military Institute College Preparatory Academy (OMI) and The Silicon Valley Mathematics Initiative, LLC (SVMI). The effective date of this Agreement shall be October 23, 2024. This Agreement may be extended upon mutual written agreement of the parties.

1. Service Deliverables

Part 1 : SVMI Membership for SY 24-25 (pro-rated)

SVMI will provide OMI educators access to membership resources, PL, and network meetings as listed in Appendix A (pages 4-7).

Part 2: Professional Learning (PL) Sessions for Mathematics Teachers

SVMI will provide 1 facilitator/coach for 2 full days (more than 3 hours) and 1 partial day (3 hours or less) of in-person professional learning (PL) sessions for OMI teachers. This PL will focus on tools, resources, and routines anchored in building and sustaining a mathematically powerful classroom using Math Talks, Math Language Routines, and non-routine problems like the MAC/MARS performance tasks.

Timeline: October 28, 2024 (full day), January 6, 2025 (full day), and March 10, 2025 (partial day after lunch)

Part 3: 3 full days and 3 partial days of Coaching Cycles

SVMI will provide 1 facilitator/coach for 3 days (more than 3 hours) and 3 partial days (3 hours or less) of in-person coaching cycles for 1 middle school teacher and 2 high school teachers.

Timeline: 1.5 days of coaching cycles after the October 28, 2024 PL session, 1.5 days of coaching cycles after the January 6, 2025 PL session, and 1.5 days of coaching cycles after the March 10, 2025 PL session.

2. **Funding and Payment**

Oakland Military Institute College Preparatory Academy shall pay SVMI, LLC up to **\$14,466.67** for the services outlined above.

Part 1: \$1866.67, SVMI Membership for SY 24-25 (pro-rated)

- 1/3 of \$2,800 annual membership (rate for 250-500 students)

Part 2: \$4,500, Professional Learning (PL) Sessions for Mathematics Teachers

- \$3,600: 2 full days (more than 3 hours) x \$1800
- \$900: 1 partial day (3 hours or less) x \$900

Part 3: \$8,100, 3 full days and 3 partial days of Coaching Cycles

- \$5,400: 3 full days (more than 3 hours) x \$1800
- \$2,700: 3 partial days (3 hours or less) x \$900

As part of this MOU, SVMI, LLC shall invoice Oakland Military Institute College Preparatory Academy (OMI) for membership in October 2024 and monthly for coaching and PL services as provided.

This MOU includes the development, design, and delivery of the professional learning sessions. However, it does not include the cost of handouts and PL materials.

3. **Indemnification**

Oakland Military Institute College Preparatory Academy (OMI) and SVMI, LLC mutually agree to indemnify and to hold harmless the other party from damage to persons or property resulting from any act or omission on the part of each party, its employees, agents, or officers.

4. **Termination**

Either Oakland Military Institute College Preparatory Academy (OMI) or SVMI may terminate this Agreement by giving thirty (30) days written notice to the other party. Emerson Elementary School in Oakland Military Institute College Preparatory Academy (OMI) shall reimburse SVMI for acceptable and allowable work performed under this Contract, and for all non-cancelable obligations made in connection with such work, through the date of termination.

5. **Entire Agreement**

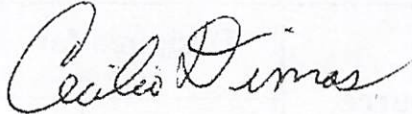
This Consulting Agreement and the Attachment hereto constitutes the entire agreement of the parties concerning the services described herein.

IN WITNESS WHEREOF, the parties have executed this Service Agreement as of the effective date referenced above.

Oakland Military Institute College
Preparatory Academy (OMI)
3877 Lusk Street
Oakland, CA 94608

Silicon Valley Mathematics Initiative, LLC
6908 Santa Teresa Blvd., Suite #100
San Jose, CA 95119

By: 

By: 

Name: Dr. M. E. Streshly, Ed.D.

Name: Cecilio Dimas

Title: Superintendent

Title: Executive Director

Date: 10/24/24

Date: October 23, 2024

Cecilio Dimas
Executive Director
(408) 909-7864
cdimas@svmimac.org

Appendix A Table of Contents

Professional Learning Resources 4
 Instructional & Formative Assessment Resources 5
 Mathematics Assessment Collaborative (MAC) Summative Assessment Program..... 6
 Additional Resources..... 7

Professional Learning Resources				
Resource	Designed for			Description
	Teacher	Coach	Admin	
Annual Summer Institute <i>Via Zoom & In-Person</i>	✓	✓	✓	The Annual Summer Institute supports educators to design mathematics lessons and units that promote rigorous, engaging, and equitable ways of teaching and learning.
Math Network Meetings <i>Via Zoom</i> <i>5 x Year</i>		✓	✓	The Math Network Meetings provide math education leaders a learning community to examine high quality and equitable practices and ideas around math content, teaching strategies, and learning theory.
Member PL Sessions <i>In-Person and After School Via Zoom</i>	✓	✓		The Member PL Sessions are designed to deepen teachers’ pedagogical and content knowledge in mathematics that centers student agency and identity, in conjunction with the SVMI tools and resources. Sessions are designed for educators in grades TK-HS.
Principal as Instructional Leader (PIL) <i>In-Person</i> <i>2 x Year</i>		✓	✓	The Principal as Instructional Leader meetings build awareness and deepen understanding to improve instructional leadership at a systems level with a focus on current research in mathematics, equity, & social justice.

Coversheet

Cadet Commander Report

Section: IV. Cadet Commander Report
Item: A. Cadet Commander Report
Purpose:
Submitted by: Jayson Ly
Related Material: November Board Meeting Notes Jayson.pdf

BACKGROUND:

Jayson Ly will be representing the OMI Cadet Leadership staff in giving the OMI Board of Directors a brief outlook of the events ahead.

Cadet Liaison Officer - C/2LT Jayson Ly

OCT - NOV Recap

SAT & PSAT

- All Seniors at OMI took the SAT
- The majority of the Junior class took the PSAT in preparation, with the exception of a select few who were allowed to take the SAT.
- A few sophomores were allowed to take the PSAT as well.

Parade Participation/State Events

- Throughout October and November OMI participated in three different parades around the Bay Area.
 - The Black Cowboy Parade at DeFremery Park, Oakland (Won 2nd Place)
 - The UN Flag Raising Ceremony at Jack London Square, Oakland
 - Veterans Day Parade at The Fisherman's Wharf, San Francisco
- In mid-October, OMI participated in the Xtreme Team Challenge hosted by the California Cadet Corps. Cadets from all over the state were able to attend and work in a team with other students to accomplish both physical and mental challenges.
 - One OMI team from the Warrior Division (12th grade) placed 1st.
 - Another team from the Beast Division (10th/11th grade) placed 2nd.

Cadet Liaison Officer - C/2LT Jayson Ly

OCT - NOV Recap

Spirit Week

- It has been two years since OMI last had a spirit week, this year we were able to hold one. As the week went by, cadets began to participate more.
 - Tue | 32% -> Wed | 34% -> Thur | 36% -> Fri -> 41%
- Students said that they were glad to have a spirit week this year and felt more motivated to be at school because of the uniform change.

Cadet Liaison Officer - C/2LT Jayson Ly

OCT - NOV Recap

Fall Festival

- Fall Festival was hosted at OMI at the conclusion of Spirit Week. All kinds of different organizations held fundraiser booths on the field and were able to raise a total of \$3713 towards OMI activities.

Can Food Drive

- OMI is currently hosting a competition to see which grade can donate the most food in hopes of raising 1,000 items collectively as a school. We want to help support the Alameda Food Bank in providing nourishment to families in need and give back to our community.

Clothes Drive

- OMI previously hosted a clothes drive between October and November, and donated it to an organization called Clothes4Cash to help reduce the amount of clothes and wasted textiles in landfills, and provide clothes for underserved communities across the United States. OMI was able to compile around 1,000 pounds of clothes to donate.



Black Cowboy Parade



UN Flag Raising Ceremony



Spirit Week



Fall Festival

Coversheet

Curriculum/Instruction Update: Math Plan Part 2 & Monthly ELA/Math Progress Report

Section: VI. Information/Discussion Items
Item: A. Curriculum/Instruction Update: Math Plan Part 2 & Monthly ELA/Math Progress Report
Purpose:
Submitted by: Jonathan Pike
Related Material: OMI Math Program Progress - Nov 2024.pdf

BACKGROUND:

LTC Pike will present part 2 of our multi-part presentation of our Math Improvement Plan as well as the monthly math report. The Math Plan progression and Math interim assessment results will be standing items on our agenda for the 24-25 school year.

RECOMMENDATION:

It is the recommendation of the superintendent and staff that the Board listen to the math presentation and both seek clarification and provide direction as we seek outstanding results.

OMI - Progress Monitoring Summary: November 2024

The percentage of all Cadets performing math at grade level as measured by state tests (SBAC Math) will increase to **30%** proficiency/met rate March 2025.

1. Identified Current State - Sep 24
2. Identified Strengths & Barriers - Sep 24
3. Implementation of Action Plan - Oct 24
4. Assess and Adjust * - Nov 24

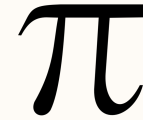


Interim Goals for Specific Standards.

Monthly - Formative Interim Assessment Benchmarks (FIAB)

			X		
Not Started	Significantly Off Track	Off Track	Partially On Track	On Track	Completed

Math Program Lines of Effort



**Core Grade/Course
Classroom Instruction**

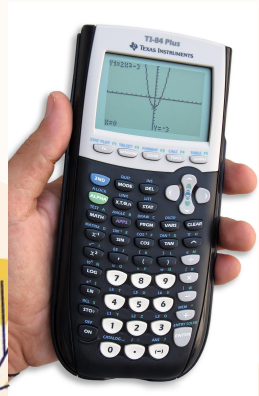
**Math Intervention
(Plus)
Classes**

**Math Tutoring
Push-In & Pull-Out**

**Supplemental Programs
IXL, Classtime, Math 180**

**Professional Development & Support:
Silicon Valley Math Initiative**

**Weekly Math Collaboration/Monthly Interim
Assessment Calibration**



Classroom Instruction

In this MATH CLASSROOM we...		
use math manipulatives and tools	make sense of patterns and numbers	make our own choices when selecting a strategy to solve a problem
ask questions to deepen our mathematical understanding	listen to the ideas of others and respond to their thinking respectfully	attend to precision and revise our thinking based on our reflections of whether an answer makes sense
	COMMUNICATE OUR REASONING	
make our own choices when deciding how to represent our thinking	persevere with challenging problems	know that mistakes are part of the learning process

© K-4 Math Teaching Resources

- Focus on engaging and interactive lessons.
- Use of manipulatives and visual aids to enhance understanding.
- Encouraging problem-solving and critical thinking skills.
- Performance Tasks

Math Intervention and Tutoring

- Math Intervention Classes target students needing extra support.
- Tutoring sessions available both during and after school.
- Push in and pull out strategies to provide personalized help.

Supplemental Programs

- IXL, Classtime, and Math 180 used to reinforce skills.
- Interactive and adaptive programs tailored to student needs.
- Track progress and identify areas for improvement.



Powered by BoardOnTrack

- 8.9 skills practiced
- 5.2 skills proficient SmartScore 80+
- 4.8 skills mastered SmartScore 100

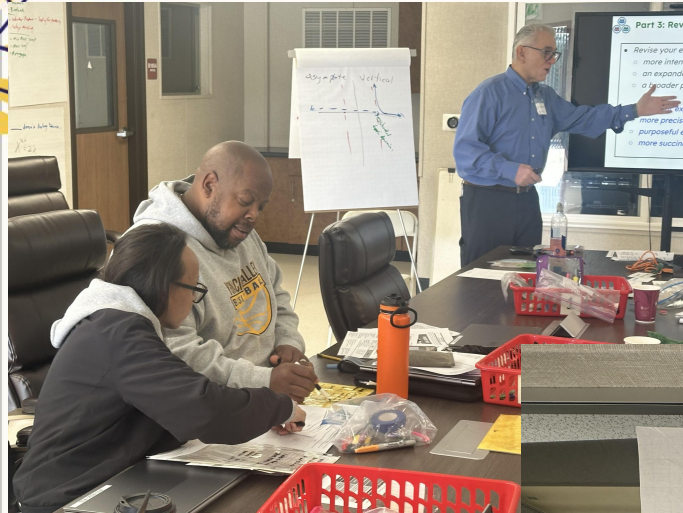
The screenshot shows the IXL Learning website for 'Eighth grade math'. It lists various math topics under two main categories: A. Integers and B. Rational numbers. Category A includes 9 items, and Category B includes 11 items. Category M. One-variable equations is also listed with 11 items.

Skill gains per student ?



Professional Development and Collaboration

- Ongoing training through Silicon Valley Math Initiative.
- Focus on effective teaching strategies and curriculum development.
- Weekly collaboration sessions for teachers to share ideas and resources.

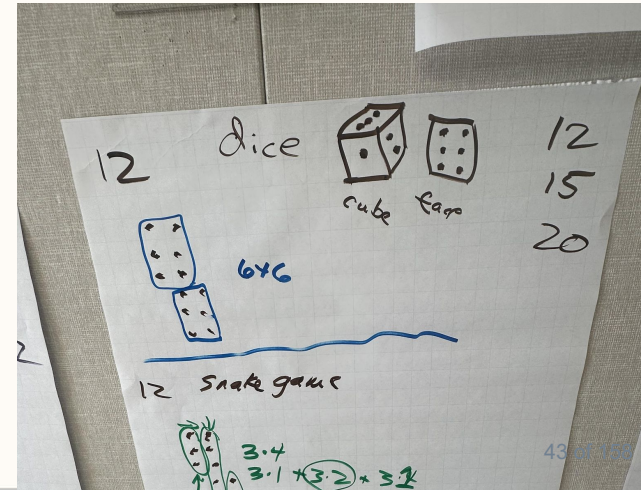


Cognitive Demand
"PRODUCTIVE STRUGGLE"

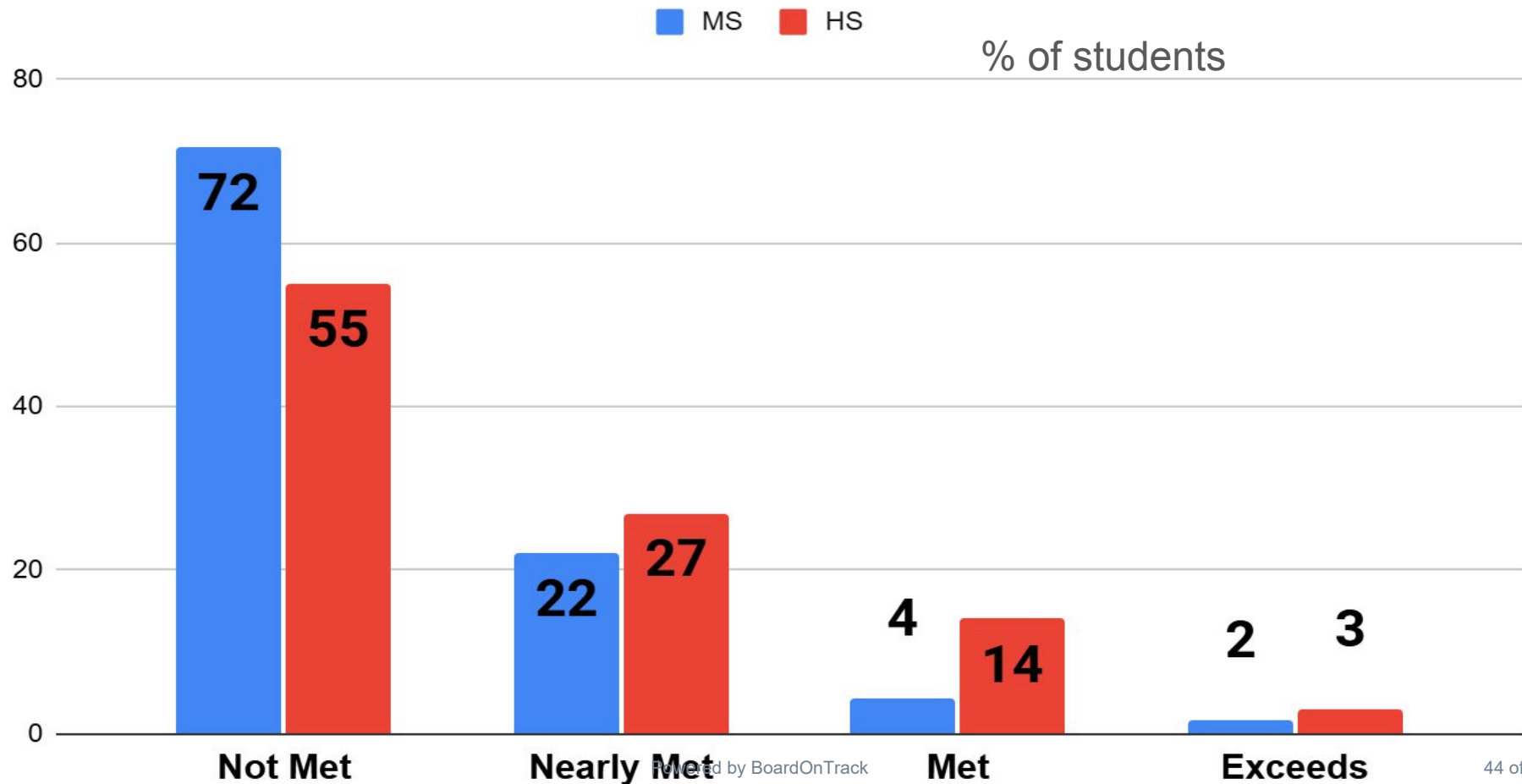
CHUNK INTO STEPS TO SEE WHERE STUDENTS ARE GETTING STUCK AND WHAT THEY KNOW CURRENTLY.

- ENCOURAGE PARTIAL/WRONG ANSWERS TO BUILD ON AND REASON.
↳ STUDENTS WILL BE ENCOURAGED TO BUILD ON THE THINGS THEY KNOW.
- OPENS UP DISCUSSION OPPORTUNITIES WHERE STUDENT GET MORE CONFIDENTIAL
- GIVES THEM CHANCES TO ARTICULATE WHAT AND WHERE THEY DON'T UNDERSTAND, SO THEY KNOW WHAT THEY NEED TO LEARN
- STUDENTS ARE MUCH MORE OPEN TO SHARE WITH CLASS AND PEERS.

WHOLE CLASS / GROUP / PEER DISCUSSIONS



Interim Comprehensive Assessments: Baseline - Oct 2024

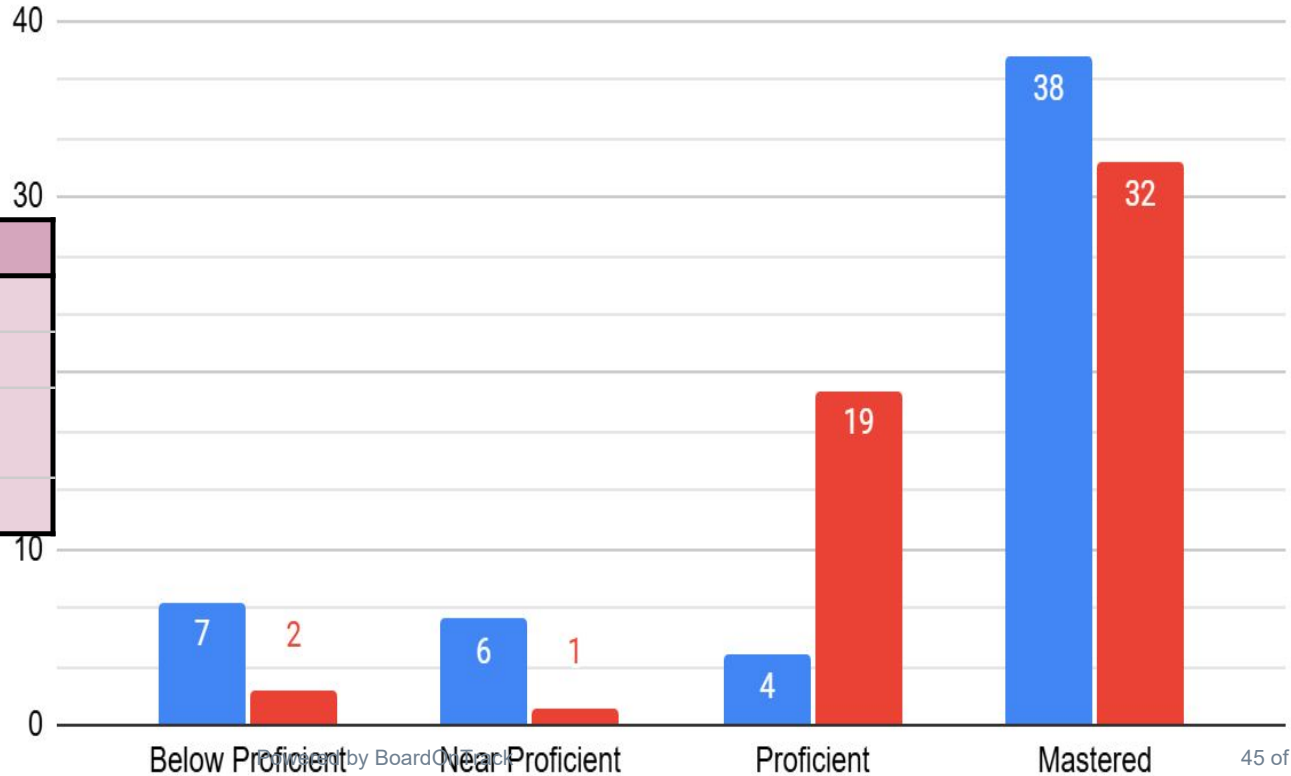


Grade 6 Snapshot

Grade 6: Multiply 2 Fractions, using memorized X facts, simplify as needed



Pre-Test Post Test

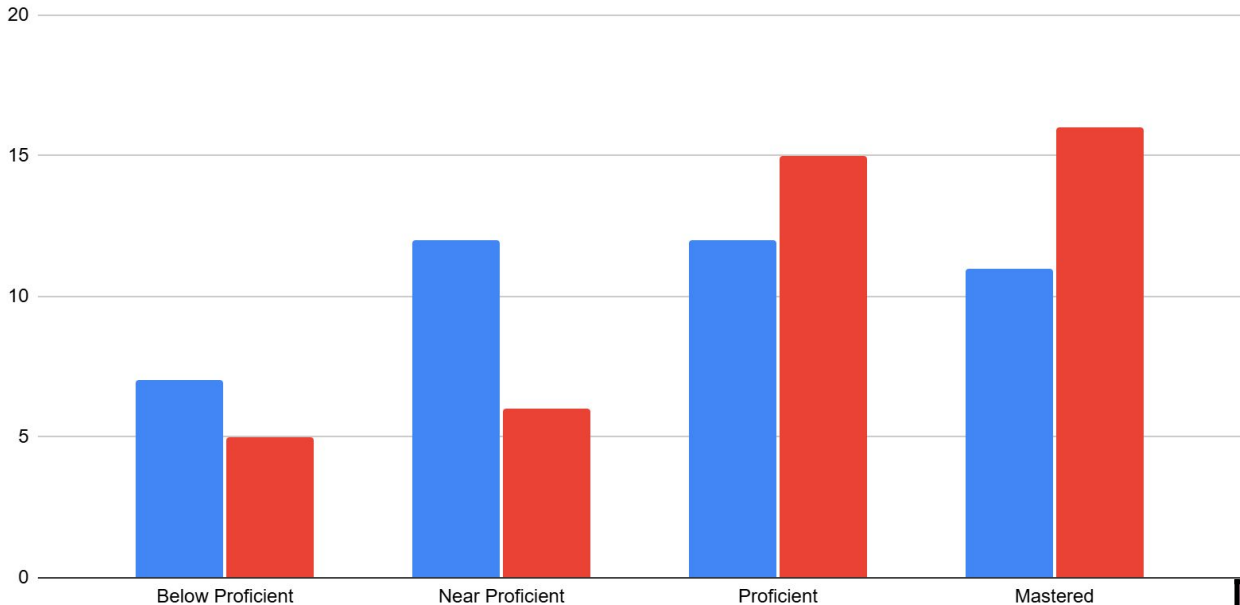


Summary (Average)	
Count of Students	60
Total # Skills Mastered	3.42
Total # Skills Proficient	3.78
Total # Skills Practiced	6.83

Grade 7: Multiply Rational Numbers requiring operations to satisfy properties, particularly distributive property, and rules for multiplying signed numbers

Grade 7 Snapshot

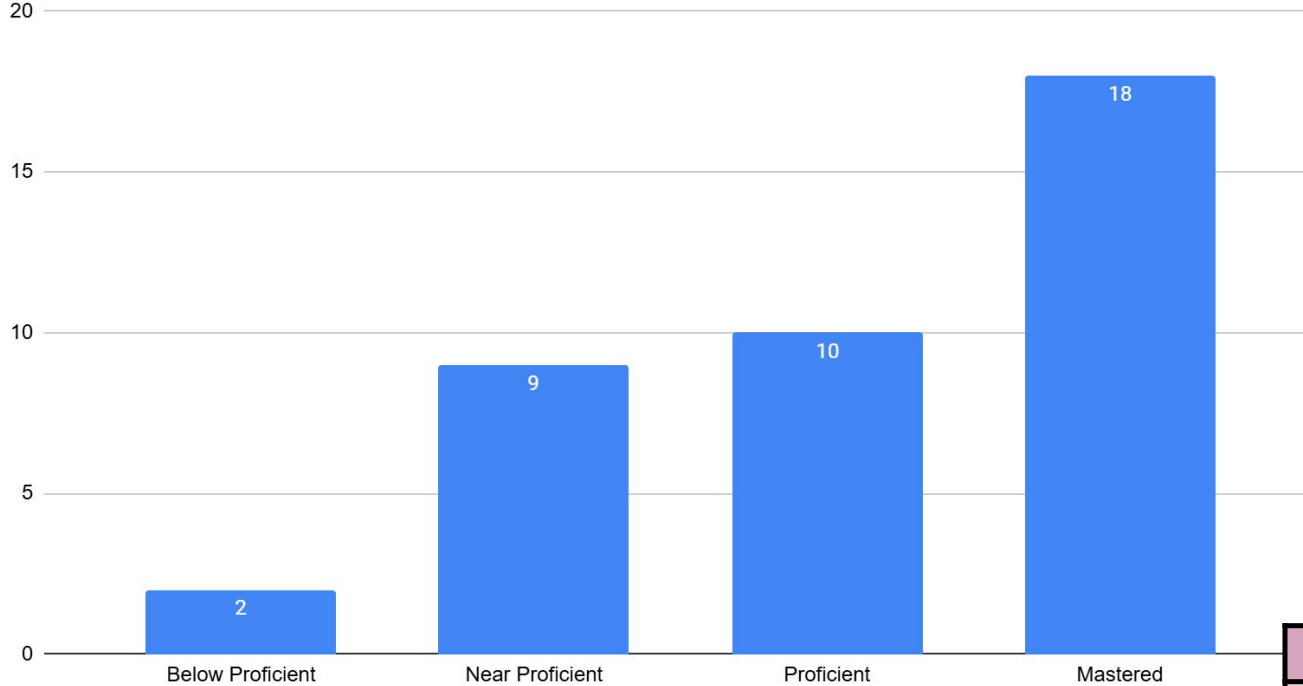
■ Pre Test ■ Post Test



Summary (Average)	
Count of Students	86
Total # Skills Mastered	6.03
Total # Skills Proficient	6.89
Total # Skills Practiced	13.44

Grade 8: Finding Slope - Calculate Slope from a graph, Two points on a line, or a given Linear Equation

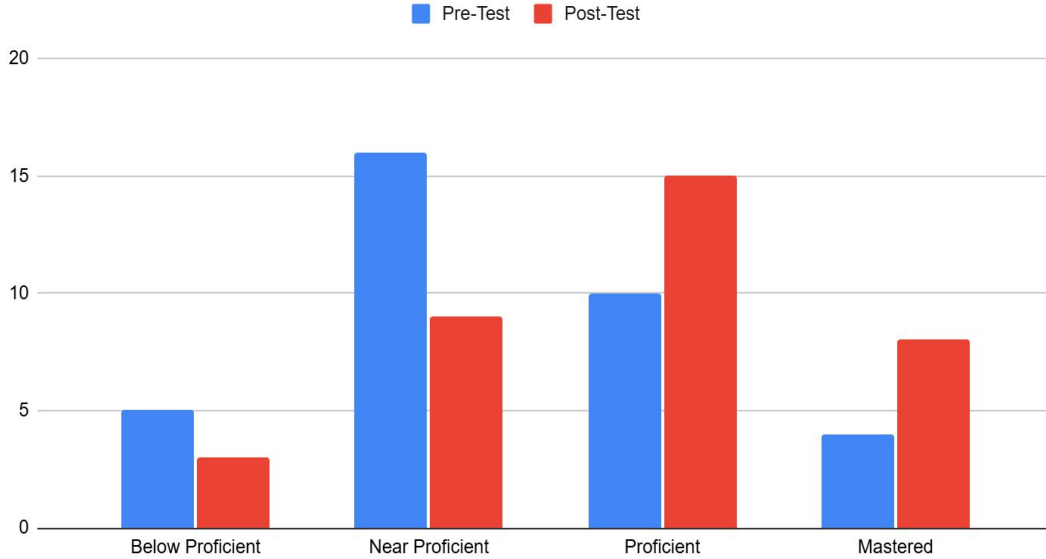
8th Grade Math Snapshot



Summary (Average)	
Count of Students	102
Total # Skills Mastered	5.51
Total # Skills Proficient	5.91
Total # Skills Practiced	11.31

Geometry: Make formal geometric constructions with a variety of tools and methods (compass and straightedge, string, reflective devices, paper folding, dynamic geometric software, etc.).

Geometry Snapshot



Summary Average (Prevot)	
Count of Students	46
Total # Skills Mastered	7.3
Total # Skills Proficient	8.02
Total # Skills Practiced	11.52

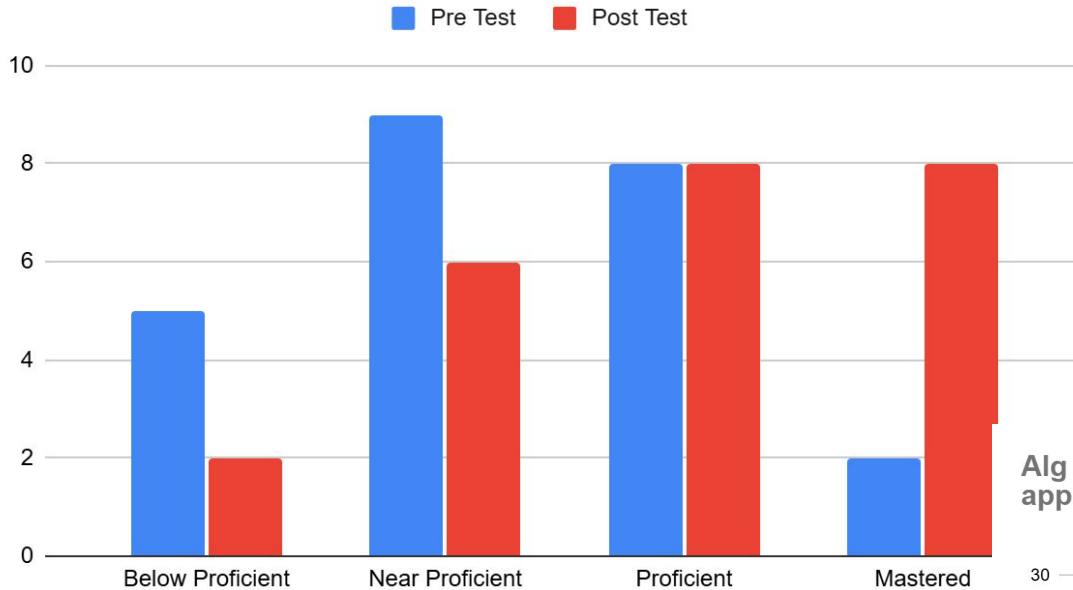
Summary Average (Brosio)	
Count of Students	23
Total # Skills Mastered	3.74
Total # Skills Proficient	4.3
Total # Skills Practiced	7.52

Teacher Data Not Submitted

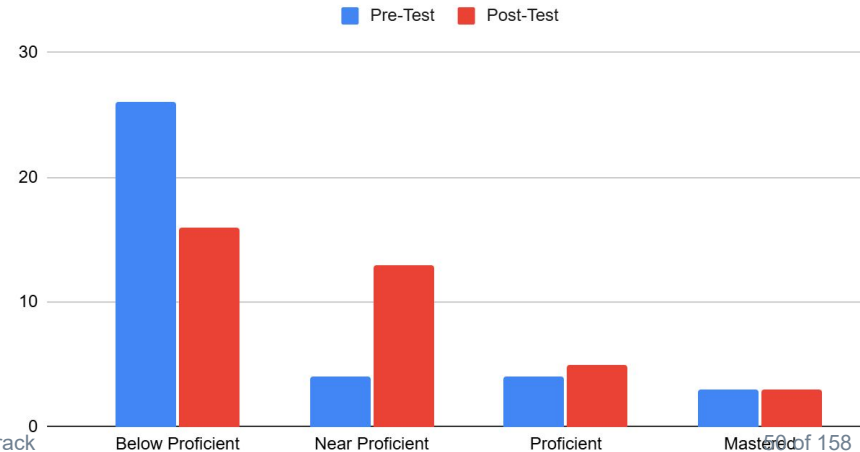


Summary Average (Brosio)	
Count of Students	64
Total # Skills Mastered	0.97
Total # Skills Proficient	1.16
Total # Skills Practiced	4.95

ALG II Snapshot



Alg II: Relate the domain of a function to its graph and, where applicable, to the quantitative relationship it describes.



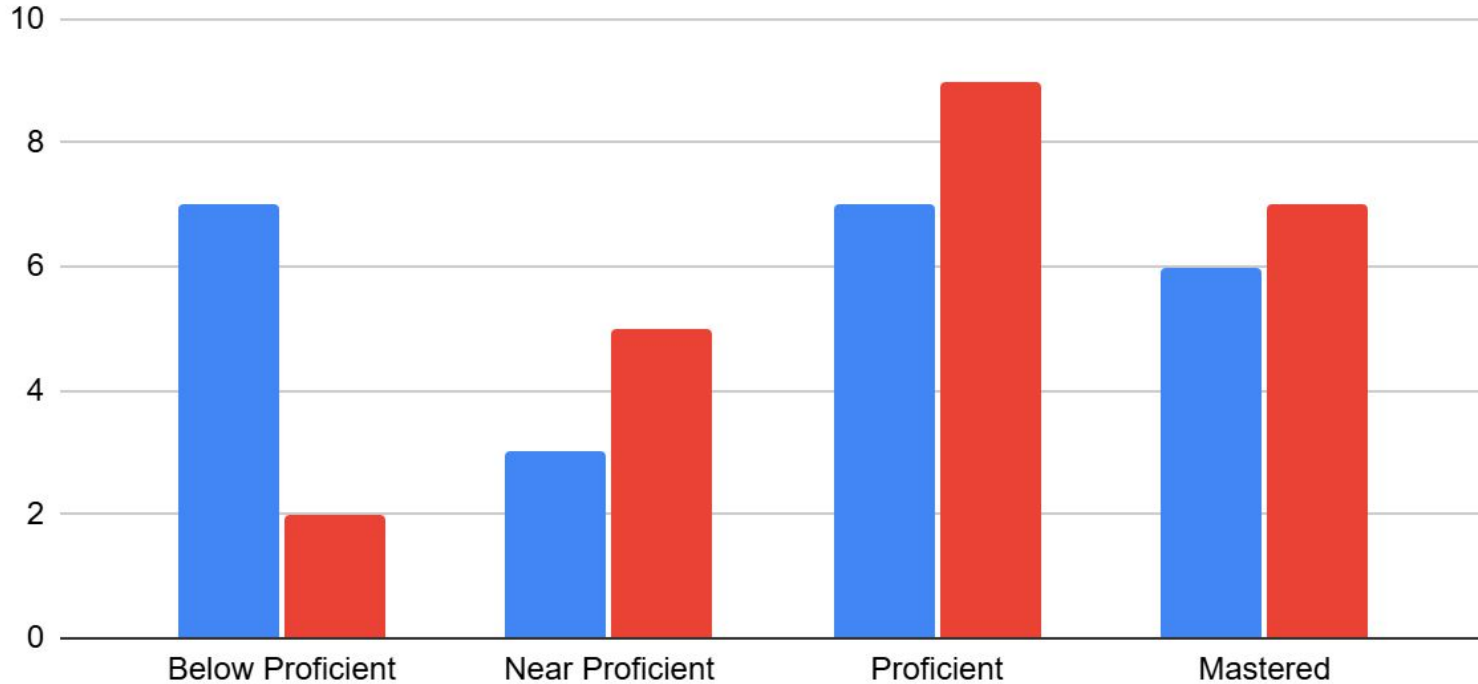
Summary Average	
Count of Students	65
Total # Skills Mastered	7.78
Total # Skills Proficient	7.94
Total # Skills Practiced	9.58



Pre-Calculus Snapshot

Pre Calculus - Analyze Functions using different representations: Determine Vertical & Horizontal Asymptotes

Pre Test Post Test



Coversheet

Cashflow Update

Section: VI. Information/Discussion Items
Item: B. Cashflow Update
Purpose:
Submitted by: Jessika Welcome
Related Material: OMI-Cashflow Statement-JW-20241108.pdf

BACKGROUND:

Attached you will find a monthly cashflow projection for the 2024-25 FY. It includes the monthly expenditures and monthly revenues.

Oakland Military Institute
Income Statement
As of Sep FY2025

	Actual			YTD	Budget & Forecast							
	Jul	Aug	Sep		Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
SUMMARY												
Revenue												
LCFF Entitlement	2,996	327,830	431,383	762,209	7,477,940	6,837,994	7,047,567	209,573	(430,373)	6,285,358	11%	
Federal Revenue	-	-	1,791	1,791	666,231	671,411	718,615	47,204	52,384	716,824	0%	
Other State Revenues	52,788	34,790	53,106	140,684	1,497,539	1,941,606	2,077,004	135,398	579,465	1,936,320	7%	
Local Revenues	297	1,513	4,194	6,003	227,344	299,378	617,272	317,894	389,928	611,268	1%	
Fundraising and Grants	-	-	-	-	-	-	-	-	-	-	-	
Total Revenue	56,081	364,133	490,474	910,687	9,869,054	9,750,388	10,460,458	710,070	591,404	9,549,771	9%	
Expenses												
Compensation and Benefits	281,734	670,983	580,889	1,533,606	7,003,334	6,957,110	7,167,132	(210,021)	(163,798)	5,633,526	21%	
Books and Supplies	91,631	40,756	58,723	191,110	997,232	968,920	916,766	52,155	80,466	725,655	21%	
Services and Other Operating Expenditures	276,232	217,594	254,549	748,375	2,440,747	2,680,132	2,734,869	(54,737)	(294,122)	1,986,495	27%	
Depreciation	-	-	-	-	492,898	492,898	492,898	-	-	492,898	0%	
Other Outflows & Amortization	-	-	-	-	23,084	23,084	23,084	-	-	23,084	0%	
Total Expenses	649,598	929,333	894,161	2,473,091	10,957,295	11,122,144	11,334,749	(212,604)	(377,453)	8,861,658	22%	
Operating Income	(593,517)	(565,200)	(403,687)	(1,562,404)	(1,088,241)	(1,371,756)	(874,291)	497,465	213,951	688,113		
Fund Balance												
Beginning Balance (Unaudited)					12,213,381	12,213,381	12,213,381					
Operating Income					(1,088,241)	(1,371,756)	(874,291)					
Ending Fund Balance					11,125,140	10,841,625	11,339,090					
Fund Balance as a % of Expenses					102%	97%	100%					

Oakland Military Institute
Income Statement
As of Sep FY2025

	Actual			YTD	Budget & Forecast						
	Jul	Aug	Sep	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
KEY ASSUMPTIONS											
Enrollment Summary											
4-6					86	64	65	1	(21)		
7-8					156	174	170	(4)	14		
9-12					297	256	252	(4)	(45)		
Total Enrolled					538	494	487	(7)	(51)		
ADA %											
4-6					90.0%	90.0%	94.0%	4.0%	4.0%		
7-8					90.0%	90.0%	94.0%	4.0%	4.0%		
9-12					90.0%	90.0%	94.0%	4.0%	4.0%		
Average ADA %					90.0%	90.0%	94.0%	4.0%	4.0%		
ADA											
4-6					77.00	57.60	61.10	3.50	(15.90)		
7-8					140.00	156.60	159.80	3.20	19.80		
9-12					267.00	230.40	236.88	6.48	(30.12)		
Total ADA					484.00	444.60	457.78	13.18	(26.22)		

Oakland Military Institute
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As of Sep FY2025

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REVENUE												
LCFF Entitlement												
8011	Charter Schools General Purpose Entitlement - State Aid	-	224,276	224,276	448,552	3,898,744	3,397,749	3,559,838	162,089	(338,906)	3,111,286	13%
8012	Education Protection Account Entitlement	-	-	-	-	1,835,489	1,835,489	1,835,489	-	-	1,835,489	0%
8019	State Aid - Prior Years	2,996	-	-	2,996	-	2,996	2,996	-	2,996	-	100%
8096	Charter Schools in Lieu of Property Taxes	-	103,554	207,107	310,661	1,743,707	1,601,760	1,649,244	47,484	(94,463)	1,338,583	19%
SUBTOTAL - LCFF Entitlement		2,996	327,830	431,383	762,209	7,477,940	6,837,994	7,047,567	209,573	(430,373)	6,285,358	11%
Federal Revenue												
8181	Special Education - Entitlement	-	-	-	-	67,340	72,520	72,520	-	5,180	72,520	0%
8220	Child Nutrition Programs	-	-	-	-	364,122	364,122	364,122	-	-	364,122	0%
8291	Title I	-	-	-	-	182,566	182,566	205,780	23,214	23,214	205,780	0%
8292	Title II	-	-	-	-	16,029	16,029	24,387	8,358	8,358	24,387	0%
8293	Title III	-	-	-	-	27,031	27,031	36,135	9,104	9,104	36,135	0%
8294	Title IV	-	-	-	-	9,143	9,143	11,896	2,753	2,753	11,896	0%
8297	PY Federal - Not Accrued	-	-	1,791	1,791	-	-	3,775	3,775	3,775	1,984	47%
SUBTOTAL - Federal Revenue		-	-	1,791	1,791	666,231	671,411	718,615	47,204	52,384	716,824	0%
Other State Revenue												
8319	Other State Apportionments - Prior Years	31,401	-	2,157	33,558	-	18,214	37,861	19,647	37,861	4,304	89%
8381	Special Education - Entitlement (State)	21,387	20,200	36,359	77,946	419,054	418,736	418,736	-	(318)	340,790	19%
8382	Special Education Reimbursement (State)	-	1,939	1,939	3,878	39,584	39,584	36,490	(3,094)	(3,094)	32,612	11%
8520	Child Nutrition - State	-	-	-	-	171,085	171,085	171,085	-	-	171,085	0%
8545	School Facilities Apportionments	-	-	-	-	120,124	120,124	120,124	-	-	120,124	0%
8550	Mandated Cost Reimbursements	-	-	-	-	18,701	18,701	18,701	-	-	18,701	0%
8560	State Lottery Revenue	-	-	-	-	142,450	130,854	134,733	3,879	(7,717)	134,733	0%
8590	All Other State Revenue	-	-	-	-	203,097	539,061	654,027	114,966	450,930	654,027	0%
8591	Prop 28 Arts & Music in Schools	-	4,475	4,475	8,950	104,461	108,506	108,506	-	4,045	99,556	8%
8593	ELOP	-	8,176	8,176	16,352	117,483	215,241	215,241	-	97,758	198,889	8%
8596	ASES	-	-	-	-	161,500	161,500	161,500	-	-	161,500	0%
SUBTOTAL - Other State Revenue		52,788	34,790	53,106	140,684	1,497,539	1,941,606	2,077,004	135,398	579,465	1,936,320	7%
Local Revenue												
8660	Interest	-	-	-	-	12,106	12,106	40,000	27,894	27,894	40,000	0%
8699	All Other Local Revenue	297	1,513	4,194	6,003	152,126	224,160	514,160	290,000	362,034	508,156	1%
8703	Measure G1	-	-	-	-	63,112	63,112	63,112	-	-	63,112	0%
SUBTOTAL - Local Revenue		297	1,513	4,194	6,003	227,344	299,378	617,272	317,894	389,928	611,268	1%
Fundraising and Grants												
SUBTOTAL - Fundraising and Grants		-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE		56,081	364,133	490,474	910,687	9,869,054	9,750,388	10,460,458	710,070	591,404	9,549,771	9%

Oakland Military Institute
Income Statement
As of Sep FY2025

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EXPENSES											
Compensation & Benefits											
Certificated Salaries											
1100 Teachers Salaries	1,749	249,544	250,645	501,938	3,035,509	2,506,269	2,588,426	(82,156)	447,083	2,086,488	19%
1103 Teacher - Substitute Pay	-	19,694	25,755	45,448	-	210,286	216,590	(6,304)	(216,590)	171,141	21%
1200 Certificated Pupil Support Salaries	-	29,275	27,020	56,295	289,317	286,285	296,717	(10,432)	(7,400)	240,422	19%
1300 Certificated Supervisor & Administrator Salaries	31,760	57,336	57,336	146,433	556,345	655,461	674,644	(19,183)	(118,299)	528,211	22%
SUBTOTAL - Certificated Salaries	33,509	355,849	360,756	750,114	3,881,171	3,658,301	3,776,376	(118,074)	104,795	3,026,262	20%
Classified Salaries											
2100 Classified Instructional Aide Salaries	1,664	10,392	14,362	26,418	138,801	229,880	203,375	26,506	(64,574)	176,957	13%
2200 Classified Support Salaries	5,730	28,636	31,133	65,498	437,854	326,238	300,710	25,528	137,144	235,211	22%
2300 Classified Supervisor & Administrator Salaries	33,552	34,504	34,504	102,560	190,355	403,127	415,086	(11,959)	(224,731)	312,526	25%
2400 Classified Clerical & Office Salaries	21,416	26,058	26,180	73,653	313,720	321,072	329,854	(8,782)	(16,134)	256,201	22%
2900 Classified Other Salaries	-	-	290	290	13,500	-	86,944	(86,944)	(73,444)	86,654	0%
SUBTOTAL - Classified Salaries	62,362	99,589	106,469	268,420	1,094,230	1,280,317	1,335,968	(55,651)	(241,738)	1,067,548	20%
Employee Benefits											
3100 STRS	33,446	63,247	61,704	158,396	683,512	662,465	674,421	(11,956)	9,091	516,025	23%
3200 PERS	16,779	30,938	31,082	78,799	351,137	383,068	375,640	7,427	(24,503)	296,842	21%
3300 OASDI-Medicare-Alternative	5,257	13,508	14,355	33,119	160,537	162,763	172,172	(9,409)	(11,635)	139,053	19%
3400 Health & Welfare Benefits	121,464	100,086	1,491	223,041	733,309	733,309	752,114	(18,805)	(18,805)	529,074	30%
3500 Unemployment Insurance	861	4,153	1,418	6,432	44,033	26,019	27,783	(1,764)	16,250	21,351	23%
3600 Workers Comp Insurance	8,057	3,614	3,614	15,285	55,405	50,868	52,657	(1,789)	2,748	37,372	29%
SUBTOTAL - Employee Benefits	185,863	215,545	113,664	515,072	2,027,933	2,018,492	2,054,788	(36,296)	(26,855)	1,539,716	25%
Books & Supplies											
4100 Approved Textbooks & Core Curricula Materials	-	-	-	-	39,714	-	-	-	39,714	-	-
4200 Books & Other Reference Materials	-	1,307	-	1,307	-	39,714	39,714	-	(39,714)	38,407	3%
4320 Educational Software	10,500	16,479	1,931	28,910	-	51,738	51,738	-	(51,738)	22,828	56%
4325 Instructional Materials & Supplies	5,582	7,319	3,145	16,046	400,243	148,093	95,939	52,155	304,305	79,893	17%
4330 Office Supplies	3,073	3,925	37	7,035	-	30,000	30,000	-	(30,000)	22,965	23%
4410 Classroom Furniture, Equipment & Supplies	6,980	676	-	7,656	26,000	20,000	20,000	-	6,000	12,344	38%
4420 Computers: individual items less than \$5k	64,160	2,311	10,684	77,154	-	109,400	109,400	-	(109,400)	32,246	71%
4430 Non Classroom Related Furniture, Equipment & Supplies	818	4,511	-	5,329	-	6,000	6,000	-	(6,000)	671	89%
4710 Student Food Services	-	-	40,950	40,950	531,275	531,275	531,275	-	-	490,325	8%
4720 Other Food	519	4,228	1,977	6,724	-	32,700	32,700	-	(32,700)	25,976	21%
SUBTOTAL - Books and Supplies	91,631	40,756	58,723	191,110	997,232	968,920	916,766	52,155	80,466	725,655	21%
Services & Other Operating Expenses											
5100 Subagreements for Services	-	23,350	23,550	46,900	290,000	239,835	239,835	-	50,165	192,935	20%
5200 Travel & Conferences	4,435	140	8,722	13,297	63,363	14,613	17,906	(3,293)	45,457	4,609	74%
5300 Dues & Memberships	3,750	3,078	6,463	13,291	-	13,930	18,537	(4,608)	(18,537)	5,247	72%
5305 Dues & Membership - Professional	-	-	-	-	13,930	-	-	-	13,930	-	-
5400 Insurance	21,537	18,380	11,325	51,243	126,379	126,379	126,391	(12)	(12)	75,148	41%
5515 Janitorial, Gardening Services & Supplies	23,850	14,270	10,885	49,005	426,803	143,585	143,585	-	283,218	94,580	34%
5520 Security	6,613	10,919	4,944	22,476	-	82,202	82,202	-	(82,202)	59,726	27%
5535 Utilities - All Utilities	5,022	20,856	14,587	40,465	-	232,171	232,171	-	(232,171)	191,706	17%

Oakland Military Institute
Income Statement
As of Sep FY2025

		Actual			YTD	Budget & Forecast						
		Jul	Aug	Sep	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
5605	Equipment Leases	1,073	1,073	1,433	3,580	-	13,000	13,000	-	(13,000)	9,420	28%
5610	Rent	13,827	13,827	13,827	41,482	298,000	160,000	160,000	-	138,000	118,518	26%
5611	Prop 39 Related Costs	32,500	-	32,500	65,000	-	138,000	138,000	-	(138,000)	73,000	47%
5615	Repairs and Maintenance - Building	1,868	14,648	1,433	17,950	107,000	305,571	331,624	(26,053)	(224,624)	313,674	5%
5618	Repairs & Maintenance - Auto	494	877	359	1,731	-	10,000	10,000	-	(10,000)	8,269	17%
5803	Accounting Fees	-	-	1,389	1,389	30,250	30,250	30,250	-	-	28,862	5%
5809	Banking Fees	340	236	252	828	-	20,000	5,000	15,000	(5,000)	4,172	17%
5812	Business Services	24,417	16,417	16,417	57,250	-	197,000	205,000	(8,000)	(205,000)	147,750	28%
5815	Consultants - Instructional	45,348	12,899	8,820	67,067	82,585	115,585	179,894	(64,309)	(97,309)	112,827	37%
5820	Consultants - Non Instructional - Custom 1	7,662	12,646	7,086	27,394	336,699	74,697	74,697	-	262,002	47,303	37%
5824	District Oversight Fees	-	-	-	-	74,779	68,380	70,476	(2,096)	4,304	70,476	0%
5830	Field Trips Expenses	-	9,003	151	9,154	15,000	30,000	30,000	-	(15,000)	20,846	31%
5833	Fines and Penalties	39	589	-	628	-	1,000	1,000	-	(1,000)	372	63%
5836	Fingerprinting	-	468	640	1,108	-	3,605	3,605	-	(3,605)	2,497	31%
5845	Legal Fees	-	25,533	2,728	28,261	126,175	126,175	126,175	-	-	97,914	22%
5851	Marketing and Student Recruiting	12,000	-	4,820	16,820	15,000	12,000	16,820	(4,820)	(1,820)	-	100%
5857	Payroll Fees	-	1,114	549	1,663	-	-	7,500	(7,500)	(7,500)	5,837	22%
5861	Prior Yr Exp (not accrued)	26,769	1,062	20,180	48,010	-	1,480	49,762	(48,281)	(49,762)	1,752	96%
5863	Professional Development	406	700	751	1,857	15,000	65,000	35,000	30,000	(20,000)	33,143	5%
5869	Special Education Contract Instructors	-	-	18,595	18,595	75,000	95,000	95,000	-	(20,000)	76,405	20%
5872	Special Education Encroachment	292	292	525	1,109	-	15,165	15,165	-	(15,165)	14,056	7%
5874	Sports	1,132	1,400	2,643	5,174	20,000	27,750	27,750	-	(7,750)	22,576	19%
5877	Student Activities	-	-	-	-	17,719	17,719	17,719	-	-	17,719	0%
5878	Student Assessment	-	-	-	-	5,384	5,384	5,384	-	-	5,384	0%
5880	Student Health Services	-	-	-	-	-	7,500	7,500	-	(7,500)	7,500	0%
5881	Student Information System	4,361	5,584	875	10,819	10,220	23,694	23,694	-	(13,474)	12,875	46%
5884	Substitutes	-	-	420	420	15,000	15,000	15,000	-	-	14,580	3%
5887	Technology Services	11,078	1,265	13,016	25,358	156,908	63,485	41,937	21,548	114,971	16,579	60%
5893	Transportation - Student	90	-	4,116	4,206	11,500	11,500	11,500	-	-	7,294	37%
5899	Miscellaneous Operating Expenses	12,810	200	5,566	18,575	-	20,000	20,000	-	(20,000)	1,425	93%
5900	Communications	14,516	6,201	14,848	35,564	108,053	147,276	99,590	47,686	8,463	64,026	36%
5915	Postage and Delivery	5	568	133	706	-	6,200	6,200	-	(6,200)	5,494	11%
SUBTOTAL - Services & Other Operating Exp.		276,232	217,594	254,549	748,375	2,440,747	2,680,132	2,734,869	(54,737)	(294,122)	1,986,495	27%
Capital Outlay & Depreciation												
6900	Depreciation	-	-	-	-	492,898	492,898	492,898	-	-	492,898	0%
SUBTOTAL - Capital Outlay & Depreciation		-	-	-	-	492,898	492,898	492,898	-	-	492,898	0%
Other Outflows & Amortization												
7438	Debt Service - Interest	-	-	-	-	23,084	23,084	23,084	-	-	23,084	0%
SUBTOTAL - Other Outflows & Amortization		-	-	-	-	23,084	23,084	23,084	-	-	23,084	0%
TOTAL EXPENSES		649,598	929,333	894,161	2,473,091	10,957,295	11,122,144	11,334,749	(212,604)	(377,453)	8,861,658	22%

Oakland Military Institute
Monthly Cash Forecast
As of Sep FY2025

	2024-25													Forecast	Remaining Balance
	Actuals & Forecast														
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast			
Beginning Cash	2,164,624	2,682,870	2,188,279	1,864,525	1,998,847	1,633,657	1,225,545	1,020,742	713,357	818,545	1,063,948	969,069			
REVENUE															
LCFF Entitlement	2,996	327,830	431,383	332,418	403,696	405,194	646,076	403,696	951,018	897,193	668,970	670,468	7,047,567	906,631	
Federal Revenue	-	-	1,791	(533)	100,208	30,658	30,658	100,208	30,658	66,918	100,208	30,658	718,615	227,184	
Other State Revenue	52,788	34,790	53,106	382,808	78,123	96,824	78,123	138,185	78,123	223,473	78,123	164,679	2,077,004	617,860	
Other Local Revenue	297	1,513	4,194	120,162	59,749	59,749	59,749	59,749	59,749	59,749	59,749	59,749	617,272	13,112	
Fundraising & Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL REVENUE	56,081	364,133	490,474	834,855	641,776	592,425	814,607	701,838	1,119,548	1,247,333	907,050	925,554	10,460,458	1,764,786	
EXPENSES															
Certificated Salaries	33,509	355,849	360,756	395,056	362,543	362,543	359,615	359,615	359,615	359,615	359,615	108,047	3,776,376	-	
Classified Salaries	62,362	99,589	106,469	149,401	121,108	116,214	124,419	124,419	124,419	124,419	124,419	105,132	1,335,968	(46,400)	
Employee Benefits	185,863	215,545	113,664	213,934	182,193	180,659	194,255	184,068	184,068	177,631	177,631	55,779	2,054,788	(10,501)	
Books & Supplies	91,631	40,756	58,723	111,544	65,696	65,696	65,696	65,696	65,696	65,696	65,696	65,696	916,766	88,546	
Services & Other Operating Expenses	276,232	217,594	254,549	196,080	222,773	222,773	222,773	222,773	227,911	221,917	221,917	208,583	2,734,869	18,995	
Capital Outlay & Depreciation	-	-	-	164,299	41,075	41,075	41,075	41,075	41,075	41,075	41,075	41,075	492,898	-	
Other Outflows	-	-	-	7,389	1,827	1,819	1,811	1,803	1,795	1,787	1,779	1,771	23,084	1,300	
TOTAL EXPENSES	649,598	929,333	894,161	1,237,702	997,215	990,779	1,009,643	999,448	1,004,578	992,139	992,131	586,083	11,334,749	51,940	
Operating Cash Inflow (Outflow)	(593,517)	(565,200)	(403,687)	(402,847)	(355,440)	(398,354)	(195,037)	(297,610)	114,970	255,194	(85,081)	339,471	(874,291)	1,712,847	
Accounts Receivable	1,530,268	-	46,638	127,070	-	-	-	-	-	-	-	-	-	-	
Other Current Assets	119,464	-	-	800,000	-	-	-	-	-	-	-	-	-	-	
Fixed Assets	-	-	-	164,299	41,075	41,075	41,075	41,075	41,075	41,075	41,075	41,075	41,075	-	
Accounts Payable	54,469	1,587	(56,462)	406	-	-	-	-	-	-	-	-	-	-	
Other Current Liabilities	(617,484)	69,022	89,757	(326,339)	-	-	-	-	-	-	-	-	-	-	
Deferred Revenue	25,046	-	-	(209,179)	(46,033)	(46,033)	(46,033)	(46,033)	(46,033)	(46,033)	(46,033)	(46,033)	(46,033)	-	
Loans Payable (Long Term)	-	-	-	(19,088)	(4,792)	(4,800)	(4,808)	(4,816)	(4,824)	(4,832)	(4,840)	(4,848)	-	-	
Ending Cash	2,682,870	2,188,279	1,864,525	1,998,847	1,633,657	1,225,545	1,020,742	713,357	818,545	1,063,948	969,069	1,298,733			

Oakland Military Institute**Balance Sheet****As of Sep FY2025**

	Jun FY24	Sep FY25	Projected Jun FY25
ASSETS			
Cash Balance	2,164,624	1,864,525	1,298,733
Accounts Receivable	1,777,282	200,376	1,888,092
Other Current Assets	1,202,714	1,083,250	283,250
Fixed Assets	9,572,452	9,572,452	9,079,554
TOTAL ASSETS	14,717,071	12,720,603	12,549,629
LIABILITIES & EQUITY			
Accounts Payable	-	(406)	108,841
Other Current Liabilities	785,044	326,339	-
Deferred Revenue	552,400	577,446	-
Loans Payable (Long Term)	1,154,151	1,154,151	1,096,504
Beginning Net Assets	12,225,476	12,213,381	12,213,381
Net Income (Loss) to Date	-	(1,562,404)	(874,291)
TOTAL LIABILITIES & EQUITY	14,717,071	12,708,508	12,544,435

Coversheet

First Reading/Approve: BP5125 Student Record Retention Policy

Section: VII. Action Items
Item: A. First Reading/Approve: BP5125 Student Record Retention Policy
Purpose:
Submitted by: Shawna Lipsey
Related Material:
AR 5125- Student Records Retention Policy- Administrative Regulation.pdf
BP 5125- Student Records Retention Policy.pdf

BACKGROUND:

The Student Records Retention Policy outlines how educational institutions manage and store student records, including personal information, academic transcripts, and other relevant documents. Its purpose is to ensure that records are retained for a specified period in compliance with legal, regulatory, and institutional requirements. This policy helps maintain the integrity, confidentiality, and accessibility of student records while also determining when and how records should be securely disposed of once they are no longer needed. It ensures that both current and former students' information is properly safeguarded throughout its lifecycle.

RECOMMENDATION:

OMI staff recommends that the Board of Directors approve the Student Records Retention Policy to ensure compliance with legal requirements, safeguard sensitive information, and streamline record-keeping practices. This policy will protect both the institution and students while maintaining transparency and efficiency.



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AR5125 Exhibit 1

Student Records Retention Policy- Administrative Regulation

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records.

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program.

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do **not** include: (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

1. Directory Information
2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee
3. Records of the law enforcement unit of the district, subject to 34 CFR 99.8
4. Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student
5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for specified periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)



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Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifies, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonable believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student Records.



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School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced to him/her by the district. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Absolute Access

In accordance with law, absolute access to any student records shall be granted to:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; Family Code 3025)
2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)
3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

Access for Limited Purpose/Legitimate Educational Interest

The following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a student age 18 or older who is a dependent child as defined under 26 USC 152 (Education Code 49076; 34 CFR 99.31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076; 34 CFR 99.31)
3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) who are authorized representatives of the district and any volunteer aide age 18 or older who has been



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investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31) Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose student's personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)
6. The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when requested, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92). No later than October 15 each year, the Superintendent or designee shall notify each student in grade 12, and his/her parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission unless he/she opts out within a period of time specified in the notice, which shall not be less than 30 days. (Education Code 69432.9). Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number. (Education Code 69432.9)
7. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)
8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (Education Code 49076)
9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31) Unless



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otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
12. Any probation officer, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor student a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076). When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)
13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076). In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)
14. Any foster family agency with jurisdiction over currently enrolled or former students for purposes of accessing those students' records of grades and transcripts and any individualized education program developed and maintained by the district (Education Code 49069.3)
15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)
16. An individual who completes items #1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)
17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility for the care and protection of a student, provided



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that the information is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232(g))

18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)
19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5; 34 CFR 99.1-99.67). In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. (Education Code 49076.5)

When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made. (Education Code 49061)

Discretionary Access



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At his/her discretion, the Superintendent or designee may release information from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

2. Accrediting associations (Education Code 49076; 34 CFR 99.31)
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
 - c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)
5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, unless the parent/guardian has requested that no disclosures of this type be made (Health and Safety Code 120440)
6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract by the district, excluding volunteers or other parties (Education Code 49076)



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7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or his/her parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31, 99.36)
8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the provisions of 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.31, 99.37)

De-identification of Records

When authorized by law for any program audit, educational research, or other purposes, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 34 CFR 99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)



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To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When prior written consent from a parent/guardian is required by law, the parent/guardian shall provide a written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The log may include record of access by: (Education Code 49064)



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1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information
4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state or federal officials. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

Changes to Student Records

Only a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.



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Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date
3. Sex of student
4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence
5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given
7. Verification of or exemption from required immunizations
8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the cause therefore
2. A log identifying persons or agencies who request or receive information from the student record.
3. Health information, including verification or waiver of the health screening for school entry
4. Information or participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge
5. Language training records
6. Progress slips/notices required by Education Code 49066 and 49067
7. Parental restrictions/stipulations regarding access to directory information



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8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or denial of student participation in specific programs
10. Results of standardized tests administered within the past three years
11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including : (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data
4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available for possible public inspection in the process of destruction

Transfer of Student Records

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The



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original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices to that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 49063, 48985; 34 CFR 99.7)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so



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7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to education code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school
12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g
13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from his/her social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or his/her parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the



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information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.

5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:
 - a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or his/her parent/guardian
 - b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first



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BP 5125
Student Records
Adoption Date:
Revision Date:

Student Records Retention Policy

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. The Superintendent or designee shall ensure that the district's administrative regulation and school site procedures for maintaining the confidentiality of student records are consistent with state and federal law.

The Superintendent or designee shall establish administrative regulations governing the identification, retention, and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records and shall protect students and their families from invasion of privacy.

The Superintendent or designee shall designate a certificated employee to serve as custodian of records with responsibility for student records at the district level. At each school, the principal or a certificated employee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records.

Student Records from Social Media

The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety. (Education Code 49073.6)

Contract for Digital Storage, Management, and Retrieval of Student Records

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

Coversheet

Consideration/Approve of Employee Cost of Living Allowance for 2024-2025 (COLA)

Section: VII. Action Items
Item: B. Consideration/Approve of Employee Cost of Living Allowance for 2024-2025 (COLA)
Purpose:
Submitted by: Jessika Welcome
Related Material: OMI-3% Salary Increase-JW-20241108.pdf

BACKGROUND:

On an annual basis, it is important to contemplate potential cost of living allowances [COLA] for our staff and weigh the impact on the fiscal health [budget reserves] and staff retention rates.

RECOMMENDATION:

It is the recommendation of the superintendent's staff that the board use the table created by our CFO, Jessika Welcome, to discuss the cost of a COLA for our staff at 1%, 2%, 3% and 4% intervals.



Cost to Adjust Salary Schedules

Increasing salary schedules by 3% increases expenses by \$167K

	+3%
Certificated Staff	\$104,451
Classified Staff	\$34,351
Benefits	\$28,903
TOTAL	\$167,405

Coversheet

Approve Salary Schedule Revision

Section: VII. Action Items
Item: C. Approve Salary Schedule Revision
Purpose:
Submitted by: Kathryn Wong
Related Material:
OMI Classified and Certificated Mgt. Salary Schedule 11-14-2024.xlsx - certificated.pdf
OMI Classified and Certificated Mgt. Salary Schedule 11-14-2024.xlsx - 24-25 Classified_Mgt Salary Schedule 3%.pdf

BACKGROUND:

The proposed revision to the salary schedule includes a 3% salary increase for certificated and classified staff, along with the addition of specific sports stipends to the schedule's language. This update recognizes and rewards staff contributions, promotes competitive compensation, and supports the district's efforts to attract and retain high-quality employees across all roles.

RECOMMENDATION:

OMI Staff recommend approving the salary schedule revision to implement a 3% salary increase for certificated and classified staff and to formalize sports stipends. This adjustment reflects the value we place on staff dedication, supports retention of skilled employees, and ensures competitive compensation for those supporting both academic and extracurricular student success.

OMI Certificated Salary Schedule 2024-2025 with 3% increase

Service Years	A	B	C	D
	BA	BA + 30	BA + 45	BA + 60
1	\$66,635	\$67,500	\$68,363	\$69,224
2	\$67,500	\$68,358	\$69,221	\$70,084
3	\$68,358	\$69,224	\$70,084	\$70,942
4	\$69,224	\$70,084	\$71,649	\$73,213
5	\$70,084	\$70,942	\$73,843	\$76,742
6	\$70,942	\$71,809	\$76,038	\$80,267
7	\$72,670	\$72,916	\$78,357	\$83,799
8	\$73,533	\$75,769	\$81,548	\$87,325
9	\$74,393	\$78,619	\$84,737	\$90,854
10	\$75,749	\$81,474	\$87,928	\$94,380
11	\$78,384	\$84,325	\$91,117	\$97,908
12	\$81,017	\$87,180	\$92,544	\$97,908
13	\$81,017	\$87,180	\$92,544	\$97,908
14	\$81,017	\$87,180	\$93,739	\$100,298
15	\$81,017	\$87,180	\$93,739	\$100,298
16-17	\$81,017	\$87,180	\$95,502	\$103,822
18-20	\$81,017	\$87,180	\$97,265	\$107,347
21-24	\$81,017	\$87,180	\$99,026	\$110,870
25- or more	\$81,017	\$87,180	\$100,790	\$114,394
* 10 years maximum credit for years taught in another school district				
* Additional years of credit is at Superintendent's discretion				
Annual One time Stipends	Masters Degree		\$500	(MA)
	Doctorate Degree		\$1,000	(Ph.D./ Ed.D)
	National Board Certified		\$5,000	
	CACC Member (Duty approved and fulfilled)		\$1,000	
Teacher Hourly Rate	\$51.45			
Sub Daily Rate	\$283.90			
Non Credentialed Daily Rate	\$360.18			
Longevity Annual Stipend-based on consecutive years of service with OMI				
5 YOS	\$500			
10 YOS	\$1,000			
15 YOS	\$2,000			
20 YOS	\$3,000			
25 YOS	\$4,000			
30 YOS	\$5,000			
Annual Stipends:	*All stipends must be approved by Superintendent			
Department Chair	\$1,500			
ASG Chair	\$750			
BTSA Mentor/Coach stipend is provided ii only if no release period or exceeds allotment	\$1,700 (one), \$1,000 (each add'l teacher) - max \$3,700			
Music/Jazz Band (Fall & Spring concerts)	\$1,500			
CAB-Student Government	\$1,500			
Yearbook Club Status	\$1,500			
High School Sports				
Assistant Coaches may be remunerated from the Head Coach's allocated stipend of \$2,500.				

	The distribution of funds to Assistant Coaches should be managed by Head Coach following approval from the Athletic Director, ensuring equitable and transparent allocation based on roles and responsibilities.		
HS Boys Soccer	\$2,500		
HS Girls Soccer	\$2,500		
Wrestling Co-Ed	\$2,500		
Boys Volleyball	\$2,500		
Girls Volleyball	\$2,500		
HS Boys Basketball	\$2,500		
HS Girls Basketball	\$2,500		
Cross County Co-Ed	\$2,500		
Track and Field Co-Ed	\$2,500		
Middle School Sports are under ASP:			
Teaching an Extra Class	.2 FTE		
Board Approved			

FY 24-25 OMI Classified Mgt Salary Schedule with 3% Increase 11/14/2024

CLASSIFIED	Contracted Days	Step 1	Step 2	Step 3	Step 4	Step 5	
NON-EXEMPT							
Tutor	185	\$30.00					
Custodial Technician	260	\$23.50	\$24.23	\$24.99	\$25.73	\$26.50	
Aide (SPED/ELD/ASP)	185	\$23.50	\$24.23	\$24.99	\$25.73	\$26.50	
Aide - Cafeteria	185	\$28.50	\$29.39	\$30.29	\$31.20	\$32.14	
Administrative Assistant	185	\$28.50	\$29.39	\$30.29	\$31.20	\$32.14	
Attendance Assistant	185	\$28.50	\$29.39	\$30.29	\$31.20	\$32.14	
Office Manager	220	\$32.11	\$33.09	\$34.12	\$35.15	\$36.19	
Registrar	220	\$32.11	\$33.09	\$34.12	\$35.15	\$36.19	
Facilities Technician	260	\$32.11	\$33.09	\$34.12	\$35.15	\$36.19	
Campus Monitor	220/185	\$28.88	\$29.78	\$30.69	\$31.62	\$32.57	
Executive Assistant to the Superintendent	260	\$34.14	\$35.21	\$36.27	\$37.35	\$38.52	
Business Technician	260	\$34.14	\$35.21	\$36.27	\$37.35	\$38.52	
Information Technology Technician	260	\$34.14	\$35.21	\$36.27	\$37.35	\$38.52	
Student Data Technician	260	\$34.14	\$35.21	\$36.27	\$37.35	\$38.52	
EXEMPT		Step 1	Step 2	Step 3	Step 4	Step 5	
After School Program Manager	260	\$80,135	\$82,613	\$85,169	\$87,723	\$90,355	
Facilities Manager	260	\$80,135	\$82,613	\$85,169	\$87,723	\$90,355	
Human Resources Manager	260	\$80,135	\$82,613	\$85,169	\$87,723	\$90,355	
Student Data Manager	260	\$80,135	\$82,613	\$85,169	\$87,723	\$90,355	
Information Technology Manager	260	\$86,546	\$89,222	\$91,982	\$94,742	\$97,583	
SEL Therapist	185	\$87,614	\$90,324	\$93,117	\$95,911	\$98,788	
Counselor	220	\$87,614	\$90,324	\$93,117	\$95,911	\$98,788	
Counselor	190	\$75,667	\$78,007	\$80,419	\$82,832	\$85,317	
CBO	260	\$145,771	\$150,279	\$154,927	\$159,675	\$164,559	
Information Technology Director	260	\$145,771	\$150,279	\$154,927	\$159,675	\$164,559	
CERTIFICATED		EXEMPT	Step 1	Step 2	Step 3	Step 4	Step 5
Dir Teaching & Learning	220		\$135,718	\$139,915	\$144,242	\$148,703	\$153,303
Dir Student Services	220		\$135,718	\$139,915	\$144,242	\$148,703	\$153,303
Student Services Coordinator	220		\$106,604	\$109,901	\$113,300	\$116,800	\$120,400
Instructional Coach	190		\$104,710	\$107,948	\$111,286	\$114,725	\$118,264
Psychologist	220		\$94,287	\$99,250	\$104,473	\$109,947	\$115,671
SLP	220		\$94,287	\$99,250	\$104,473	\$109,947	\$115,671
One stipend authorized annually	Masters Degree	\$	500				
	Doctorate Degree	\$	1,000				
Additional Stipend annually	CACC Member		\$1,000				
Longevity Annual Stipend-based on consecutive years of service with OMI							
	5 YOS	\$500					
	10 YOS	\$1,000					
	15 YOS	\$2,000					
	20 YOS	\$3,000					
	25 YOS	\$4,000					
	30 YOS	\$5,000					
Board Approved							

Coversheet

Approve First Interim Budget Report

Section: VII. Action Items
Item: D. Approve First Interim Budget Report
Purpose:
Submitted by: Jessika Welcome
Related Material: OMI-MYP Nov BOD Meeting-JW-20241108.pdf
OMI-Nov BOD Meeting Packet-JW-20241108.pdf

BACKGROUND:

Charter schools are required to approve two annual Interim Budget Reports that demonstrate the school's ability to meet its financial obligations for the remainder of the current fiscal year and two subsequent fiscal years.

Interim reports are based on criteria and standards adopted by the State Board of Education (SBE). Because the budget is a "living document" that changes as new information becomes available, it is expected that variances will occur between the First Interim Budget and Second Interim Budget.

Budget revisions are brought to the Board of Directors in order to keep operations moving and the budget current. The First Interim Budget Report for the Oakland Military Institute (OMI) 2024-2025 reflects the school's financial condition as of October 31, 2024 and demonstrates that OMI will be able to meet its financial obligations for the current and subsequent two fiscal years.

A copy of this report will be sent to the Oakland Unified School District and the Alameda County Office of Education.

RECOMMENDATION:

The superintendent and staff recommends that the Board approve the 2024- 2025 First Interim Budget Report.

Oakland Military Institute
Multi-year Projection
As of Sep FY2025

	Year 1	Year 2	Year 3
	2024-25	2025-26	2026-27
SUMMARY			
Revenue			
LCFF Entitlement	7,047,567	7,518,117	8,168,186
Federal Revenue	718,615	710,500	712,320
Other State Revenues	2,077,004	1,590,786	1,581,633
Local Revenues	617,272	648,612	648,612
Fundraising and Grants	-	-	-
Total Revenue	10,460,458	10,468,015	11,110,751
Expenses			
Compensation and Benefits	7,167,132	6,564,079	6,841,469
Books and Supplies	916,766	944,269	972,597
Services and Other Operating Expenditures	2,734,869	2,368,795	2,445,605
Depreciation	492,898	492,898	492,898
Other Outflows & Amortization	23,084	23,777	24,490
Total Expenses	11,334,749	10,393,817	10,777,059
Operating Income	(874,291)	74,197	333,691
Fund Balance			
Beginning Balance (Unaudited)	12,213,381	11,339,090	11,413,288
Audit Adjustment			
Beginning Balance (Audited)	12,213,381	11,339,090	11,413,288
Operating Income	(874,291)	74,197	333,691
Ending Fund Balance	11,339,090	11,413,288	11,746,979
Total Revenue Per ADA	22,850	22,272	22,514
Total Expenses Per ADA	24,760	22,115	21,838
Operating Income Per ADA	(1,910)	158	676
Fund Balance as a % of Expenses	100%	110%	109%

Oakland Military Institute
Multi-year Projection
As of Sep FY2025

	Year 1	Year 2	Year 3
	2024-25	2025-26	2026-27
Key Assumptions			
Enrollment Breakdown			
6	65	70	70
7	87	70	70
8	83	85	85
9	77	80	83
10	64	77	79
11	55	64	75
12	56	54	63
Total Enrolled	487	500	525
ADA %			
4-6	94.0%	94.0%	94.0%
7-8	94.0%	94.0%	94.0%
9-12	94.0%	94.0%	94.0%
Average ADA %	94.0%	94.0%	94.0%
ADA			
4-6	61	66	66
7-8	160	146	146
9-12	237	259	282
Total ADA	458	470	494
Demographic Information			
CALPADS Enrollment (for unduplicated % calc)	487	500	525
# Unduplicated (CALPADS)	451	463	486
# Free & Reduced Lunch (CALPADS)	433	445	467
# ELL (CALPADS)	-	-	-
New Students	-	13	25

Oakland Military Institute
Multi-year Projection
As of Sep FY2025

	Year 1	Year 2	Year 3
	2024-25	2025-26	2026-27
REVENUE			
LCFF Entitlement			
8011 Charter Schools General Purpose Entitlement - State Aid	3,559,838	4,776,035	5,256,510
8012 Education Protection Account Entitlement	1,835,489	1,004,619	1,087,340
8019 State Aid - Prior Years	2,996	-	-
8096 Charter Schools in Lieu of Property Taxes	1,649,244	1,737,463	1,824,336
SUBTOTAL - LCFF Entitlement	7,047,567	7,518,117	8,168,186
Federal Revenue			
8181 Special Education - Entitlement	72,520	68,180	70,000
8220 Child Nutrition Programs	364,122	364,122	364,122
8291 Title I	205,780	205,780	205,780
8292 Title II	24,387	24,387	24,387
8293 Title III	36,135	36,135	36,135
8294 Title IV	11,896	11,896	11,896
8297 PY Federal - Not Accrued	3,775	-	-
SUBTOTAL - Federal Revenue	718,615	710,500	712,320
Other State Revenue			
8319 Other State Apportionments - Prior Years	37,861	-	-
8381 Special Education - Entitlement (State	418,736	421,543	442,620
8382 Special Education Reimbursement (State	36,490	37,464	39,337
8520 Child Nutrition - State	171,085	171,085	171,085
8545 School Facilities Apportionments	120,124	120,124	120,124
8550 Mandated Cost Reimbursements	18,701	18,156	19,796
8560 State Lottery Revenue	134,733	134,015	140,715
8590 All Other State Revenue	654,027	288,478	228,712
8591 Prop 28 Arts & Music in Schools	108,506	87,770	90,147
8593 ELOP	215,241	150,651	167,596
8596 ASES	161,500	161,500	161,500
SUBTOTAL - Other State Revenue	2,077,004	1,590,786	1,581,633
Local Revenue			
8660 Interest	40,000	40,000	40,000
8699 All Other Local Revenue	514,160	545,500	545,500
8703 Measure G1	63,112	63,112	63,112
SUBTOTAL - Local Revenue	617,272	648,612	648,612
Fundraising and Grants			
SUBTOTAL - Fundraising and Grants	-	-	-
TOTAL REVENUE	10,460,458	10,468,015	11,110,751

Oakland Military Institute
Multi-year Projection
As of Sep FY2025

	Year 1	Year 2	Year 3	
	2024-25	2025-26	2026-27	
EXPENSES				
Compensation & Benefits				
Certificated Salaries				
1100	Teachers Salaries	2,588,426	2,390,552	2,512,912
1103	Teacher - Substitute Pay	216,590	189,174	189,174
1200	Certificated Pupil Support Salaries	296,717	290,511	296,097
1300	Certificated Supervisor & Administrator Salaries	674,644	573,244	580,763
	SUBTOTAL - Certificated Salaries	3,776,376	3,443,480	3,578,945
Classified Salaries				
2100	Classified Instructional Aide Salaries	203,375	203,841	203,841
2200	Classified Support Salaries	300,710	281,900	283,502
2300	Classified Supervisor & Administrator Salaries	415,086	424,910	435,038
2400	Classified Clerical & Office Salaries	329,854	259,046	263,685
2900	Classified Other Salaries	86,944	-	-
	SUBTOTAL - Classified Salaries	1,335,968	1,169,698	1,186,066
Employee Benefits				
3100	STRS	674,421	615,328	640,668
3200	PERS	375,640	354,438	364,940
3300	OASDI-Medicare-Alternative	172,172	153,168	156,281
3400	Health & Welfare Benefits	752,114	754,731	839,221
3500	Unemployment Insurance	27,783	22,491	22,932
3600	Workers Comp Insurance	52,657	50,745	52,415
	SUBTOTAL - Employee Benefits	2,054,788	1,950,901	2,076,458
Books & Supplies				
4200	Books & Other Reference Materials	39,714	40,905	42,133
4320	Educational Software	51,738	53,291	54,889
4325	Instructional Materials & Supplies	95,939	98,817	101,781
4330	Office Supplies	30,000	30,900	31,827
4410	Classroom Furniture, Equipment & Supplies	20,000	20,600	21,218
4420	Computers: individual items less than \$5k	109,400	112,682	116,062
4430	Non Classroom Related Furniture, Equipment & Supplies	6,000	6,180	6,365
4710	Student Food Services	531,275	547,213	563,630
4720	Other Food	32,700	33,681	34,691
	SUBTOTAL - Books and Supplies	916,766	944,269	972,597
Services & Other Operating Expenses				
5100	Subagreements for Services	239,835	247,030	254,441
5200	Travel & Conferences	17,906	18,443	18,996
5300	Dues & Memberships	18,537	19,093	19,666
5400	Insurance	126,391	130,183	134,089
5515	Janitorial, Gardening Services & Supplies	143,585	147,893	152,329
5520	Security	82,202	84,668	87,208
5535	Utilities - All Utilities	232,171	239,136	246,310

Oakland Military Institute
Multi-year Projection
As of Sep FY2025

	Year 1	Year 2	Year 3
	2024-25	2025-26	2026-27
5605 Equipment Leases	13,000	13,390	13,792
5610 Rent	160,000	164,800	169,744
5611 Prop 39 Related Costs	138,000	142,140	146,404
5615 Repairs and Maintenance - Building	331,624	145,918	150,295
5618 Repairs & Maintenance - Auto	10,000	10,300	10,609
5803 Accounting Fees	30,250	31,158	32,092
5809 Banking Fees	5,000	5,150	5,305
5812 Business Services	205,000	205,000	210,000
5815 Consultants - Instructional	179,894	10,300	10,609
5820 Consultants - Non Instructional - Custom 1	74,697	58,398	60,150
5824 District Oversight Fees	70,476	77,437	86,656
5830 Field Trips Expenses	30,000	30,900	31,827
5833 Fines and Penalties	1,000	1,030	1,061
5836 Fingerprinting	3,605	3,713	3,825
5845 Legal Fees	126,175	129,960	133,859
5851 Marketing and Student Recruiting	16,820	17,325	17,845
5857 Payroll Fees	7,500	7,725	7,957
5861 Prior Yr Exp (not accrued)	49,762	-	-
5863 Professional Development	35,000	36,050	37,132
5869 Special Education Contract Instructors	95,000	97,850	100,786
5872 Special Education Encroachment	15,165	15,620	16,089
5874 Sports	27,750	28,583	29,440
5877 Student Activities	17,719	18,251	18,798
5878 Student Assessment	5,384	5,546	5,712
5880 Student Health Services	7,500	7,725	7,957
5881 Student Information System	23,694	24,405	25,137
5884 Substitutes	15,000	15,450	15,914
5887 Technology Services	41,937	36,818	37,923
5893 Transportation - Student	11,500	11,845	12,200
5899 Miscellaneous Operating Expenses	20,000	20,600	21,218
5900 Communications	99,590	102,578	105,655
5915 Postage and Delivery	6,200	6,386	6,578
SUBTOTAL - Services & Other Operating Exp.	2,734,869	2,368,795	2,445,605
Depreciation Expense			
6900 Depreciation	492,898	492,898	492,898
SUBTOTAL - Depreciation Expense	492,898	492,898	492,898
Other Outflows & Amortization			
7438 Debt Service - Interest	23,084	23,777	24,490
SUBTOTAL - Other Outflows & Amortization	23,084	23,777	24,490
TOTAL EXPENSES	11,334,749	10,393,817	10,777,059

Oakland Military Institute

Financial Update

BRYCE FLEMING & JESSIKA WELCOME

NOVEMBER 14, 2024

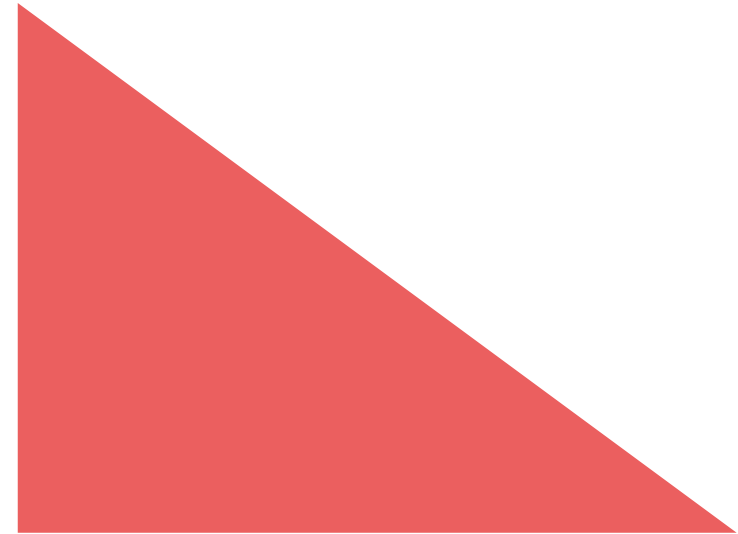




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- **2024-25 Financial Update**
 - Forecast Update
 - Enrollment & Attendance
 - Monthly Cash Balance
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 - 1st Interim Budget Summary

- **Exhibits**
 - September Financials
 - September Cash Flow
 - September Balance Sheet
 - MYP



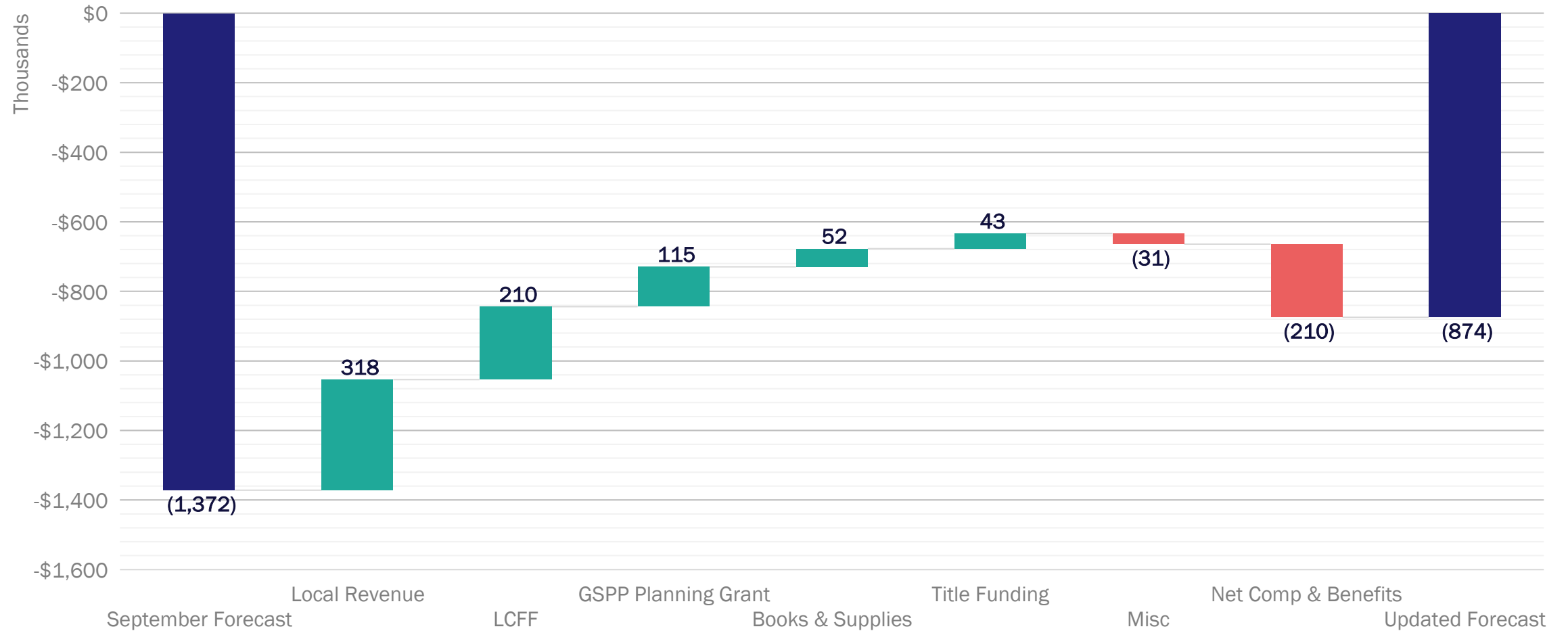
2024-25





2024-25 Forecast Update

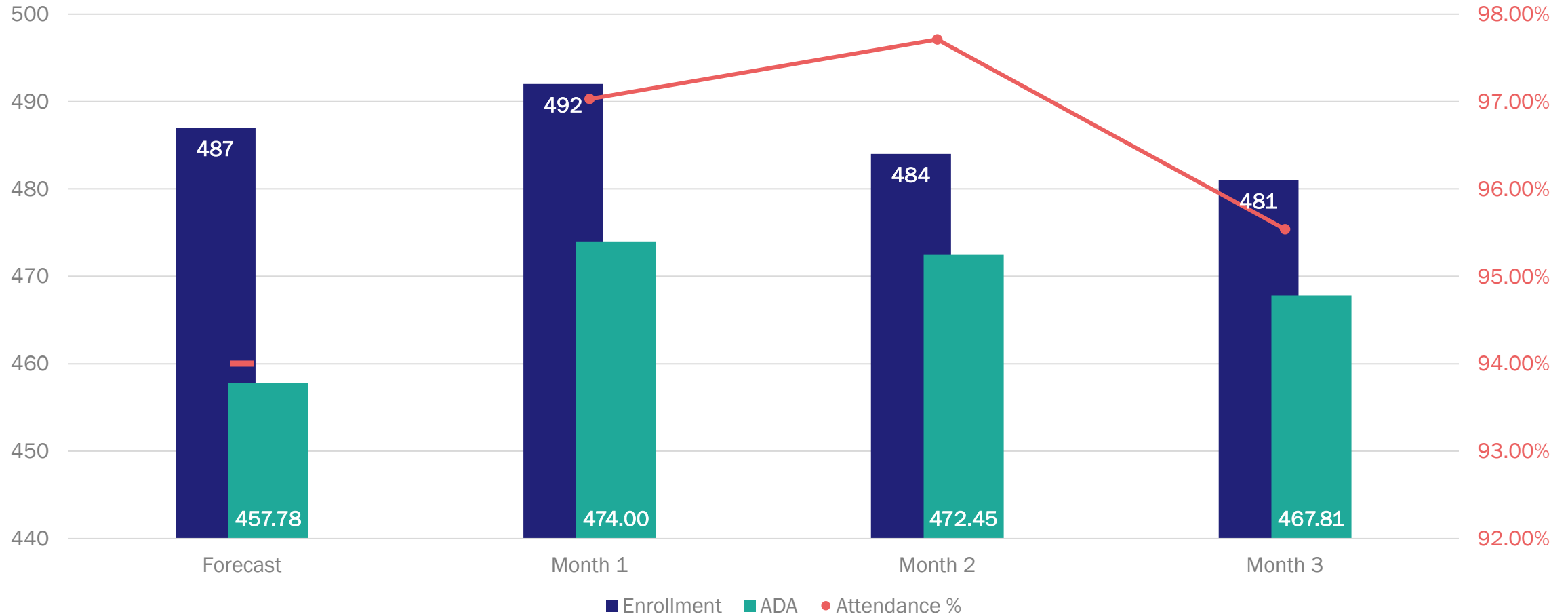
Combination of increased revenue and strategic reductions improves forecast by \$497K





Enrollment & Attendance

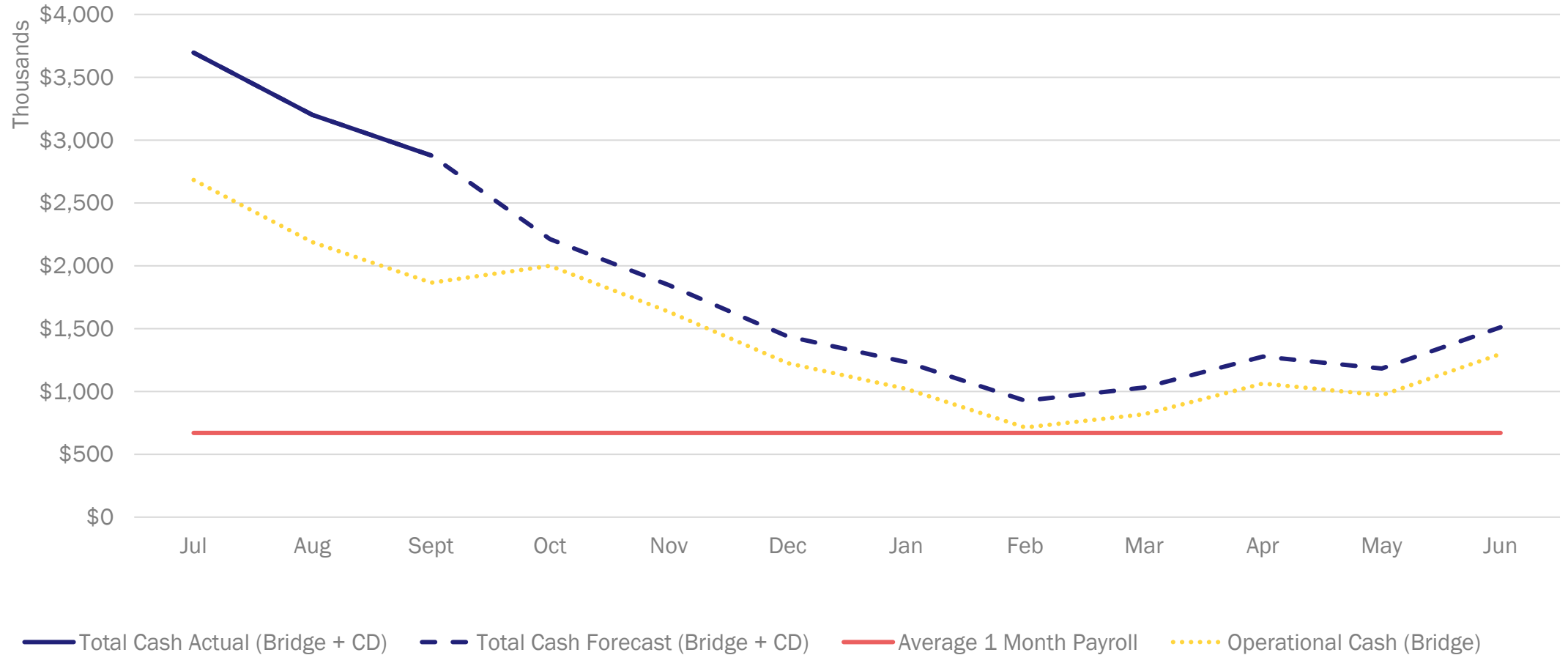
Enrollment remains a challenge, but attendance is exceeding expectations





2024-25 Monthly Cash Balance

Move of \$800K from CDs to sweep account improves operating cash while maximizing interest





1st Interim Budget Assumptions

Our current forecasts for 2025-26 & 2026-27 include the following:

2025-26

- ❖ Enrollment: 500 (was 525)
- ❖ Attendance: 94%

- ❖ \$200K of additional grants

- ❖ Approximately \$725K in expense reductions

2026-27

- ❖ Enrollment: 525 (was 575)
- ❖ Attendance: 94%

- ❖ \$200K of additional grants

- ❖ Approximately \$150K added back to expenses



1st Interim Budget Summary

		2024-25	2025-26	2026-27
		Current Forecast	Projected Budget	Projected Budget
Revenue	LCFF Entitlement	7,047,567	7,518,117	8,168,186
	Federal Revenue	718,615	710,500	712,320
	Other State Revenues	2,077,004	1,590,786	1,581,633
	Local Revenues	617,272	648,612	648,612
	Fundraising and Grants	-	-	-
	Total Revenue	10,460,458	10,468,015	11,110,751
Expenses	Comp and Benefits	7,167,132	6,564,079	6,841,469
	Books and Supplies	916,766	944,269	972,597
	Services and Other Ops	2,734,869	2,368,795	2,445,605
	Depreciation	492,898	492,898	492,898
	Other Outflows	23,084	23,777	24,490
	Total Expenses	11,334,749	10,393,818	10,777,059
	Operating Income	(874,291)	74,197	333,692
	Beginning Balance (Unaudited)	12,213,381	11,339,090	11,413,287
	Operating Income	(874,291)	74,197	333,692
Ending Fund Balance (incl. Depreciation)		11,339,090	11,413,287	11,746,979
Ending Fund Balance as % of Expenses		100.04%	109.81%	109.00%



Monthly Financial Summary

Accomplishments

- Forecasted deficit reduced by \$214K as compared to BOD approved budget, despite 9% loss in total enrollment
- Available cash expected to remain above one month of payroll while maximizing investment returns
- Three months of actuals have provided greater insight into spending patterns

Next Steps

- Deep-dive into grant revenue and expenses, to ensure that we are capturing all available sources and related expenditures
- Closely monitoring cash for opportunities to reinvest and generate interest income

Goals & Horizon Issues

- Exploring options to reduce facility costs
- Weighing the costs and benefits of changes to course offerings and daily schedules
- Developing a tiered list of reductions if future enrollment falls short

Oakland Military Institute
Income Statement
As of Sep FY2025

	Actual			YTD	Budget & Forecast							
	Jul	Aug	Sep		Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
SUMMARY												
Revenue												
LCFF Entitlement	2,996	327,830	431,383	762,209	7,477,940	6,837,994	7,047,567	209,573	(430,373)	6,285,358	11%	
Federal Revenue	-	-	1,791	1,791	666,231	671,411	718,615	47,204	52,384	716,824	0%	
Other State Revenues	52,788	34,790	53,106	140,684	1,497,539	1,941,606	2,077,004	135,398	579,465	1,936,320	7%	
Local Revenues	297	1,513	4,194	6,003	227,344	299,378	617,272	317,894	389,928	611,268	1%	
Fundraising and Grants	-	-	-	-	-	-	-	-	-	-	-	
Total Revenue	56,081	364,133	490,474	910,687	9,869,054	9,750,388	10,460,458	710,070	591,404	9,549,771	9%	
Expenses												
Compensation and Benefits	281,734	670,983	580,889	1,533,606	7,003,334	6,957,110	7,167,132	(210,021)	(163,798)	5,633,526	21%	
Books and Supplies	91,631	40,756	58,723	191,110	997,232	968,920	916,766	52,155	80,466	725,655	21%	
Services and Other Operating Expenditures	276,232	217,594	254,549	748,375	2,440,747	2,680,132	2,734,869	(54,737)	(294,122)	1,986,495	27%	
Depreciation	-	-	-	-	492,898	492,898	492,898	-	-	492,898	0%	
Other Outflows & Amortization	-	-	-	-	23,084	23,084	23,084	-	-	23,084	0%	
Total Expenses	649,598	929,333	894,161	2,473,091	10,957,295	11,122,144	11,334,749	(212,604)	(377,453)	8,861,658	22%	
Operating Income	(593,517)	(565,200)	(403,687)	(1,562,404)	(1,088,241)	(1,371,756)	(874,291)	497,465	213,951	688,113		
Fund Balance												
Beginning Balance (Unaudited)					12,213,381	12,213,381	12,213,381					
Operating Income					(1,088,241)	(1,371,756)	(874,291)					
Ending Fund Balance					11,125,140	10,841,625	11,339,090					
Fund Balance as a % of Expenses					102%	97%	100%					

Oakland Military Institute
Income Statement
As of Sep FY2025

	Actual			YTD	Budget & Forecast						
	Jul	Aug	Sep	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
KEY ASSUMPTIONS											
Enrollment Summary											
4-6					86	64	65	1	(21)		
7-8					156	174	170	(4)	14		
9-12					297	256	252	(4)	(45)		
Total Enrolled					538	494	487	(7)	(51)		
ADA %											
4-6					90.0%	90.0%	94.0%	4.0%	4.0%		
7-8					90.0%	90.0%	94.0%	4.0%	4.0%		
9-12					90.0%	90.0%	94.0%	4.0%	4.0%		
Average ADA %					90.0%	90.0%	94.0%	4.0%	4.0%		
ADA											
4-6					77.00	57.60	61.10	3.50	(15.90)		
7-8					140.00	156.60	159.80	3.20	19.80		
9-12					267.00	230.40	236.88	6.48	(30.12)		
Total ADA					484.00	444.60	457.78	13.18	(26.22)		

Oakland Military Institute
Income Statement
As of Sep FY2025

	Actual			YTD	Budget & Forecast						
	Jul	Aug	Sep	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current	Approved Budget v1 vs. Current	Current Forecast Remaining	% Current Forecast Spent
REVENUE											
LCFF Entitlement											
8011 Charter Schools General Purpose Entitlement - State Aid	-	224,276	224,276	448,552	3,898,744	3,397,749	3,559,838	162,089	(338,906)	3,111,286	13%
8012 Education Protection Account Entitlement	-	-	-	-	1,835,489	1,835,489	1,835,489	-	-	1,835,489	0%
8019 State Aid - Prior Years	2,996	-	-	2,996	-	2,996	2,996	-	2,996	-	100%
8096 Charter Schools in Lieu of Property Taxes	-	103,554	207,107	310,661	1,743,707	1,601,760	1,649,244	47,484	(94,463)	1,338,583	19%
SUBTOTAL - LCFF Entitlement	2,996	327,830	431,383	762,209	7,477,940	6,837,994	7,047,567	209,573	(430,373)	6,285,358	11%
Federal Revenue											
8181 Special Education - Entitlement	-	-	-	-	67,340	72,520	72,520	-	5,180	72,520	0%
8220 Child Nutrition Programs	-	-	-	-	364,122	364,122	364,122	-	-	364,122	0%
8291 Title I	-	-	-	-	182,566	182,566	205,780	23,214	23,214	205,780	0%
8292 Title II	-	-	-	-	16,029	16,029	24,387	8,358	8,358	24,387	0%
8293 Title III	-	-	-	-	27,031	27,031	36,135	9,104	9,104	36,135	0%
8294 Title IV	-	-	-	-	9,143	9,143	11,896	2,753	2,753	11,896	0%
8297 PY Federal - Not Accrued	-	-	1,791	1,791	-	-	3,775	3,775	3,775	1,984	47%
SUBTOTAL - Federal Revenue	-	-	1,791	1,791	666,231	671,411	718,615	47,204	52,384	716,824	0%
Other State Revenue											
8319 Other State Apportionments - Prior Years	31,401	-	2,157	33,558	-	18,214	37,861	19,647	37,861	4,304	89%
8381 Special Education - Entitlement (State)	21,387	20,200	36,359	77,946	419,054	418,736	418,736	-	(318)	340,790	19%
8382 Special Education Reimbursement (State)	-	1,939	1,939	3,878	39,584	39,584	36,490	(3,094)	(3,094)	32,612	11%
8520 Child Nutrition - State	-	-	-	-	171,085	171,085	171,085	-	-	171,085	0%
8545 School Facilities Apportionments	-	-	-	-	120,124	120,124	120,124	-	-	120,124	0%
8550 Mandated Cost Reimbursements	-	-	-	-	18,701	18,701	18,701	-	-	18,701	0%
8560 State Lottery Revenue	-	-	-	-	142,450	130,854	134,733	3,879	(7,717)	134,733	0%
8590 All Other State Revenue	-	-	-	-	203,097	539,061	654,027	114,966	450,930	654,027	0%
8591 Prop 28 Arts & Music in Schools	-	4,475	4,475	8,950	104,461	108,506	108,506	-	4,045	99,556	8%
8593 ELOP	-	8,176	8,176	16,352	117,483	215,241	215,241	-	97,758	198,889	8%
8596 ASES	-	-	-	-	161,500	161,500	161,500	-	-	161,500	0%
SUBTOTAL - Other State Revenue	52,788	34,790	53,106	140,684	1,497,539	1,941,606	2,077,004	135,398	579,465	1,936,320	7%
Local Revenue											
8660 Interest	-	-	-	-	12,106	12,106	40,000	27,894	27,894	40,000	0%
8699 All Other Local Revenue	297	1,513	4,194	6,003	152,126	224,160	514,160	290,000	362,034	508,156	1%
8703 Measure G1	-	-	-	-	63,112	63,112	63,112	-	-	63,112	0%
SUBTOTAL - Local Revenue	297	1,513	4,194	6,003	227,344	299,378	617,272	317,894	389,928	611,268	1%
Fundraising and Grants											
SUBTOTAL - Fundraising and Grants	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	56,081	364,133	490,474	910,687	9,869,054	9,750,388	10,460,458	710,070	591,404	9,549,771	9%

Oakland Military Institute
Income Statement
As of Sep FY2025

	Actual			YTD	Budget & Forecast						
	Jul	Aug	Sep	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
EXPENSES											
Compensation & Benefits											
Certificated Salaries											
1100 Teachers Salaries	1,749	249,544	250,645	501,938	3,035,509	2,506,269	2,588,426	(82,156)	447,083	2,086,488	19%
1103 Teacher - Substitute Pay	-	19,694	25,755	45,448	-	210,286	216,590	(6,304)	(216,590)	171,141	21%
1200 Certificated Pupil Support Salaries	-	29,275	27,020	56,295	289,317	286,285	296,717	(10,432)	(7,400)	240,422	19%
1300 Certificated Supervisor & Administrator Salaries	31,760	57,336	57,336	146,433	556,345	655,461	674,644	(19,183)	(118,299)	528,211	22%
SUBTOTAL - Certificated Salaries	33,509	355,849	360,756	750,114	3,881,171	3,658,301	3,776,376	(118,074)	104,795	3,026,262	20%
Classified Salaries											
2100 Classified Instructional Aide Salaries	1,664	10,392	14,362	26,418	138,801	229,880	203,375	26,506	(64,574)	176,957	13%
2200 Classified Support Salaries	5,730	28,636	31,133	65,498	437,854	326,238	300,710	25,528	137,144	235,211	22%
2300 Classified Supervisor & Administrator Salaries	33,552	34,504	34,504	102,560	190,355	403,127	415,086	(11,959)	(224,731)	312,526	25%
2400 Classified Clerical & Office Salaries	21,416	26,058	26,180	73,653	313,720	321,072	329,854	(8,782)	(16,134)	256,201	22%
2900 Classified Other Salaries	-	-	290	290	13,500	-	86,944	(86,944)	(73,444)	86,654	0%
SUBTOTAL - Classified Salaries	62,362	99,589	106,469	268,420	1,094,230	1,280,317	1,335,968	(55,651)	(241,738)	1,067,548	20%
Employee Benefits											
3100 STRS	33,446	63,247	61,704	158,396	683,512	662,465	674,421	(11,956)	9,091	516,025	23%
3200 PERS	16,779	30,938	31,082	78,799	351,137	383,068	375,640	7,427	(24,503)	296,842	21%
3300 OASDI-Medicare-Alternative	5,257	13,508	14,355	33,119	160,537	162,763	172,172	(9,409)	(11,635)	139,053	19%
3400 Health & Welfare Benefits	121,464	100,086	1,491	223,041	733,309	733,309	752,114	(18,805)	(18,805)	529,074	30%
3500 Unemployment Insurance	861	4,153	1,418	6,432	44,033	26,019	27,783	(1,764)	16,250	21,351	23%
3600 Workers Comp Insurance	8,057	3,614	3,614	15,285	55,405	50,868	52,657	(1,789)	2,748	37,372	29%
SUBTOTAL - Employee Benefits	185,863	215,545	113,664	515,072	2,027,933	2,018,492	2,054,788	(36,296)	(26,855)	1,539,716	25%
Books & Supplies											
4100 Approved Textbooks & Core Curricula Materials	-	-	-	-	39,714	-	-	-	39,714	-	-
4200 Books & Other Reference Materials	-	1,307	-	1,307	-	39,714	39,714	-	(39,714)	38,407	3%
4320 Educational Software	10,500	16,479	1,931	28,910	-	51,738	51,738	-	(51,738)	22,828	56%
4325 Instructional Materials & Supplies	5,582	7,319	3,145	16,046	400,243	148,093	95,939	52,155	304,305	79,893	17%
4330 Office Supplies	3,073	3,925	37	7,035	-	30,000	30,000	-	(30,000)	22,965	23%
4410 Classroom Furniture, Equipment & Supplies	6,980	676	-	7,656	26,000	20,000	20,000	-	6,000	12,344	38%
4420 Computers: individual items less than \$5k	64,160	2,311	10,684	77,154	-	109,400	109,400	-	(109,400)	32,246	71%
4430 Non Classroom Related Furniture, Equipment & Supplies	818	4,511	-	5,329	-	6,000	6,000	-	(6,000)	671	89%
4710 Student Food Services	-	-	40,950	40,950	531,275	531,275	531,275	-	-	490,325	8%
4720 Other Food	519	4,228	1,977	6,724	-	32,700	32,700	-	(32,700)	25,976	21%
SUBTOTAL - Books and Supplies	91,631	40,756	58,723	191,110	997,232	968,920	916,766	52,155	80,466	725,655	21%
Services & Other Operating Expenses											
5100 Subagreements for Services	-	23,350	23,550	46,900	290,000	239,835	239,835	-	50,165	192,935	20%
5200 Travel & Conferences	4,435	140	8,722	13,297	63,363	14,613	17,906	(3,293)	45,457	4,609	74%
5300 Dues & Memberships	3,750	3,078	6,463	13,291	-	13,930	18,537	(4,608)	(18,537)	5,247	72%
5305 Dues & Membership - Professional	-	-	-	-	13,930	-	-	-	13,930	-	-
5400 Insurance	21,537	18,380	11,325	51,243	126,379	126,379	126,391	(12)	(12)	75,148	41%
5515 Janitorial, Gardening Services & Supplies	23,850	14,270	10,885	49,005	426,803	143,585	143,585	-	283,218	94,580	34%
5520 Security	6,613	10,919	4,944	22,476	-	82,202	82,202	-	(82,202)	59,726	27%
5535 Utilities - All Utilities	5,022	20,856	14,587	40,465	-	232,171	232,171	-	(232,171)	191,706	17%

Oakland Military Institute
Income Statement
As of Sep FY2025

		Actual			YTD	Budget & Forecast						
		Jul	Aug	Sep	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
5605	Equipment Leases	1,073	1,073	1,433	3,580	-	13,000	13,000	-	(13,000)	9,420	28%
5610	Rent	13,827	13,827	13,827	41,482	298,000	160,000	160,000	-	138,000	118,518	26%
5611	Prop 39 Related Costs	32,500	-	32,500	65,000	-	138,000	138,000	-	(138,000)	73,000	47%
5615	Repairs and Maintenance - Building	1,868	14,648	1,433	17,950	107,000	305,571	331,624	(26,053)	(224,624)	313,674	5%
5618	Repairs & Maintenance - Auto	494	877	359	1,731	-	10,000	10,000	-	(10,000)	8,269	17%
5803	Accounting Fees	-	-	1,389	1,389	30,250	30,250	30,250	-	-	28,862	5%
5809	Banking Fees	340	236	252	828	-	20,000	5,000	15,000	(5,000)	4,172	17%
5812	Business Services	24,417	16,417	16,417	57,250	-	197,000	205,000	(8,000)	(205,000)	147,750	28%
5815	Consultants - Instructional	45,348	12,899	8,820	67,067	82,585	115,585	179,894	(64,309)	(97,309)	112,827	37%
5820	Consultants - Non Instructional - Custom 1	7,662	12,646	7,086	27,394	336,699	74,697	74,697	-	262,002	47,303	37%
5824	District Oversight Fees	-	-	-	-	74,779	68,380	70,476	(2,096)	4,304	70,476	0%
5830	Field Trips Expenses	-	9,003	151	9,154	15,000	30,000	30,000	-	(15,000)	20,846	31%
5833	Fines and Penalties	39	589	-	628	-	1,000	1,000	-	(1,000)	372	63%
5836	Fingerprinting	-	468	640	1,108	-	3,605	3,605	-	(3,605)	2,497	31%
5845	Legal Fees	-	25,533	2,728	28,261	126,175	126,175	126,175	-	-	97,914	22%
5851	Marketing and Student Recruiting	12,000	-	4,820	16,820	15,000	12,000	16,820	(4,820)	(1,820)	-	100%
5857	Payroll Fees	-	1,114	549	1,663	-	-	7,500	(7,500)	(7,500)	5,837	22%
5861	Prior Yr Exp (not accrued)	26,769	1,062	20,180	48,010	-	1,480	49,762	(48,281)	(49,762)	1,752	96%
5863	Professional Development	406	700	751	1,857	15,000	65,000	35,000	30,000	(20,000)	33,143	5%
5869	Special Education Contract Instructors	-	-	18,595	18,595	75,000	95,000	95,000	-	(20,000)	76,405	20%
5872	Special Education Encroachment	292	292	525	1,109	-	15,165	15,165	-	(15,165)	14,056	7%
5874	Sports	1,132	1,400	2,643	5,174	20,000	27,750	27,750	-	(7,750)	22,576	19%
5877	Student Activities	-	-	-	-	17,719	17,719	17,719	-	-	17,719	0%
5878	Student Assessment	-	-	-	-	5,384	5,384	5,384	-	-	5,384	0%
5880	Student Health Services	-	-	-	-	-	7,500	7,500	-	(7,500)	7,500	0%
5881	Student Information System	4,361	5,584	875	10,819	10,220	23,694	23,694	-	(13,474)	12,875	46%
5884	Substitutes	-	-	420	420	15,000	15,000	15,000	-	-	14,580	3%
5887	Technology Services	11,078	1,265	13,016	25,358	156,908	63,485	41,937	21,548	114,971	16,579	60%
5893	Transportation - Student	90	-	4,116	4,206	11,500	11,500	11,500	-	-	7,294	37%
5899	Miscellaneous Operating Expenses	12,810	200	5,566	18,575	-	20,000	20,000	-	(20,000)	1,425	93%
5900	Communications	14,516	6,201	14,848	35,564	108,053	147,276	99,590	47,686	8,463	64,026	36%
5915	Postage and Delivery	5	568	133	706	-	6,200	6,200	-	(6,200)	5,494	11%
SUBTOTAL - Services & Other Operating Exp.		276,232	217,594	254,549	748,375	2,440,747	2,680,132	2,734,869	(54,737)	(294,122)	1,986,495	27%
Capital Outlay & Depreciation												
6900	Depreciation	-	-	-	-	492,898	492,898	492,898	-	-	492,898	0%
SUBTOTAL - Capital Outlay & Depreciation		-	-	-	-	492,898	492,898	492,898	-	-	492,898	0%
Other Outflows & Amortization												
7438	Debt Service - Interest	-	-	-	-	23,084	23,084	23,084	-	-	23,084	0%
SUBTOTAL - Other Outflows & Amortization		-	-	-	-	23,084	23,084	23,084	-	-	23,084	0%
TOTAL EXPENSES		649,598	929,333	894,161	2,473,091	10,957,295	11,122,144	11,334,749	(212,604)	(377,453)	8,861,658	22%

Oakland Military Institute
Monthly Cash Forecast
As of Sep FY2025

	2024-25													Forecast	Remaining Balance
	Actuals & Forecast														
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast	Forecast		
Beginning Cash	2,164,624	2,682,870	2,188,279	1,864,525	1,998,847	1,633,657	1,225,545	1,020,742	713,357	818,545	1,063,948	969,069			
REVENUE															
LCFF Entitlement	2,996	327,830	431,383	332,418	403,696	405,194	646,076	403,696	951,018	897,193	668,970	670,468	7,047,567	906,631	
Federal Revenue	-	-	1,791	(533)	100,208	30,658	30,658	100,208	30,658	66,918	100,208	30,658	718,615	227,184	
Other State Revenue	52,788	34,790	53,106	382,808	78,123	96,824	78,123	138,185	78,123	223,473	78,123	164,679	2,077,004	617,860	
Other Local Revenue	297	1,513	4,194	120,162	59,749	59,749	59,749	59,749	59,749	59,749	59,749	59,749	617,272	13,112	
Fundraising & Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL REVENUE	56,081	364,133	490,474	834,855	641,776	592,425	814,607	701,838	1,119,548	1,247,333	907,050	925,554	10,460,458	1,764,786	
EXPENSES															
Certificated Salaries	33,509	355,849	360,756	395,056	362,543	362,543	359,615	359,615	359,615	359,615	359,615	108,047	3,776,376	-	
Classified Salaries	62,362	99,589	106,469	149,401	121,108	116,214	124,419	124,419	124,419	124,419	124,419	105,132	1,335,968	(46,400)	
Employee Benefits	185,863	215,545	113,664	213,934	182,193	180,659	194,255	184,068	184,068	177,631	177,631	55,779	2,054,788	(10,501)	
Books & Supplies	91,631	40,756	58,723	111,544	65,696	65,696	65,696	65,696	65,696	65,696	65,696	65,696	916,766	88,546	
Services & Other Operating Expenses	276,232	217,594	254,549	196,080	222,773	222,773	222,773	222,773	227,911	221,917	221,917	208,583	2,734,869	18,995	
Capital Outlay & Depreciation	-	-	-	164,299	41,075	41,075	41,075	41,075	41,075	41,075	41,075	41,075	492,898	-	
Other Outflows	-	-	-	7,389	1,827	1,819	1,811	1,803	1,795	1,787	1,779	1,771	23,084	1,300	
TOTAL EXPENSES	649,598	929,333	894,161	1,237,702	997,215	990,779	1,009,643	999,448	1,004,578	992,139	992,131	586,083	11,334,749	51,940	
Operating Cash Inflow (Outflow)	(593,517)	(565,200)	(403,687)	(402,847)	(355,440)	(398,354)	(195,037)	(297,610)	114,970	255,194	(85,081)	339,471	(874,291)	1,712,847	
Accounts Receivable	1,530,268	-	46,638	127,070	-	-	-	-	-	-	-	-	-	-	
Other Current Assets	119,464	-	-	800,000	-	-	-	-	-	-	-	-	-	-	
Fixed Assets	-	-	-	164,299	41,075	41,075	41,075	41,075	41,075	41,075	41,075	41,075	41,075	-	
Accounts Payable	54,469	1,587	(56,462)	406	-	-	-	-	-	-	-	-	-	-	
Other Current Liabilities	(617,484)	69,022	89,757	(326,339)	-	-	-	-	-	-	-	-	-	-	
Deferred Revenue	25,046	-	-	(209,179)	(46,033)	(46,033)	(46,033)	(46,033)	(46,033)	(46,033)	(46,033)	(46,033)	(46,033)	-	
Loans Payable (Long Term)	-	-	-	(19,088)	(4,792)	(4,800)	(4,808)	(4,816)	(4,824)	(4,832)	(4,840)	(4,848)	-	-	
Ending Cash	2,682,870	2,188,279	1,864,525	1,998,847	1,633,657	1,225,545	1,020,742	713,357	818,545	1,063,948	969,069	1,298,733			

Oakland Military Institute**Balance Sheet****As of Sep FY2025**

	Jun FY24	Sep FY25	Projected Jun FY25
ASSETS			
Cash Balance	2,164,624	1,864,525	1,298,733
Accounts Receivable	1,777,282	200,376	1,888,092
Other Current Assets	1,202,714	1,083,250	283,250
Fixed Assets	9,572,452	9,572,452	9,079,554
TOTAL ASSETS	14,717,071	12,720,603	12,549,629
LIABILITIES & EQUITY			
Accounts Payable	-	(406)	108,841
Other Current Liabilities	785,044	326,339	-
Deferred Revenue	552,400	577,446	-
Loans Payable (Long Term)	1,154,151	1,154,151	1,096,504
Beginning Net Assets	12,225,476	12,213,381	12,213,381
Net Income (Loss) to Date	-	(1,562,404)	(874,291)
TOTAL LIABILITIES & EQUITY	14,717,071	12,708,508	12,544,435

Oakland Military Institute
Multi-year Projection
As of Sep FY2025

	Year 1	Year 2	Year 3
	2024-25	2025-26	2026-27
SUMMARY			
Revenue			
LCFF Entitlement	7,047,567	7,518,117	8,168,186
Federal Revenue	718,615	710,500	712,320
Other State Revenues	2,077,004	1,590,786	1,581,633
Local Revenues	617,272	648,612	648,612
Fundraising and Grants	-	-	-
Total Revenue	10,460,458	10,468,015	11,110,751
Expenses			
Compensation and Benefits	7,167,132	6,564,079	6,841,469
Books and Supplies	916,766	944,269	972,597
Services and Other Operating Expenditures	2,734,869	2,368,795	2,445,605
Depreciation	492,898	492,898	492,898
Other Outflows & Amortization	23,084	23,777	24,490
Total Expenses	11,334,749	10,393,817	10,777,059
Operating Income	(874,291)	74,197	333,691
Fund Balance			
Beginning Balance (Unaudited)	12,213,381	11,339,090	11,413,288
Audit Adjustment			
Beginning Balance (Audited)	12,213,381	11,339,090	11,413,288
Operating Income	(874,291)	74,197	333,691
Ending Fund Balance	11,339,090	11,413,288	11,746,979
Total Revenue Per ADA	22,850	22,272	22,514
Total Expenses Per ADA	24,760	22,115	21,838
Operating Income Per ADA	(1,910)	158	676
Fund Balance as a % of Expenses	100%	110%	109%

Oakland Military Institute
Multi-year Projection
As of Sep FY2025

	Year 1	Year 2	Year 3
	2024-25	2025-26	2026-27
Key Assumptions			
Enrollment Breakdown			
6	65	70	70
7	87	70	70
8	83	85	85
9	77	80	83
10	64	77	79
11	55	64	75
12	56	54	63
Total Enrolled	487	500	525
ADA %			
4-6	94.0%	94.0%	94.0%
7-8	94.0%	94.0%	94.0%
9-12	94.0%	94.0%	94.0%
Average ADA %	94.0%	94.0%	94.0%
ADA			
4-6	61	66	66
7-8	160	146	146
9-12	237	259	282
Total ADA	458	470	494
Demographic Information			
CALPADS Enrollment (for unduplicated % calc)	487	500	525
# Unduplicated (CALPADS)	451	463	486
# Free & Reduced Lunch (CALPADS)	433	445	467
# ELL (CALPADS)	-	-	-
New Students	-	13	25

Oakland Military Institute
Multi-year Projection
As of Sep FY2025

		Year 1	Year 2	Year 3
		2024-25	2025-26	2026-27
REVENUE				
LCFF Entitlement				
8011	Charter Schools General Purpose Entitlement - State Aid	3,559,838	4,776,035	5,256,510
8012	Education Protection Account Entitlement	1,835,489	1,004,619	1,087,340
8019	State Aid - Prior Years	2,996	-	-
8096	Charter Schools in Lieu of Property Taxes	1,649,244	1,737,463	1,824,336
SUBTOTAL - LCFF Entitlement		7,047,567	7,518,117	8,168,186
Federal Revenue				
8181	Special Education - Entitlement	72,520	68,180	70,000
8220	Child Nutrition Programs	364,122	364,122	364,122
8291	Title I	205,780	205,780	205,780
8292	Title II	24,387	24,387	24,387
8293	Title III	36,135	36,135	36,135
8294	Title IV	11,896	11,896	11,896
8297	PY Federal - Not Accrued	3,775	-	-
SUBTOTAL - Federal Revenue		718,615	710,500	712,320
Other State Revenue				
8319	Other State Apportionments - Prior Years	37,861	-	-
8381	Special Education - Entitlement (State	418,736	421,543	442,620
8382	Special Education Reimbursement (State	36,490	37,464	39,337
8520	Child Nutrition - State	171,085	171,085	171,085
8545	School Facilities Apportionments	120,124	120,124	120,124
8550	Mandated Cost Reimbursements	18,701	18,156	19,796
8560	State Lottery Revenue	134,733	134,015	140,715
8590	All Other State Revenue	654,027	288,478	228,712
8591	Prop 28 Arts & Music in Schools	108,506	87,770	90,147
8593	ELOP	215,241	150,651	167,596
8596	ASES	161,500	161,500	161,500
SUBTOTAL - Other State Revenue		2,077,004	1,590,786	1,581,633
Local Revenue				
8660	Interest	40,000	40,000	40,000
8699	All Other Local Revenue	514,160	545,500	545,500
8703	Measure G1	63,112	63,112	63,112
SUBTOTAL - Local Revenue		617,272	648,612	648,612
Fundraising and Grants				
SUBTOTAL - Fundraising and Grants		-	-	-
TOTAL REVENUE		10,460,458	10,468,015	11,110,751

Oakland Military Institute
Multi-year Projection
As of Sep FY2025

	Year 1	Year 2	Year 3
	2024-25	2025-26	2026-27
EXPENSES			
Compensation & Benefits			
Certificated Salaries			
1100 Teachers Salaries	2,588,426	2,390,552	2,512,912
1103 Teacher - Substitute Pay	216,590	189,174	189,174
1200 Certificated Pupil Support Salaries	296,717	290,511	296,097
1300 Certificated Supervisor & Administrator Salaries	674,644	573,244	580,763
SUBTOTAL - Certificated Salaries	3,776,376	3,443,480	3,578,945
Classified Salaries			
2100 Classified Instructional Aide Salaries	203,375	203,841	203,841
2200 Classified Support Salaries	300,710	281,900	283,502
2300 Classified Supervisor & Administrator Salaries	415,086	424,910	435,038
2400 Classified Clerical & Office Salaries	329,854	259,046	263,685
2900 Classified Other Salaries	86,944	-	-
SUBTOTAL - Classified Salaries	1,335,968	1,169,698	1,186,066
Employee Benefits			
3100 STRS	674,421	615,328	640,668
3200 PERS	375,640	354,438	364,940
3300 OASDI-Medicare-Alternative	172,172	153,168	156,281
3400 Health & Welfare Benefits	752,114	754,731	839,221
3500 Unemployment Insurance	27,783	22,491	22,932
3600 Workers Comp Insurance	52,657	50,745	52,415
SUBTOTAL - Employee Benefits	2,054,788	1,950,901	2,076,458
Books & Supplies			
4200 Books & Other Reference Materials	39,714	40,905	42,133
4320 Educational Software	51,738	53,291	54,889
4325 Instructional Materials & Supplies	95,939	98,817	101,781
4330 Office Supplies	30,000	30,900	31,827
4410 Classroom Furniture, Equipment & Supplies	20,000	20,600	21,218
4420 Computers: individual items less than \$5k	109,400	112,682	116,062
4430 Non Classroom Related Furniture, Equipment & Supplies	6,000	6,180	6,365
4710 Student Food Services	531,275	547,213	563,630
4720 Other Food	32,700	33,681	34,691
SUBTOTAL - Books and Supplies	916,766	944,269	972,597
Services & Other Operating Expenses			
5100 Subagreements for Services	239,835	247,030	254,441
5200 Travel & Conferences	17,906	18,443	18,996
5300 Dues & Memberships	18,537	19,093	19,666
5400 Insurance	126,391	130,183	134,089
5515 Janitorial, Gardening Services & Supplies	143,585	147,893	152,329
5520 Security	82,202	84,668	87,208
5535 Utilities - All Utilities	232,171	239,136	246,310

Oakland Military Institute
Multi-year Projection
As of Sep FY2025

	Year 1	Year 2	Year 3
	2024-25	2025-26	2026-27
5605 Equipment Leases	13,000	13,390	13,792
5610 Rent	160,000	164,800	169,744
5611 Prop 39 Related Costs	138,000	142,140	146,404
5615 Repairs and Maintenance - Building	331,624	145,918	150,295
5618 Repairs & Maintenance - Auto	10,000	10,300	10,609
5803 Accounting Fees	30,250	31,158	32,092
5809 Banking Fees	5,000	5,150	5,305
5812 Business Services	205,000	205,000	210,000
5815 Consultants - Instructional	179,894	10,300	10,609
5820 Consultants - Non Instructional - Custom 1	74,697	58,398	60,150
5824 District Oversight Fees	70,476	77,437	86,656
5830 Field Trips Expenses	30,000	30,900	31,827
5833 Fines and Penalties	1,000	1,030	1,061
5836 Fingerprinting	3,605	3,713	3,825
5845 Legal Fees	126,175	129,960	133,859
5851 Marketing and Student Recruiting	16,820	17,325	17,845
5857 Payroll Fees	7,500	7,725	7,957
5861 Prior Yr Exp (not accrued)	49,762	-	-
5863 Professional Development	35,000	36,050	37,132
5869 Special Education Contract Instructors	95,000	97,850	100,786
5872 Special Education Encroachment	15,165	15,620	16,089
5874 Sports	27,750	28,583	29,440
5877 Student Activities	17,719	18,251	18,798
5878 Student Assessment	5,384	5,546	5,712
5880 Student Health Services	7,500	7,725	7,957
5881 Student Information System	23,694	24,405	25,137
5884 Substitutes	15,000	15,450	15,914
5887 Technology Services	41,937	36,818	37,923
5893 Transportation - Student	11,500	11,845	12,200
5899 Miscellaneous Operating Expenses	20,000	20,600	21,218
5900 Communications	99,590	102,578	105,655
5915 Postage and Delivery	6,200	6,386	6,578
SUBTOTAL - Services & Other Operating Exp.	2,734,869	2,368,795	2,445,605
Depreciation Expense			
6900 Depreciation	492,898	492,898	492,898
SUBTOTAL - Depreciation Expense	492,898	492,898	492,898
Other Outflows & Amortization			
7438 Debt Service - Interest	23,084	23,777	24,490
SUBTOTAL - Other Outflows & Amortization	23,084	23,777	24,490
TOTAL EXPENSES	11,334,749	10,393,817	10,777,059

Coversheet

Approve Bylaws Modification/Update

Section: VII. Action Items
Item: E. Approve Bylaws Modification/Update
Purpose:
Submitted by:
Related Material: OMI Bylaws 11-14-2024.pdf

**BYLAWS
OF
OAKLAND MILITARY INSTITUTE COLLEGE PREPARATORY ACADEMY**
(A California Nonprofit Public Benefit Corporation)

**ARTICLE I
NAME**

Section 1. NAME. The name of this Corporation is Oakland Military Institute College Preparatory Academy (“OMI”).

**ARTICLE II
PRINCIPAL OFFICE OF THE CORPORATION**

Section 1. PRINCIPAL OFFICE OF THE CORPORATION. The principal office for the transaction of the activities and affairs of the Corporation is 3877 Lusk Street, Oakland, State of California. The Board of Directors may change the location of the principal office. Any such change of location must be noted by the Secretary on these bylaws opposite this Section; alternatively, this Section may be amended to state the new location.

Section 2. OTHER OFFICES OF THE CORPORATION. The Board of Directors may at any time establish branch or subordinate offices at any place or places where the Corporation is qualified to conduct its activities.

**ARTICLE III
GENERAL AND SPECIFIC PURPOSES; LIMITATIONS**

Section 1. GENERAL AND SPECIFIC PURPOSES. The purpose of the Corporation is to manage, operate, guide, direct and promote the Oakland Military Institute College Preparatory Academy. Also in the context of these purposes, the Corporation shall not, except to an insubstantial degree, engage in any other activities or exercise of power that do not further the purposes of the Corporation.

The Corporation shall not carry on any other activities not permitted to be carried on by: (a) a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code; or (b) a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. No substantial part of the activities of the Corporation shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE IV CONSTRUCTION AND DEFINITIONS

Section 1. CONSTRUCTION AND DEFINITIONS. Unless the context indicates otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern the construction of these bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, and the plural includes the singular, and the term “person” includes both a legal entity and a natural person.

ARTICLE V DEDICATION OF ASSETS

Section 1. DEDICATION OF ASSETS. The Corporation’s assets are irrevocably dedicated to public benefit purposes as set forth in the charter governing the charter schools operated as or by the Corporation. No part of the net earnings, properties, or assets of the Corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any director or officer of the Corporation. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the Corporation shall be distributed to a nonprofit fund, foundation, corporation or association which is organized and operated exclusively for educational, public or charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE VI CORPORATION WITHOUT MEMBERS

Section 1. CORPORATION WITHOUT MEMBERS. The Corporation shall have no voting members within the meaning of the Nonprofit Corporation Law.

ARTICLE VII BOARD OF DIRECTORS

Section 1. GENERAL POWERS. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the articles of incorporation or bylaws, the Corporation’s activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Directors (“Board”).

Section 2. SPECIFIC POWERS. Without prejudice to the general powers set forth in Section 1 of this article, but subject to the same limitations, the Board of Directors shall have the power to:

1. Appoint and remove, at the pleasure of the Board of Directors, all corporate officers, agents, and employees; prescribe powers and duties for them as are consistent with the

law, the articles of incorporation, and these bylaws; fix their compensation; and require from them security for faithful service.

2. Change the principal office or the principal business office in California from one location to another; cause the Corporation to be qualified to conduct its activities in any other state, territory, dependency, or country; conduct its activities in or outside California.
3. Borrow money and incur indebtedness on the Corporation's behalf and cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.
4. Adopt and use a corporate seal.

Section 3. APPOINTED DIRECTORS AND TERMS. ~~The number of directors shall be seven (7), unless changed by amendments to these bylaws.~~ The Number of directors shall be up to eight (8) and no less than five (5) unless changed by amendment to these bylaws. All Board members shall be appointed by the OMI Board of Directors. All directors shall have full voting rights, including the single representative appointed by the charter authorizer as consistent with Education Code Section 47604(c).

Except for the initial Board of Directors, each director shall hold office unless otherwise removed from office in accordance with these bylaws for a term of two (2) years until a successor director has been designated and qualified. There shall be no limit to the number of terms.

Section 4. RESTRICTION ON INTERESTED PERSONS AS DIRECTORS. No persons serving on the Board of Directors may be interested persons. An interested person is (a) any person currently being compensated by the Corporation for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor, or otherwise; and (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of such person. Any violation of this paragraph shall not affect the validity or enforceability of transactions entered into by the corporation. The Board may adopt other policies circumscribing potential conflicts of interest.

Section 5. EVENTS CAUSING VACANCIES ON BOARD. A vacancy or vacancies on the Board of Directors shall occur in the event of (a) the death, resignation, or removal of any director; (b) the declaration by resolution of the Board of Directors of a vacancy in the office of a director who has been convicted of a felony, declared of unsound mind by a court order, or found by final order or judgment of any court to have breached a duty under California Nonprofit Public Benefit Corporation Law, Chapter 2, Article 3; or (c) the increase of the authorized number of directors.

Section 6. RESIGNATION OF DIRECTORS. Except as provided below, any director may resign by giving written notice to the Chairman of the Board, if any, or to the Chief Executive Officer, or the Secretary, or to the Board. The resignation shall be effective when the notice is given unless the notice specifies a later time for the resignation to become effective. If a director's resignation is effective at a later time, the Board of Directors may elect a successor to take office as of the date when the resignation becomes effective.

Section 7. DIRECTOR MAY NOT RESIGN IF NO DIRECTOR REMAINS. Except on notice to the California Attorney General, no director may resign if the Corporation would be left without a duly elected director or directors.

Section 8. REMOVAL OF DIRECTORS. Any director, may be removed, with or without cause, by the vote of the majority of the members of the entire Board of Directors at a special meeting called for that purpose, or at a regular meeting, provided that notice of that meeting and such removal are given in compliance with the provisions of the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code) as said chapter may be modified by subsequent legislation ("Brown Act"). Any vacancy caused by the removal of a director shall be filled as provided in Section 10.

Section 9. VACANCIES FILLED BY BOARD. Vacancies on the Board of Directors may be filled by approval of the Board of Directors or, if the number of directors then in office is less than a quorum, by (a) the affirmative vote of a majority of the directors then in office at a regular or special meeting of the Board, or (b) a sole remaining director. A vacancy in the seat of the representative of the charter authorizer shall be filled by the charter authorizer.

Section 10. NO VACANCY ON REDUCTION OF NUMBER OF DIRECTORS. Any reduction of the authorized number of directors shall not result in any directors being removed before his or her term of office expires.

Section 11 PLACE OF BOARD OF DIRECTORS MEETINGS. Meetings shall be held at the principal office of the Corporation unless the Board of Directors designates another location in accordance with these bylaws. The Board of Directors may also designate that a meeting be held at any place within the physical boundaries of Alameda County. All meetings of the Board of Directors shall be called, held and conducted in accordance with the terms and provisions of the Brown Act.

Section 12. MEETINGS; ANNUAL MEETINGS. All meetings of the Board of Directors and its committees shall be called, noticed, and held in compliance with the provisions of the Brown Act. The Board of Directors shall meet annually for the purpose of organization, appointment of officers, and the transaction of such other business as may properly be brought before the meeting. This meeting shall be held at a time, date, and place as noticed by the Board of Directors in accordance with the Brown Act.

Section 13. REGULAR MEETINGS. Regular meetings of the Board of Directors, including annual meetings, shall be held at such times and places as may from time to time be fixed by the Board of Directors. At least 72 hours before a regular meeting, the Board of Directors, or its designee shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting.

Section 14. SPECIAL MEETINGS. Special meetings of the Board of Directors for any purpose may be called at any time by the Chairman of the Board of Directors, if there is such an officer, or a majority of the Board of Directors. If a Chairman of the Board has not been elected then the Vice-Chairman is authorized to call a special meeting in place of the Chairman of the Board. The party calling a special meeting shall determine the place, date, and time thereof.

Section 15. NOTICE OF SPECIAL MEETINGS. In accordance with the Brown Act, special meetings of the Board of Directors may be held only after twenty-four (24) hours notice is given to the public through the posting of an agenda. Directors shall also receive at least twentyfour (24) hours notice of the special meeting, in the following manner:

- a. Any such notice shall be addressed or delivered to each director at the director's address as it is shown on the records of the Corporation, or as may have been given to the Corporation by the director for purposes of notice, or, if an address is not shown on the Corporation's records or is not readily ascertainable, at the place at which the meetings of the Board of Directors are regularly held.
- b. Notice by mail shall be deemed received at the time a properly addressed written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed received at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or is actually transmitted by the person giving the notice by electronic means to the recipient. Oral notice shall be deemed received at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient whom the person giving the notice has reason to believe will promptly communicate it to the receiver.

The notice of special meetings shall state the time of the meeting, the place, and the general nature of the business proposed to be transacted at the meeting. No business, other than the business the general nature of which was set forth in the notice of the meeting, may be transacted at a special meeting.

Section 16. QUORUM. A majority of the directors then in office shall constitute a quorum. All acts or decisions of the Board of Directors will be by majority vote of the directors in attendance, based upon the presence of a quorum. Should there be less than a majority of the directors present at the inception of any meeting, the meeting shall be adjourned. Directors may not vote by proxy. The vote or abstention of each Board member present for each action taken shall be publicly reported.

Section 17. TELECONFERENCE MEETINGS. Members of the Board of Directors may participate in teleconference meetings so long as all of the following requirements in the Brown Act are complied with:

- a. At a minimum, a quorum of the members of the Board of Directors shall participate in the teleconference meeting from locations within the physical boundaries of Alameda County ;
- b. All votes taken during a teleconference meeting shall be by roll call;

- c. If the Board of Directors elects to use teleconferencing, it shall post agendas at all teleconference locations with each teleconference location being identified in the notice and agenda of the meeting;
- d. All locations where a member of the Board of Directors participates in a meeting via teleconference must be fully accessible to members of the public and shall be listed on the agenda
- e. Members of the public must be able to hear what is said during the meeting and shall be provided with an opportunity to address the Board of Directors directly at each teleconference location; and
- f. Members of the public attending a meeting conducted via teleconference need not give their name when entering the conference call.

Section 18. ADJOURNMENT. A majority of the directors present, whether or not a quorum is present, may adjourn any Board of Directors meeting to another time or place. Notice of such adjournment to another time or place shall be given, prior to the time scheduled for the continuation of the meeting, to the directors who were not present at the time of the adjournment, and to the public in the manner prescribed by the Brown Act.

Section 19. COMPENSATION AND REIMBURSEMENT. Directors may not receive compensation for their services as directors or officers, only such reimbursement of expenses as the Board of Directors may establish by resolution to be just and reasonable as to the Corporation at the time that the resolution is adopted.

Section 20. CREATION AND POWERS OF COMMITTEES. The Board, by resolution adopted by a majority of the directors then in office, may create one or more committees of the Board, each consisting of two or more directors and no one who is not a director, to serve at the pleasure of the Board. Appointments to committees of the Board of Directors shall be by majority vote of the directors then in office. The Board of Directors may appoint one or more directors as alternate members of any such committee, who may replace any absent member at any meeting. Any such committee shall have all the authority of the Board, to the extent provided in the Board of Directors' resolution, except that no committee may:

- a. Fill vacancies on the Board of Directors or any committee of the Board;
- b. Amend or repeal bylaws or adopt new bylaws;
- c. Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or subject to repeal; or
- d. Create any other committees of the Board of Directors or appoint the members of committees of the Board.

The Board may also create one or more advisory committees composed of directors and non-directors. It is the intent of the Board to encourage the participation and involvement of faculty, staff, parents, students and administrators through attending and participating in open committee meetings. The Board may establish, by resolution adopted by a majority of the directors then in office, advisory committees to serve at the pleasure of the Board.

Section 21. MEETINGS AND ACTION OF COMMITTEES. Meetings and actions of committees of the Board of Directors shall be governed by, held, and taken under the provisions of these bylaws concerning meetings, other Board of Directors' actions, and the Brown Act, if applicable, except that the time for general meetings of such committees and the calling of special meetings of such committees may be set either by Board of Directors' resolution or, if none, by resolution of the committee. Minutes of each meeting shall be kept and shall be filed with the corporate records. The Board of Directors may adopt rules for the governance of any committee as long as the rules are consistent with these bylaws. If the Board of Directors has not adopted rules, the committee may do so.

Section 22. NON-LIABILITY OF DIRECTORS. No director shall be personally liable for the debts, liabilities, or other obligations of the Corporation.

Section 23. COMPLIANCE WITH LAWS GOVERNING STUDENT RECORDS. The Charter School and the Board of Directors shall comply with all applicable provisions of the Family Education Rights Privacy Act ("FERPA") as set forth in Title 20 of the United States Code Section 1232g and attendant regulations as they may be amended from time to time.

ARTICLE VIII OFFICERS OF THE CORPORATION

Section 1. OFFICES HELD. The officers of the Corporation shall be a Chief Executive Officer, a Secretary, and a Chief Financial Officer. The Corporation, at the Board's direction, may also have a Chairman of the Board and a Vice-Chair. The officers, in addition to the corporate duties set forth in this Article VIII, shall also have administrative duties as set forth in any applicable contract for employment or job specification. Except for the Chairman of the Board and the Vice-Chair, officers shall not also be directors (Board members).

Section 2. DUPLICATION OF OFFICE HOLDERS. Any number of offices may be held by the same person, except that neither the Secretary nor the Chief Financial Officer may serve concurrently as either the Chief Executive Officer or the Chairman of the Board.

Section 3. ELECTION OF OFFICERS. The officers of the Corporation shall be chosen annually by the Board of Directors and shall serve at the pleasure of the Board, subject to the rights of any officer under any employment contract.

Section 4. REMOVAL OF OFFICERS. Without prejudice to the rights of any officer under an employment contract, the Board of Directors may remove any officer with or without cause.

Section 5. RESIGNATION OF OFFICERS. Any officer may resign at any time by giving written notice to the Board. The resignation shall take effect on the date the notice is received or at any later time specified in the notice. Unless otherwise specified in the notice, the resignation need

not be accepted to be effective. Any resignation shall be without prejudice to any rights of the Corporation under any contract to which the officer is a party.

Section 6. VACANCIES IN OFFICE. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these bylaws for normal appointment to that office, provided, however, that vacancies need not be filled on an annual basis.

Section 7. CHAIRMAN OF THE BOARD. If a Chairman of the Board of Directors is elected, he or she shall preside at the Board of Directors' meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time. If a Chairman of the Board of Directors is elected, there shall also be a Vice-Chairman of the Board of Directors. In the absence of the Chairman, the Vice-Chairman shall preside at Board of Directors meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time.

Section 8. CHIEF EXECUTIVE OFFICER. The Chief Executive Officer shall be the general manager of the Corporation and shall supervise, direct, and control the Corporation's activities, affairs, and officers as fully described in any applicable employment contract, agreement, or job specification. The Chief Executive Officer shall have such other powers and duties as the Board of Directors or the bylaws may require.

Section 9. SECRETARY. The Secretary shall keep or cause to be kept, at the Corporation's principal office or such other place as the Board of Directors may direct, a book of minutes of all meetings, proceedings, and actions of the Board and of committees of the Board. The minutes of meetings shall include the time and place that the meeting was held; whether the meeting was annual, regular, special, or emergency and, if special or emergency, how authorized; the notice given; the names of the directors present at Board of Directors and committee meetings; and the vote or abstention of each Board member present for each action taken. The Secretary shall keep or cause to be kept, at the principal California office, a copy of the articles of incorporation and bylaws, as amended to date.

The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board of Directors that these bylaws require to be given.

The Secretary shall keep the corporate seal, if any, in safe custody and shall have such other powers and perform such other duties as the Board of Directors or the bylaws may require.

Section 10. CHIEF FINANCIAL OFFICER. The Chief Financial Officer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's properties and transactions. The Chief Financial Officer shall send or cause to be given to directors such financial statements and reports as are required to be given by law, by these bylaws, or by the Board. The books of account shall be open to inspection by any director at all reasonable times.

The Chief Financial Officer shall (a) deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board of Directors may designate; (b) disburse the Corporation's funds as the Board of Directors may order; (c) render to the Chief Executive Officer, Chairman of the Board, if any, and the Board, when requested, an account of all transactions as Chief Financial Officer and of the financial condition of the Corporation; and (d) have such other powers and perform such other duties as the Board, contract, job specification, or the bylaws may require.

If required by the Board, the Chief Financial Officer shall give the Corporation a bond in the amount and with the surety or sureties specified by the Board of Directors for faithful performance of the duties of the office and for restoration to the Corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Chief Financial Officer on his or her death, resignation, retirement, or removal from office.

ARTICLE IX CONTRACTS WITH DIRECTORS

Section 1. **CONTRACTS WITH DIRECTORS.** The Corporation shall not enter into a contract or transaction in which a director directly or indirectly has a material financial interest (nor shall the Corporation enter into any contract or transaction with any other corporation, firm, association, or other entity in which one or more of the Corporation's directors are directors and have a material financial interest). Pursuant to Education Code section 47604.1, notwithstanding Article 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1 of the Government Code, an employee of a charter school shall not be disqualified from serving as a member of the governing body of the charter school because of that employee's employment status. A member of the governing body of a charter school who is also an employee of the charter school shall abstain from voting on, or influencing or attempting to influence another member of the governing body regarding, all matters uniquely affecting that member's employment.

ARTICLE X CONTRACTS WITH NON-DIRECTOR DESIGNATED EMPLOYEES

Section 1. **CONTRACTS WITH NON-DIRECTOR DESIGNATED EMPLOYEES.** The Corporation shall not enter into a contract or transaction in which a non-director designated employee (e.g., officers and other key decision-making employees) directly or indirectly has a material financial interest unless all of the requirements in the Corporation's Conflict of Interest Code have been fulfilled.

ARTICLE XI LOANS TO DIRECTORS AND OFFICERS

Section 1. LOANS TO DIRECTORS AND OFFICERS. The Corporation shall not lend any money or property to or guarantee the obligation of any director or officer; provided, however, the Corporation may advance money to a director or officer of the Corporation for expenses reasonably anticipated to be incurred in the performance of his or her duties if that director or officer would be entitled to reimbursement for such expenses of the Corporation.

ARTICLE XII INDEMNIFICATION

Section 1. INDEMNIFICATION. To the fullest extent permitted by law, the Corporation shall indemnify its directors, officers, employees, and other persons described in Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of the Corporation by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this bylaw, shall have the same meaning as in that section of the Corporations Code.

On written request to the Board of Directors by any person seeking indemnification under Corporations Code Section 5238 (b) or Section 5238 (c) the Board of Directors shall promptly decide under Corporations Code Section 5238 (e) whether the applicable standard of conduct set forth in Corporations Code Section 5238 (b) or Section 5238 (c) has been met and, if so, the Board of Directors shall authorize indemnification.

ARTICLE XIII INSURANCE

Section 1. INSURANCE. The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its directors, officers, employees, and other agents, to cover any liability asserted against or incurred by any director, officer, employee, or agent in such capacity or arising from the director's, officer's, employee's, or agent's status as such.

ARTICLE XIV MAINTENANCE OF CORPORATE RECORDS

Section 1. MAINTENANCE OF CORPORATE RECORDS. The Corporation shall keep:

- a. Adequate and correct books and records of account;
- b. Written minutes of the proceedings of the Board and committees of the Board; and
- c. Such reports and records as required by law.

ARTICLE XV INSPECTION RIGHTS

Section 1. DIRECTORS' RIGHT TO INSPECT. Every director shall have the right at any reasonable time to inspect the Corporation's books, records, documents of every kind, physical properties, and the records of each subsidiary, as permitted by California and federal law. This right to inspect may be circumscribed in instances where the right to inspect conflicts with California or federal law (e.g., restrictions on the release of educational records under FERPA) pertaining to access to books, records, and documents. The inspection may be made in person or by the director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents as permitted by California and federal law.

Section 2. MAINTENANCE AND INSPECTION OF ARTICLES AND BYLAWS. The Corporation shall keep at its principal California office the original or a copy of the articles of incorporation and bylaws, as amended to the current date, which shall be open to inspection by the directors at all reasonable times during office hours.

ARTICLE XVI REQUIRED REPORTS

Section 1. ANNUAL REPORTS. The Board of Directors shall cause an annual report to be sent to itself (the members of the Board of Directors) within 120 days after the end of the Corporation's fiscal year. That report shall contain the following information, in appropriate detail:

- a. The assets and liabilities, including the trust funds, or the Corporation as of the end of the fiscal year;
- b. The principal changes in assets and liabilities, including trust funds;
- c. The Corporation's revenue or receipts, both unrestricted and restricted to particular purposes;
- d. The Corporation's expenses or disbursement for both general and restricted purposes;
- e. Any information required under these bylaws; and
- f. An independent accountant's report or, if none, the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the Corporation's books and records.

Section 2. ANNUAL STATEMENT OF CERTAIN TRANSACTIONS AND INDEMNIFICATIONS. The Corporation will comply with Corporations Code section 6322.

ARTICLE XVII BYLAW AMENDMENTS

Section 1. BYLAW AMENDMENTS. The Board of Directors may adopt, amend or repeal any of these bylaws by a majority vote of the directors present at a meeting duly held at which a quorum is present, except that no amendment shall change any provisions of any charter governing any charter school operated as or by the Corporation or make any provisions of these bylaws inconsistent with such charter, the Corporation's articles of incorporation, or any laws.


**ARTICLE XVIII
FISCAL YEAR**

Section 1. FISCAL YEAR OF THE CORPORATION. The fiscal year of the Corporation shall begin on July 1st and end on June 30th of each year.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of Oakland Military Institute College Preparatory Academy, a California nonprofit public benefit corporation; that these bylaws, consisting of 11 pages, are the bylaws of the Corporation as adopted by the Board of Directors on May 13, 2020; and that these bylaws have not been amended or modified since that date.

Executed on 15 May 2020 at Oakland, California.



Gilbert Sanchez, Secretary

Coversheet

Consideration and Vote- Appointment of New Board Member- Sabrina Foster

Section: VII. Action Items
Item: F. Consideration and Vote- Appointment of New Board Member- Sabrina Foster
Purpose:
Submitted by:
Related Material: Sabrina Foster BIO for BM11142024.pdf

RECOMMENDATION:

Staff recommends the Board nominate and approve Sabrina Foster to serve as a board member for OMI.

Sabrina Foster is a dedicated advocate for education and community enrichment. Sabrina's career in education spanned a decade of teaching and leadership positions. She helped launch the Wood Middle School Academy, creating a program for 180 registered students selected by lottery in Alameda and designing interdisciplinary curricula. In the New Haven Unified School District, she held various roles, from seventh and eighth-grade history and English teacher to administrative intern and vice principal at Barnard-White Middle School, where she earned the Johns Hopkins University Excellent Educator Award for her inclusive and effective teaching methods. Sabrina's contributions extended beyond the classroom coordinating grants, mentoring teachers, managing projects, leading staff development workshops, executing school-wide assessments, and district curricula and report card development.

Most recently, Sabrina's two decades of strategic involvement at Foster Interstate Media have honed her expertise in accounting, administrative oversight, and the preparation of municipal proposals and presentations. Her background in education helped fuel Foster Interstates efforts to develop new revenue streams for California schools, including Oakland School for the Arts.

Sabrina's commitment to supporting educational institutions extends beyond her professional experience. She currently serves as Co-Chair of the Yale Parents Annual Fund, is an ex-officio member of the Yale Alumni Fund Board of Directors (2023-25), and an active member of the Yale Parents Leadership Council (2021-25), the Women's Equity in Leadership and Purple Mountain Association (2023-) at Williams College, demonstrating her active engagement in educational leadership.

Sabrina's volunteer efforts while her children attended primary and secondary schools reflect a strong focus on parent education, community building, and student enrichment. Notable roles include serving on the Lafayette Nursery School Board (2005-09), leading parent engagement efforts, and volunteering extensively with educational programs at Happy Valley Elementary School, Stanley Middle School, and Bentley School.

Sabrina holds a B.A. in Economics from Mills College in Oakland and a M.S. in Educational Leadership from California State University, East Bay. She completed the Diversity in Leadership Program and Summer Language Academy to enhance her understanding of language acquisition and cultural integration in education. Her credentials include a Professional Clear Multiple Subject Teaching Credential and an Administrative Services Credential, underscoring her strong foundation in educational theory and leadership.

Outside of professional pursuits, Sabrina embraces the chaos of life with humor and energy. Sabrina is enriched by her personal passions – she's a proud mother of two college students, an outdoor enthusiast, and "bird nerd" who enjoys hiking around the Lafayette Reservoir with her husband and their family dog, Jack.

Coversheet

Second Reading/Approve: After School Program Safety Plan (ELOP)

Section: VII. Action Items
Item: G. Second Reading/Approve: After School Program Safety Plan (ELOP)
Purpose:
Submitted by: CMSgt (CA) Thomas James
Related Material:
AFTERSCHOOLEDUCATIONANDSAFETYPlan12-15-2022v3_11-1-2024.pdf

BACKGROUND:

In preparation for our Federal Program Monitoring, it is recommended that our Board take formal action to approve the ASP Safety Plan. The Board previously viewed the plan this past June 2024.

The second reading of the After School Program Safety Plan for the Expanded Learning Opportunities Program outlines safety protocols and procedures designed to ensure a secure and supportive environment for students participating in after-school activities. This plan includes guidelines for emergency preparedness, staff training, student supervision, and facility security, reinforcing the district's commitment to student safety and well-being beyond regular school hours.

RECOMMENDATION:

OMI Staff recommend approving the After School Program Safety Plan to enhance the safety and structure of our Expanded Learning Opportunities Program. This plan ensures that all after-school activities are conducted in a secure, well-supervised environment, prioritizing the welfare of students and supporting their growth in a safe space.

AFTER SCHOOL EDUCATION AND SAFETY PROGRAM PLAN

Prepared by:

Oakland Military Institute, College Preparatory Academy

Oakland Military Institute

3877 Lusk Street

Oakland, CA 94608

510-594-3900

Revised December 2022

After School Program Plan Oakland Military Institute

Overview:

- Grant Identification Number: 01-23939-C349-EZ
- County District School (CDS) Code: 01612590130617
- Authorized Signatory:

CMSgt (CA) Thomas L. James
Chief Business Officer
3877 Lusk Street
Oakland, CA, 94608
(510) 594-3900
tjames@omiacademy.org

- Superintendent:

Dr. M.E. Streshly, Ed.D.
Superintendent
3877 Lusk Street
Oakland, CA, 94608
(510) 594-3900
mstreshly@omiacademy.org

- Co-Applicant:

Hands on Technology [HOTE] - HOTE

Name(s) of After School Program Site(s)

The following table lists the site name and the projected daily attendance for the expanded learning program.

Site Name	Projected Daily Attendance
1. Oakland Military Institute	100

The following table indicates the target population for each program. (For example: Homeless, Foster Care, English Language Learner, etc.)

Target Population	Percentage of School Population
Ø Black or African American	12%
Ø American Indian or Alaska Native	0.1 %
Ø Asian	13%
Ø Filipino	1 %
Ø Hispanic or Latino	62%
Ø Native Hawaiian or Pacific Islander	0.3 %
Ø White	1%
Ø Two or More Races	5.0%
Ø Other	6 %
Ø Socioeconomically Disadvantaged	84%

Ø English Learners	46%
Ø Students with Disabilities	16%
Ø Foster Youth	0.3 %

Introduction

The Oakland Military Institute College Preparatory Academy (OMI) develops leaders of character by providing a rigorous seven-year college preparatory program to promote excellence in the four pillars of academics, leadership, citizenship, and athletics. OMI, in partnership with the California National Guard, provides a comprehensive college-preparatory program for students in grades 6 through 12 in West Oakland. OMI is committed to preparing each of our enthusiastic and capable students to succeed in college and the workplace, wherever their passions lead them. Our educational programs are built around our “Four Pillars for Success”—academics, leadership, citizenship, and athletics.

OMI ASP began a partnership with [HOTE] to provide after school programming in the Spring of 2021 and we plan to continue our partnership through 2025-2026. OMI ASP's mission is to provide learning goals, opportunities, and activities that are tailored specifically for the middle-school age students to receive and obtain theoretical and hands-on application of computer and electrical engineering concepts. Learning goals are broken up into segments that are optimal for the attention span and needs of our students. Equally, their curriculum is customized based on each student's age and experience/knowledge levels of the subject.

To complement the STEAM focused activities, OMI ASP & (HOTE) also partners with us to provide after school intramural sports and academic recovery as part of our OMI ASP. Through our partnership, and with the support of the After School Education and Safety Grant, OMI and (HOTE) have been able to support 6th-9th grade student achievement in the Four Pillars for Success with a free, comprehensive after school program aligned with the Quality Standards for Expanded Learning Programs in California.

1—Safe and Supportive Environment

- *If the program will be located off campus, describe how students will travel safely to and from the program site.*
- *Describe the initiatives and measures that will be taken by the program to create safety procedures that are aligned with the instructional day, including regular staff training and practice drills with students and staff.*
- *Describe how the program will provide a safe and supportive environment that provides for the developmental, social-emotional, and physical needs of students.*

Between 2:40 and 6:00pm, unsupervised teens are three times more likely to experiment with drugs, alcohol and other unsafe activities than their supervised peers. To address the needs of these youth, HOTE provides STEAM focused after-school programming alongside academic tutoring and with a “sports infusion” starting spring of 2023.

The after school program at OMI will be located on campus everyday that school is in session. Should field trips be scheduled, OMI ASP & (HOTE) follows a comprehensive field trip procedure that includes written consent for the field trip from the school Principal, the OMI Program Coordinator, and each parent or guardian of participating students; staff to student ratio of 1:10; and safety and transportation plans.

OMI ASP & (HOTE) adheres to a 20:1 ratio with at least six staff always onsite during the program. Should there be more than 20 students in a class, the OMI & (HOTE) program adds additional staff members and properly screened volunteers to maintain prescribed ratios and coordinates with OMI’s After School Program Coordinator if additional coverage is necessary. OMI also staffs after school security, check in and tutorial staff to support the OMI ASP. As an organization, we have adopted an official “Never Alone Policy”, ensuring that a single adult staff member is never alone with a single participant at any point in the program day. Other written policies address:

- Adult-Student Interactions
- Risk Management, Safety & Emergency Response
- Employee Safety Initiatives
- Helping Students Be Safe
- Visitor Sign-In
- Incident & Accident Reporting
- What to do if someone is injured
- First Aid and CPR (At least one employee at each program site is to be certified in First aid and CPR)
- Illness and Medication
- Emergency and Disaster Response (each site has written emergency procedures that minimally address: Accident and Injury Response; Fires; Violence and Shootings; Severe

weather; and Disaster Preparedness). It is required for OMI ASP school sites to draft an Emergency Drills calendar, listing activity from the beginning of the school year, on a monthly basis, through the month of April.

- Child Abuse Prevention, Training, and Reporting

In addition to referencing and reviewing guidelines, OMI ASP & (HOTE), in partnership with OMI military and security staff, has adopted a wide range of program operations requirements that provide a safe and healthy climate and culture for staff and students alike.

OMI ASP & (HOTE) works to provide a space for students that is both physically and emotional safe. For example, we try to engender a growth mindset in our students through providing a diverse set of meaningful opportunities along with trusting adult relationships. A growth mindset is the belief that the ability and competence to grow comes through perseverance and consistent effort over time. Research shows that young people who can achieve this mindset view life's failures not as a reflection of their abilities, but as challenges that can be overcome (Dweck, 2015). A growth mindset creates the motivation and productivity that allow students to build success in school and life. OMI ASP & (HOTE) works to instill a growth mindset in our students in two ways: 1) by providing them with a diverse selection of activities allowing them to incrementally build skills and confidence and 2) by connecting kids to caring adults, creating consistent relationships that the kids can rely on.

Our students often tell us that they sign up for OMI ASP & (HOTE) because of the STEAM activities, but they stay for the caring adult relationships they develop with our staff and mentors. Mentoring, at its core, gives young people the guarantee that there is someone who cares about them, assures them they are not alone in dealing with day-to-day challenges, and makes them feel like they matter. Research confirms that quality mentoring relationships have powerful positive effects in a variety of personal, academic, and professional situations. Yet, one in three young people will grow up without this critical asset (National Mentoring Partnership, 2016). OMI ASP & (HOTE) connects kids with successful college students and working professionals from similar backgrounds. Social connectivity is critical to academic success; a positive connection with a youth development worker is associated with a 67% reduction in high school dropout rates (America's Promise Alliance, 2014).

2—Active and Engaged Learning

- *Provide examples of best practices, including research or evidence-based practices that were used to guide the planning of educational literacy and educational enrichment activities that will align with the regular school day to enhance academic performance achievement and positive youth development.*

- *Describe the planned program activities and how they will:*

- a. *Provide positive youth development.*

b. Provide hands-on, project-based learning that will result in culminating products or events.

· If applicable, explain how the planned program activities are based on the school and community needs for a summer supplemental program.

Each day, the OMI ASP & (HOTE) program consists of academic support, hands-on STEAM activities, and enrichment activities. Academic support generally begins immediately following the end of the school day. All OMI ASP & (HOTE) students are brought to the classrooms immediately following the final school bell. OMI & (HOTE) STEAM sessions and enrichment classes generally follow the academic support portion of the program.

OMI ASP & (HOTE) works with credentialed teachers who provide hands-on support to participants. OMI ASP & (HOTE) staff members also work with the school's credentialed teachers to ensure that program activities support regular school day learning goals and objectives. The academic support portion of the program at OMI is facilitated in collaboration with school day teachers to improve the likelihood of homework completion, provide individualized instruction, and better align after school practices with the school day. Additional academic support/tutoring is offered during the enrichment portion of the program as needed according to the program schedule.

We combine immediate homework help and tutoring with long-term positive habit formation, like time management, to help our students develop learning skills needed to thrive throughout their schooling. This support helps improve students' homework completion, increase their understanding of the homework content, and enhance school-day learning through academic enrichment activities that support standards-aligned English, math, and science learning. As a school-based program, OMI ASP & (HOTE) communicates regularly with school-day teachers and administrators in order to target and guide our development of after-school training, curricula, and projects. Through these strategies, we help youth develop skills that improve their readiness for lifelong learning.

Enrichment activities are in the form of our Activity Stations. It is in this section that students are given an opportunity to explore different fields of interest. Daily, students will choose amongst our indoor and outdoor sports activities, and art activities.

Some of the program activities planned for OMI include:

- Academic Readiness:
 - Homework Assistance
 - Academic Enrichment / Project-Based Learning
 - Credit recovery [for 9th grade students]

- Sports and Intramurals:
 - Ultimate Frisbee
 - Volleyball
 - Dodgeball
 - Indoor Soccer
 - Badminton
 - Flag Football
 - Soccer
 - Basketball

- STEAM Programming:
 - Coding
 - Robotics
 - Video Game Design
 - Tech Entrepreneurship (Shark Tank Challenge)
 - Media Arts: Photography, Video, and Social Media

- Visual and Performing Arts:
 - Acrylic Painting
 - Calligraphy
 - Basic Comic Book Illustrating
 - Basic Sculpture

- Career Exploration Experiences:
 - Technology, Entrepreneurship, Sports, and Visual and Performing Arts Career Talks

All OMI ASP & (HOTE) enrichment programs are designed to support positive youth development, skill building, youth voice and leadership, healthy choices and behaviors, social emotional learning, and college and career exploration. An instructor can dramatically improve an experience by making the whole experience follow a learning cycle. OMI ASP & (HOTE) uses the 5E (Engage, Explore, Explain, Elaborate, Evaluate) teaching and learning model that helps trigger conceptual change. In this model, students are provided with opportunities to connect new information to what the students already know. The process also allows students to construct their own explanations using their own schemas or patterns of thought.

Our instructors are grounded in Positive Youth Development practices. A simple formula to remember key elements is:

Positive Environments + Positive Relationships + Positive Experiences

= Positive Youth Development

Engage: In this phase, the teacher generates interest in the topic, draws out students' prior knowledge, and frames the idea/concepts at hand. The teacher does so by raising questions and encourages responses from the students. During this phase, students are then expected to actively listen, ask questions, and respond to discussions demonstrating their understanding.

Explore: In the Explore phase, students experience key concepts; discover new skills; probe, inquire. And question experiences; examine their thinking; and establish relationships and understanding in the context of a hands-on activity. The teacher's role during this phase is to facilitate, observe, listen as the students interact, ask good inquiry-oriented questions, provide students time to think and reflect, and encourage cooperative learning. Students who are immersed in this phase actively participate by predicting, forming hypotheses, listening to their peers, sharing ideas while suspending judgment, recording observations, and openly discussing tentative alternatives.

Explain: In this phase, students connect prior knowledge and background to new discoveries. They are given opportunities to extend and explain concepts being explored and communicate new understanding using formal language. Teachers encourage students to explain their observations and findings using their own words and at the same time provide definitions and explanations from which the students can continue to build their own understanding. This is a crucial period in which both teachers and students explain and listen to each other in a positive and supportive manner in order to present reasonable responses to raised inquiries.

Elaborate: In the Elaborate phase, students apply new learning to a new or similar situation. To further extend their understanding students make connections with previous knowledge to newly formed concepts with the help of their teachers who provide opportunities for students to do so in relevant and practical ways.

Evaluate: In this phase, the students' understanding is assessed through self, peer, and teacher led evaluation activities. It is in these activities that students are able to demonstrate their understanding of new concepts as applied in problem situations and open-ended response activities.

Over 6-12 sessions, students will gather their learning and continue to put it into action with a showcase. This project-based learning experience will give students the opportunities to focus on 21st Century Skills of collaboration, self-directed learning, and effective communication.

Near the completion of each day, participants either return to a central location or remain in their last class/activity. Students must wait for their parents/guardian to sign them out of the program. It is expected that during down times, youth participants are engaged in the completion of homework or other types of enrichment and team building activities as they wait to be picked up from the program.

3—Skill Building

- *Describe how the program educational literacy and educational enrichment activities are expected to contribute to the improvement of student academic achievement as well as overall student success.*
- *Explain how the planned program activities are based on the school and community needs for a before school, after school and/or supplemental program.*

OMI & (HOTE) is striving to level the playing field through our programs. Habits developed in middle school, like positive decision-making, community involvement, and how they approach challenges, are practices youth carry with them throughout their lives. Our programs go beyond offering quality activities and equip our youth with the core competencies required for success in the 21st Century. Every part of our holistic programs, from soccer to STEM coding, include elements designed to provide students with the keys they need to unlock a brighter future. Our students will build these competencies:

- **Making Positive Choices:** We teach youth how to make the best decisions for their future, whether in academics, health, or their personal life. For most middle school students, college and careers seem like the distant future. We help them understand how the decisions they make today will affect their long-term trajectory.
- **Building Meaningful Relationships:** Our students often tell us that they sign up for OMI & (HOTE) because of the activities, but stay for the meaningful relationships they develop with our staff and mentors. Mentoring, at its core, gives youth the guarantee that there is someone who cares about them, assures them they are not alone, and helps them feel like they matter.
- **Fostering a Growth Mindset:** This mindset increases students' academic tenacity and helps them view failures not as a reflection of their abilities, but as challenges that can be overcome. By helping students understand that persistent effort leads to success, we help them build the confidence and motivation to aim high in school and life, and overcome any obstacles they might come across.
- **Developing Social Emotional Workplace Skills:** We support our students' development of critical workplace "soft skills" such as teamwork, iterative thinking, self-efficacy, and growth mindset, or learning from failure. OMI & (HOTE) complements social emotional skill development with program components in our STEM, career exploration, and academic programs that help our students also build the "hard skills" necessary to be successful in their college and career endeavors.
- **Becoming Community Leaders:** To enhance student achievement, help students develop as leaders, and inspire them to be active and responsible members of the community, OMI & (HOTE) helps students design and lead their own service learning projects throughout the school year. By giving our students the opportunity to give back to their communities, they become empowered as leaders and agents of change.

By strategically designing our programs to create growth within our students, OMI & (HOTE) helps students transform the way they see themselves and their ability to impact the world. We give youth access to valuable after-school programming that puts them on equal footing with their peers and sets them up for long-term success.

Our program is also built to achieve two key youth development outcomes:

- Youth attaining critical life skills through a core competency development focus
- Activities intentionally helping youth grow skills and worked toward mastery of those skills

OMI & (HOTE) uses a comprehensive approach to meet these outcomes. We provide daily learning in the following categories: Sports and Intramurals; Academic Readiness; STEM Programming; Career Exploration Experiences; and the Visual and Performing Arts. At OMI these offerings will supplement school electives by making similar subjects available to middle school students as their high school counterparts or offering activities students do not have during the school day such as coding and a makerspace. We will also embrace the military theme of the school by providing opportunities for students to stay after school to practice drills, which saves instructional time and allows students to advance ranks more quickly. Lastly, OMI & (HOTE) will provide infrastructure for students to have competitive middle school sports teams (football, soccer, and basketball). These sports are key offerings of the high school (9th-12th grade) but might not otherwise be offered at the middle school level (6th-8th grade) due to budget constraints.

OMI & (HOTE) weaves Social-Emotional Learning (SEL) into all our programming, helping youth develop skills and behaviors around leadership, resilience, empathy, and more. We also work to engender a growth mindset in all our students: the belief that the ability and competence to grow comes through perseverance and consistent effort over time. Achieving this view helps youth view life's failures not as a reflection of their abilities, but as challenges to be overcome. This multi-faceted method allows youth to acquire the knowledge, skills, work habits, and character traits needed to succeed not just academically, but in their future careers and life outside of school and work.

These five focus areas are described below:

1. Sports and Intramurals: In order to equip our students with the motivation and confidence necessary to alter their existing habits and make healthier choices, OMI & (HOTE) provides children with regular access to structured physical activity and nutrition education. We give youth the opportunity to participate in high-quality activities that are often inaccessible to low-income families. After-school programs like ours are often kids' only physical activity in a day. Additionally, the programming is rooted in sports-based youth development philosophies, helping kids develop SEL skills through athletics. Our staff mentors deliberately teach soft skills like leadership, teamwork, resilience, determination, confidence, accountability, respect, and work ethic through

all our sports activities. Activities include competitive sports, recreational sports, nutrition, and gardening.

2. **Academic Readiness:** We combine immediate homework help and tutoring with long-term positive habit formation, like time management, to help our students develop learning skills needed to thrive throughout their schooling. This support helps improve students' homework completion, credit recovery [for 9th grade], increase their understanding of the homework content, and enhance school-day learning through academic enrichment activities that support standards-aligned English, math, and science learning. As a school-based program, OMI & (HOTE) can communicate regularly with school-day teachers and administrators in order to target and guide our development of after-school training, curricula, and projects. Through these strategies, we help youth develop skills that improve their readiness for lifelong learning.

3. **STEM Programming:** Through our STEM programming, OMI & (HOTE) strives to eliminate disparities in access and exposure to STEM fields that exist between advantaged students and students from low-income backgrounds. OMI & (Partner Agreement TBD's) role in addressing the STEM gap has three components. First, OMI & (HOTE) programs target low-income students of color in urban areas – the very students who are most in need of a strong educational STEM foundation to catch up with their more affluent peers and bridge the STEM divide. Second, OMI & (HOTE) plays a critical role in educating students about math and science classes needed to graduate high school and be qualified for admission to college STEM programs and gives them the skills and knowledge to excel in those classes. Third, through connecting students with community leaders, mentors, and role models in the STEM sector, OMI & (HOTE) inspires students to consider pursuing STEM career paths. Through this component, students engage in learning experiences that promote the 4 C's of 21st Century Learning (Collaboration, Communication, Creativity, and Critical Thinking) through hands-on classes in coding, robotics, music/video production, game design, makerspace/engineering, and Career Technical Education.

4. **Career Exploration Experiences:** This component solidifies connections between students' academic work, their passions, and possible career paths through field trips to colleges and work sites, job-shadowing, informational interviews, resume workshops, and mentors that help students define and develop their career goals. Many professionals in the community provide career mentoring for our youth, and typically have similar upbringings to OMI & (HOTE) students, which allows them to serve as excellent role models to help our students see themselves in these future careers. Through workplace visits, role-playing, interviews with guest speakers, and educational workshops, students learn appropriate workplace behavior. Additionally, students practice drafting a resume and interviewing for jobs, conducting meetings, making presentations, basic phone and written communication, and many more skills not

taught at school or at home. Our career exploration curriculum also supports our student's development of critical workplace soft skills such as teamwork, problem-solving, communication, and how to keep a growth mindset. We help students understand that these skills are just as important as the more tangible hard skills and academic knowledge that bolsters a resume; soft skills are what will allow them to not just obtain a job, but to retain that job and turn it into a career.

5. Visual & Performing Arts: This component plays a vital role in helping our youth self-express, gain confidence, build empathy, and explore social justice, race, and equity. Art serves as an outlet for emotion, helping students process both positive and negative events in their lives. OMI & (HOTE) also teaches students how to use art to use creative expression to present their thoughts and feelings to others. Students can develop skills in areas they are passionate about in a safe, supportive environment. Students have the opportunity to participate in classes around design, fashion, music, drama/theater, graphic arts, photography, and mural art.

Through our holistic approaches to expanded learning, OMI & (HOTE) helps our students transform the way they see themselves and their ability to impact the world. We give youth access to valuable after-school programming that puts them on equal footing with their peers and sets them up for long-term success.

4—Youth Voice and Leadership

- *Describe how student feedback, assessments, evaluations, and integration with the instructional day will be used to guide the development of training, curricula, and projects that will meet students' needs and interests.*
- *Describe the opportunities provided to students where they can share their viewpoints, concerns, or interests (i.e., student advisory group) that will impact program practices, curricula, or policies, including opportunities for student leadership.*
- *Describe how students in lower grades will be able to make choices when participating in program activities, and how students in higher grades will actively exercise their leadership skills by addressing real world problems that they identify in their communities (e.g., service learning).*

Middle school age kids are big enough to walk home, so they vote with their feet—if a program is not relevant, effective, or engaging, they will not participate. With this in mind, we do two key things to get them involved: 1) Ask our students what programming they want and need, and then design our programs around their input and requests. 2) Actively market our programs to students.

OMI & (HOTE) staff administers surveys in the first and last two weeks of the program year and sends the results to the Program Development team. The Program Development team compiles, cleans, and analyzes the data. They then provide actionable, data-informed feedback to chapters and sites, which chapters use to inform and improve programs going forward. Each summer, pre- and post-survey data is analyzed to examine both group and individual-level changes, as well as provide an end-of-year snapshot of student strengths and areas of growth.

As we continue to build our ASP current pool of students and alumni, OMI & (HOTE) provides opportunities for previous ASP participants to serve as student leaders and mentors to new students of the program. These student leaders provide new students with insights on how to navigate through the activities and they also share their previous experience of the program to help new students overcome hurdles.

Student choice is a crucial component of our program as this allows students to manage their time and explore different fields of interest. This is reflected in ASP Activity Stations in which students are given the opportunity to choose amongst diverse indoor and outdoor sports and art activities.

5—Healthy Choices and Behaviors

- *Describe the types of healthy practices and program activities that will be aligned with the school wellness plan.*
- *Describe how the program will incorporate healthy nutritional practices, and the types of daily developmentally appropriate and/or research-based physical activities the program will conduct. Include any collaborative partnerships with wellness organizations.*
- *Give three to five examples of nutritious snacks or meals that follow the California Nutritional Guidelines that are served in your after school program.*

Oakland Military Institute (OMI) College Preparatory Academy is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. In order to equip our students with the motivation and confidence necessary to alter their existing habits and make healthier choices, OMI ASP provides children with regular access to structured physical activity and nutrition education. Activities include competitive sports, recreational sports, nutrition, and gardening.

In keeping with the school wellness plan, there shall be no foods or beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, and student stores, or fundraising activities) during the school day, or through programs for students after the school day. In the event that these items may be added

in the future, they shall meet the applicable Smart Snacks in School nutrition and the CDE competitive food and beverage standards.

OMI aims to not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

OMI aims to limit celebrations that involve food during the after school program to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above). Foods and beverages offered or sold at school-sponsored events outside the school day (at least 30-minutes after school dismissal) may not be subject to these restrictions.

Participating OMI ASP students will receive 30-60 minutes of daily activity. Toward that end, opportunities for physical activity will be incorporated into other subject lessons; classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate; and physical activity will not be used as a reward or punishment but will be encouraged by staff and the school environment.

In order to equip our students with the motivation and confidence necessary to alter their existing habits and make healthier choices, OMI ASP provides children with regular access to structured physical activity and relevant nutrition education through our health and wellness programming. This programming gives youth the opportunity to participate in high-quality activities that are often inaccessible to low-income families. Programs are offered throughout the school year, and are supplemented with events such as inter-school sports tournaments, field trips, family engagement activities, and end-of-semester showcases.

Our health and wellness programming also integrates academic and social-emotional development aspects into our athletics, creating an exciting environment for learning and growing. In addition to weaving academic elements into our sports programming, the academic element is supported by the holistic nature of our overall programming. Enrichment and fitness activities often serve as an incentive for kids that are struggling academically: because OMI ASP does not offer drop-in programs, kids who want to play sports and participate in our enrichment activities must also attend the academic component of each day's programming. Furthermore, students must attend the school day in order to attend OMI ASP so our programs even boost school-day attendance.

To help our students get on track to live healthy, active lives, OMI ASP offers the following components in our Sports and Intramurals Programming:

- **Organized, Active Play:** Every day, OMI ASP offers a diverse range of physical activity, including basketball, dance, soccer, flag football, volleyball, and more. Our wide variety of physical activities are designed to help all our students become active and engaged, regardless of physical ability or competitive drive. Some of these activities are organized into highly competitive intramural leagues for team sports that culminate in tournaments, whereas others are more focused on merely introducing youth to new forms of active play.
- **Nutritional Education:** We offer nutrition classes that show students how to give their diets 'makeovers' by helping them understand how to eliminate poor food choices or substitute them with healthier options. OMI ASP provides opportunities for students to share what they learn with their families through take-home recipes or family engagement nights, extending healthy eating practices to the wider communities we serve.
- **Social-Emotional Learning (SEL):** Our Sports and Intramurals programming is rooted in sports-based youth development, helping kids develop SEL skills through sport. We deliberately teach soft skills like leadership, teamwork, resilience, determination, confidence, respect, and work ethic through all of our sports activities. Our athletic programming also works to engender a growth mindset in all our students; a growth mindset is the belief that the ability and competence to grow comes through perseverance and consistent effort over time. Achieving this view helps youth view life's failures not as a reflection of their abilities, but as challenges to be overcome.

The daily snack at OMI contains full servings of any three of the following four food components:

- Fluid milk;
- Protein;
- Fruit, vegetable, or 100% juice; and
- Grain or bread product.

6—Diversity, Access, and Equity

- *Describe how the program will create an environment that promotes diversity and provides activities and opportunities to celebrate students' cultural and unique backgrounds.*
- *Describe how the program will reach out and provide support to students with disabilities, English language learners, and other students who have potential barriers to participate in the program.*

Our work and purpose at OMI ASP is to elevate the achievement of and increase opportunities for all students. At the same time, we work exclusively within Title 1 schools. These schools are situated in high-poverty, under-resourced communities and attended almost exclusively by youth of color, many of whom are recent immigrants or children of immigrants.

We can only help our students responsibly and effectively if we are doing our own internal work as an organization. This work entails fully understanding the systemic challenges that our students face; reflecting on how our identities and experiences shape our ideas, perspectives and beliefs; and building an organization in which an OMI ASP student can one day be the CEO.

To that end, we have launched the first phase of an organization-wide Diversity, Equity and Inclusion initiative. We are looking internally at our structures, systems, policies and practices to understand the current state of the organization and define our desired future state. Ultimately, we believe this effort will lead to better outcomes in the communities we serve.

For us, Diversity means we are committed to establishing and maintaining a safe, positive and nurturing environment that reflects the perspectives, values, experiences and identities of the youth we serve at all levels of the organization

For us, Equity means that we understand and talk about the root causes of outcome disparities within our society and commit ourselves to actively eliminating barriers to opportunity and providing fairness, particularly of historically underserved and underrepresented groups.

For us, Inclusion means that we are committed to raising our awareness around unconscious or implicit bias within society and within our organization so that any individual can feel welcome, respected, supported and valued to fully participate.

For us, Access means that we understand and prioritize enrollment for underserved or at-risk populations. First priority for enrollment of students in the after school program shall be given to homeless youth and students identified by the program as being in foster care and second priority shall be given to middle school and junior high students who attend the program daily.

OMI ASP sees an urgent responsibility to use our platform to stand up for our values. In recent years, OMI ASP has taken a number of important steps to create a more diverse, equitable and inclusive educational space in order to directly impact the positive, equitable experience of the youth at OMI:

- Because we believe students should see themselves and their cultures reflected by the mentors inspiring them everyday, our OMI after school program staff represents an approximate match to the demographic makeup of OMI. As an African American founded and led organization, it is fundamental to our mission.
- In partnership with OMI, our academic intervention staff includes multiple bilingual personnel [paid and volunteer], often students from nearby UC Berkeley, to work with our English Learners. The bilingual aides receive language development training from OMI's EL Program Coordinator.
- Our program coordinator works closely with the OMI ASP [After School Program] coordinator, Academic Student Group (ASGs) leads [grade level team leaders who collect data on focus students and oversee academic contracts and after school progress], academic counselors and student case managers to ensure students receive the support and accommodations necessary to fulfill Individual Education Plan goals*.

ASG grade level teams meet weekly on Wednesdays and review student progress, including attendance, behavior and progress data as provided by the HOTE ASP coordinator to the ASG leads.

- OMI's program coordinator is provided access to AERIES and Google classroom in order to monitor student progress, gather daily assignments and communicate directly with teachers and case managers. HOTE's leadership team meets quarterly with the OMI leadership team to ensure student academic and SEL goals are being met.
- OMI ASP hosts several assemblies with inspirational speakers of color discussing exciting careers in STEAM fields using demonstrations and personal stories from inner city Oakland, Los Angeles and San Diego.
- OMI ASP uses its "project-based" approach to help students access their individual interests and creative genius through activities that ask them to engineer solutions to problems at home and in their community and also express artistically how they see themselves and their cultures in their communities and the world around them.
- OMI ASP uses a panel of community, industry, parent and religious leaders to provide a receptive audience and constructive feedback to the students' "shark tank" exhibition experience for their art and tech entrepreneurship. Tech entrepreneurship model is designed to give agency to students and empower them to be change agents in their communities by allowing them to see themselves in STEAM fields [often perceived as inaccessible to communities of color] and having fun and experiencing successes.
- In partnership with OMI, (HOTE) offers a variety of intramural activity opportunities in response to student interests and accessibility needs from soccer, basketball and volleyball to badminton, kickball, modified indoor sports, e-sports and board games.

To help our staff with an ever increasingly diverse set of personal needs, OMI & (HOTE) created a flex time policy to ensure that all full-time employees had access to a bank of hours for self-care. We established a paid, parental leave policy because we believe that all parents should be able to bond with their newborns. And by empowering managers to fill open positions with remote employees, we have attracted and retained top talent across our statewide footprint.

While it goes without saying, in accordance with Federal civil rights law, regulations and policies, (HOTE) and Oakland Military Institute offices, and employees do not discriminate based on race, color, national origin, sex, disability, or age.

7—Quality Staff

- *Describe how the program's administrators will ensure that all staff who directly supervise pupils meet the minimum requirements of an instructional aide.*
- *Describe the planned recruitment and hiring process for staff and how their experience, knowledge, and interests will be considered.*

- *Describe the type and schedule for the continuous professional development that will be provided to staff.*
- *Provide descriptions of the services provided by sub-contractors, if applicable. An organizational chart is recommended.*

OMI ASP seeks to educate staff on health and safety practices that will reduce the number of injuries and illnesses to themselves and to others. HOTE endeavors to:

- Train staff in effective safety and health practices.
- Encourage safety and health rules and require employees to comply with these rules as a condition of employment.
- Provide safety and health hazards training.
- Investigate and report every accident promptly and thoroughly, and subsequently correct the problem to prevent future accidents.

The program has established minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise students meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district.

The OMI Manager will work closely with the (HOTE) Human Resources, Programs, and Evaluations team to develop strategies to improve hiring at the site level, focused on the Site Coordinators who are on the front-lines of our work. We will establish university partnerships that can serve as talent pipelines and develop hiring strategies that attract the highest quality staff in these difficult-to-fill part-time jobs. The local chapter will also work closely with the HOTE Program Director to identify the highest performing staff (e.g. those whose classes are most highly attended and those whose students make the greatest gains), and develop retention strategies in partnership with the HOTE Human Resources team to keep these staff. Examples of retention strategies include developing more intentional promotional bands and career pathways and increasing access to training.

Staff are required to work cooperatively and collaboratively with school district staff, program staff, parents, and community leaders. OMI ASP strongly prefers staff to have previous familiarity with quality criteria for after school programs, youth development principles, and middle school aged youth. All HOTE staff must review and fill out the following documents: Emergency Contact Form, Whistleblower Policy, Social Media Policy, Child Abuse Reporting Policy, Conduct Policy for Adult/Student Interactions, Computer Tech Policy, Employee Privacy and Confidentiality Agreement, Family Educational Rights and Privacy Act, State Background check, and the HOTE Employee Handbook.

Next, all program staff employed by (HOTE) participate in a one-day orientation seminar to build shared skills, language, and understanding of HOTE policies. When a new staff member is assigned to the school site, they initially observe a more senior staff member performing similar duties. Once they take charge of their own class or activity, staff receive regular coaching in real time from their supervisor. This coaching consists of four parts: Modeling, Side-by-Side Coaching, Formal Observation, and Action Planning. This process is cyclical and repeats every month for every employee. Throughout the year, program staff participate in formal training sessions outside of program time. Staff development days, school breaks, or program closures can be leveraged for such training. Usually one all-day session occurs in the fall and winter, while a multi-day session occurs during Spring Break.

Training topics may vary, but often include:

- Working with Children and Youth
- Behavior Guidance
- Job Readiness
- Serving Older Youth
- Social-Emotional Learning and Character Development
- Delivering Quality Programs
- Supporting Academic Programming
- English Language Development
- Hands-On STEM Training
- Equity and Inclusion
- Leadership and Management

OMI & (HOTE) offers several opportunities for professional growth. Program positions include Site Program Coordinators, Assistant Program Coordinator, Program Directors, and various administrative support and leadership positions in the HOTE National office. Below are positions specific to direct program support:

(HOTE) Bay Area Chapter Positions:

- Program Director: The Program Director reports to and works closely with the Executive Director (ED). In small or new partners, the Executive Director may temporarily serve as the Program Director. General responsibilities include overall program management and leadership, and the strategic development, growth, and monitoring of all school sites for a given city/chapter. The Program Director also works with Program Coordinators to build and implement best-in-class systems, processes, procedures, and tools to support site level operations, hiring of staff, development of overall program quality, and management of program partners and stakeholders.
- OMI Site Program Coordinator: The Site Program Coordinator oversees individual program sites, supervises and supports a combination of paraprofessional, college-aged staff and certified school day teachers, works in conjunction with school day administration to offer responsive programming based on student interest and core day needs and initiatives, ensures alignment

with core day academic goals, and preserves the organizational mission in programming aspects. The Site Program Coordinator also oversees program staff management (i.e., coaching, professional development, and training).

- Assistant Site Program Coordinator: The Assistant Site Program Coordinator is a part time position (3-4 hours per day). Reporting to the Site Coordinator, Program Leaders are responsible for developing lesson plans, managing classrooms, ensuring the safety of students, and facilitating daily implementation of each program. Programs may include, but are not limited to: Sports, STEM, Coding, Cooking & Nutrition, Outdoor Education, DJ/Music Production, Dance, Photography, and Creative Arts

Lastly, Independent Consultants and employees of partner organizations may be utilized for instruction if doing so is in the best interest of program quality for students. For any such individuals who will have access to or interaction with children, a background check is required.

Background checks may include, but are not limited to:

- Multi-State criminal background checks
- Federal Bureau of Investigation (FBI) history checks
- Sex offender registry checks
- Social security validation
- Prior employment verification
- Personal and Professional References
- Educational Verification
- The following additional searches will be required if applicable to the service provided: Motor Vehicle, Credit History

Any individuals who have criminal convictions that suggest that they could pose a threat to the health and safety of children may not be assigned to a school site if such assignment would involve access to or interaction with children.

All Contractors are required to complete a set of Safe Schools training courses at <http://afterschoolallstars.ca.safeschools.com/login>. Contractors must sign off on the Program Partner Safe and Healthy Acknowledgement form. Contractors are required to complete the training before interacting with students.

8—Clear Vision, Mission, and Purpose

- *Describe how the needs of the community, students, parents, and school were identified (i.e., assessment scores, number of students performing academically below grade level, school and community safety data, attendance and truancy rates, and juvenile crime rates, etc.), the resources available, and how those needs will be addressed.*
- *Describe three to five program goals developed from the results of the needs assessment and how data will be collected to evaluate whether program goals are being met.*

- *Describe how the program has engaged or will engage stakeholders (i.e., principal, instructional day teachers and other instructional day staff, families, students, program staff, community members, and other community partners) in the creation of the program's mission, vision, goals, and expected outcomes based on the needs of the specific community.*

Although computer technology can be complex in its most advanced form, we believe that the building blocks of Mobile Technology are often concepts that are grasped easier by youth than adults! Our mission is to provide learning goals, opportunities, and activities that are tailored specifically for the elementary and middle-school age students to receive and obtain theoretical and hands-on application of computer and electrical engineering concepts.

Our after-school program's core is on Computer-Science fundamentals, such as programming and user interface design. Our Summer Camps add more in-depth Computer Science objectives, along with Electrical Engineering inspired projects (e.g. circuit design), and dedicated time to increase typing proficiency. Our learning is primarily accomplished through short presentations on learning topics, tutorial based projects, and exploration time with mobile devices.

Learning goals are broken up into segments that are optimal for the attention span and needs of our students. Equally, our curriculum is customized based on each student's age and experience/knowledge levels of the subject. Please reference the sections below for an example of the Computer Science and Electrical Engineering topics covered within our curriculum:

Typing

- Home Row Keys
- Top Row Keys
- Bottom Row Keys
- "Problem" Keys
- Words and Paragraphs
- Timed Typing Games and Assessments

Electrical Engineering

- Circuits 101: Voltage, Current, & Resistance
- Series/Parallel Circuits
- Switches
- Conductors & Insulators
- LEDs
- Breadboards & Wiring
- Fuses
- Microcontroller Programming
- Introductory Robotics

Computer Science

- Programming Fundamentals: Algorithms, Input/Output, Debugging, Variables, Computer Logic, App Basics, Loops, and Functions
- Mobile Application Development
- Game Design & Programming
- Computer Security & Ethics
- Multimedia
- Scripting
- Microcontroller Programming

The after-school hours provide a uniquely creative and entrepreneurial time in the field of public education. HOTE gives its students a safe-haven during the “danger zone” hours of 2:30-5:30 when youth violence, drug use and other delinquent behaviors are most likely to occur. It is a time when staff can deeply connect with students, incorporate innovative curricula and equip them with skills, relationships and experiences needed to succeed in school, college, the workforce, and life.

OMI ASP serves low-income schools to serve the students most in need, which matches OMI’s demographics and the Northwest Oakland community it serves. Oakland schools are disproportionately under-resourced, offering limited opportunities for the diverse enrichment and experiential learning opportunities that power creative thinking and build social-emotional skills. Emerging from the pandemic, OMI struggles to offer students consistent access to necessary supports, including academic interventions, counseling, and family educational resources. OMI ASP stepped in to fill these gaps.

Of the students we serve at OMI, 97% are youth of color, and 84% qualify for the Federal Free and Reduced Meal Program, an indicator of household poverty. OMI ASP serves communities like this because we believe that all children deserve equal opportunities to explore their interests and develop their strengths. The programs provided by OMI ASP would otherwise be out of reach for the families we serve, as a single extracurricular activity can cost up to \$600 per year. Yet these experiences are critical to youth development, as studies have shown that the skills, habits, connections and knowledge kids develop through extracurricular activities help them gain self-esteem and resilience and decrease the likelihood they will engage in risky behavior (Wong, 2015). OMI ASP programs ensure that all students are given equal chances to grow and thrive.

OMI ASP goals for our students are the same that we have for our own children; for them to grow up safe and healthy, graduate high school and go on to college, find careers they love, and give back to their communities. We track our progress toward these goals by examining the following objectives and outcomes:

- Objective 1: Students will be academically engaged with high self-efficacy
 - Outcome: 70% of participants will agree that they can do well in school even if it's challenging
- Objective 2: Students engage in daily moderate to vigorous physical activity
 - Outcome: 70% of participants will engage in 1 hour of moderate to vigorous physical activity an average of 3 times per week
- Objective 3: Students will develop career aspirations thru speakers from different career fields
 - Outcome: 70% of participants will demonstrate confidence in their ability to understand and navigate career pathways
- Objective 4: Students will view themselves as leaders and agents of change thru business related challenges
 - Outcome: 70% of participants will agree they can make a positive difference in their community

We measure success against these outcomes using three primary data sources: pre- and post-student surveys.

- Pre- and Post- Student Surveys provide actionable, data-informed feedback to school sites to inform and improve programs going forward. Each summer, pre- and post-survey data is analyzed to examine both group and individual-level changes, as well as provide an end-of-year snapshot of student strengths and areas of growth. We similarly engage other stakeholders through post-surveys of school administrators, staff, families, and partners.

9—Collaborative Partnerships

- *Describe the collaborative partners that will be involved in the process used to plan, implement and update the after school program plan.*
- *List and describe at least three to five collaborative members, including any specific duties/responsibilities or contributions (e.g., Memorandums of Understanding, service providers, in-kind, etc.).*
- *Identify any potential collaboration and partnerships that would be of benefit to the after school program and describe your efforts to include them.*

Finding the right instructors for every in-demand area of content can be a challenge. It can also be unrealistic to think that a school or community-based organization can achieve high quality instruction across every discipline. To be comprehensive contrasts with specialization. While we believe we offer high-quality expanded learning programs, we partner with other agencies and independent contractors to achieve our goals. We do not simply contract out our work however. Doing so can result in poor quality programming because even though instructors have subject specific knowledge, they do not have established relationships in the school community. Instead we pair instructors from partner agencies with OMI or HOTE staff who can provide a consistent relationship with students and a strong understanding of site level policies and procedures. Some of the agencies we currently partner with include:

- Finance Fridays: Finance Friday is an educational platform dedicated to teaching the masses about entrepreneurship, business and finances from a Black perspective. This perspective necessitates a communal approach to growing wealth as opposed to the mainstream understanding that focuses on the individual.
- Tribe Dance Crew: Tribe Crew was founded by Stuck Sanders and co-founded by Alee Martinez in late 2015, with the goal of simply creating a safe space for their community to dig deeper into the movement and different styles behind Hip Hop street dance and choreography. They began to explore the World of Dance competitions, battles, and performances to gain not only experience but a sense of teamwork and togetherness.
- Oakland A's: The Oakland Athletics are an American professional baseball team based in Oakland, California. The Athletics compete in Major League Baseball as a member club of the American League West division. The team plays its home games at the Oakland Coliseum. HOTE has partnered with the Oakland A's to provide opportunities for the ASP students to watch and participate in baseball games at the Oakland Coliseum.
- National Society of Black Engineers (NSBE): NSBE is an International Organization with collegiate and professional chapters across the country, as well as in Africa. We collaborate with local Bay Area NSBE chapters to provide mentors, guest speakers, and corporate support from internal company NSBE Chapters. The organization's goal is to help over 10,000 Black Engineers graduate by 2035.

In the future, OMI and HOTE hope to partner with more innovative organizations. We have two primary targets for partnership:

- Oakland Fund for Children and Youth (OFCY): This local government initiative provides matching grants to HOTE grantees in Oakland, CA. With a matching grant the program would

achieve greater sustainability. HOTE would be able to increase wages for full and part time staff as well as invest in program supplies that would support more innovative programs.

- Youth Together Inc: Youth Together (YT) addresses the root causes of educational inequities by developing multiracial youth organizers and engaging school community allies to promote positive school change. The YT program model combines multiracial youth development with community organizing and community building strategies in order to ensure that our constituent youth can effectively lead and organize school and community change initiatives that lead to long-term solutions which help create safe, respectful, equitable, and empowered communities.

10—Continuous Quality Improvement

- *Describe how the program will engage in a data-driven CQI process (i.e., assess program quality, plan, and improve program quality) based on the Quality Standards for Expanded Learning in California, available on the After School Network web page at (<http://www afterschoolnetwork.org/post/quality-standards-expanded-learning-california>). Include timelines, roles of staff and other stakeholders, and how the results of the assessment(s) will help refine, improve, and strengthen the program.*

Please visit the CDE's Guidelines for a Quality Improvement Process web page at <https://www.cde.ca.gov/ls/ex/cqiguide.asp>.

HOTE has undergone a strategic review of our impact and arrived at a plan for the next three years that focuses on deepening our organization's efficacy via increased investments in our ability to design, deliver, and evaluate quality programs for youth. In particular, we are targeting the following issues: High frontline staff turnover; inconsistent curriculum quality; and too heavy of a focus on activities that students are completing, rather than a focus on the impact that those activities are having on our students. This initiative, focuses on three key goals:

- Decrease line staff turnover via staff recruitment and retention strategies
- Improve content delivery via additional high-quality curricula and increased instructional support for line staff
- Deepen focus on youth competency (internal attribute development) and mastery (knowledge/skill gain) through programs and assessment

Corresponding strategies for these three key goals are described below:

- Recruitment and retention: Previously described in section 7: Quality Staff
- Improve Content Delivery: As a part of our strategy, OMI will work with the core HOTE Curriculum Development Team to enhance and expand our curriculum. The HOTE Curriculum Development Team will draw data and best practices from the HOTE network to help the HOTE Bay Area team assess and improve our existing curriculum. This effort will go hand-in-hand with increased instructional coaching at the implementation staff level. We will also improve content delivery through the continuation of our (Continuous Training Program)CTP efforts.
- Deepening Focus on Youth Competency and Mastery: Alongside the roll-out of the above-mentioned additional program curricula, OMI will work with HOTE will begin piloting the use of enhanced program assessment measures to reflect a shift toward competency (internal attribute development) and mastery (knowledge/skill gain) in our programming. Historically, OMI & HOTE has focused on measuring student self-perception of growth and development at two points in time, the beginning and end of the school year, via our pre- and post- program surveys. As part of the initiative, OMI & HOTE intends to modify the frequency of our program assessments, as well as what we assess. We will pilot the use of class-level assessments, in addition to our annual pre- and post-surveys, to measure the impact of individual OMI & HOTE courses within our comprehensive after school program model. Via the pilot, each OMI & HOTE class will be tied to assessments and programmatic objectives. We will assess the knowledge and skills gained by students, as well as measure which content, training, and instructional practices are most effective. By tying competency and mastery skill development to individual teachers and curricula, we can determine what works, and in which contexts, and adjust in close-to-real-time throughout the school year to ensure we are constantly improving our programming and best

serving our students.
WHAT IS CTP?

Continuous Training Program [CTP] is a crucial aspect of being part of the (HOTE) team. This program cultivates the HOTE culture of excellence in teaching. This is HOTE's way of supporting teacher readiness and continuous teaching improvement.

When does CTP happen?

- The technical training of CTP happens bi-monthly.
- Schedule of technical training for CTP will be announced prior to implementation. We will have paid synchronous and asynchronous technical training.
- The pedagogy aspect of CTP will happen continuously as the program rolls out. The program coordinator will regularly conduct observation days in which she will sit in and observe classes. A performance evaluation guide will be used during these observations. At the end of the month, the program coordinator will sit with the teacher observed to process observation notes and set goals.

What is the content of the CTP?

- Technical Content

- CTP Training Checklist - Each member of the OMI & bPartner Agreement TBD team will accomplish training modules as the year progresses. Deadlines for this will be personalized to ensure efficiency and ownership of professional development goals.
- Pedagogy
 - Part of CTP is supporting all our teachers in being better teachers in and out of the classroom. This is the part of CTP that covers topics such as classroom management, reflective teaching, behavior management, teaching the adolescent age, and the like.
 - Performance Evaluation Guide - Details of this document comes from the Program Coordinator's observation of teachers' performance during OMI ASP programs (ASP, Summer Camps, etc)
 - Performance Goals - Based on discussed observation notes, the Program Coordinator and the teacher will set specific performance goals that will be discussed thoroughly as the program rolls out.

What materials will be used for the CTP?

- Reading materials, STEAM supplies, and videos will be given to all participants of CTP.

What is expected of participants of the CTP?

- Deliverables will be expected from all participants of the CTP. This may be in the form of a performance task to be accomplished and documented.

11—Program Management

- *Describe how the program funding will relate to the program vision, mission, and goals for each site or groups of sites.*
- *Provide the program organizational structure including succinct description of staff roles (e.g., "Staff responsible for homework support for grade three and science activities for grades three through five."), lines of supervision for each site or groups of sites, frequency of meetings, and methods of communication.*
- *Describe the process and time frames for periodic review of the program plan and how community partners and other external stakeholders were involved in the process.*
- *Describe the system in place to address the following program administration requirements:*
 - *Fiscal accounting and reporting requirements.*
 - *Obtaining local match (cash or in-kind services) of one-third of the state grant amount (EC Section 8483.7[a][7]).*
 - *Attendance tracking, including sign-in and sign-out procedures.*

- *Early release and late arrival policies and procedures (EC Section 8483[a][1]). Refer to the CDE's Policy Guidance web page at <https://www.cde.ca.gov/ls/ex/earlyreleguidance.asp>.*

The Oakland Military Institute College Preparatory Academy (OMI) and HOTE (HOTE) share a mission to provide OMI students with a free, comprehensive after-school program that keeps them safe and helps them succeed in school and life; including academics, leadership, citizenship, and athletics. As such, we are committed to ensuring program funds are used to further that mission. OMI and HOTE are committed to meeting all California Education Code Certified Assurances for the After School Education and Safety Program.

The after school program at OMI will run from the moment the school bell rings until 6:00 pm every school day. There is a minimum of one Teaching Staff for every twenty students (1:20 ratio) with at least four (4) staff members always onsite during any OMI ASP program. Included are credentialed teachers from the regular school day responsible for providing academic support. Additional staff is hired from local colleges, universities, and youth centers. An OMI site coordinator oversees programming, serving as the daily point of contact for program quality, curriculum, lesson plans, class selections, observations and assessments, and relationship maintenance with teachers, parents/guardians, school day leadership, and administration.

OMI ASP utilizes paid staff who are properly screened using FBI and Department of Justice background checks and other required clearances as mandated by local school districts. The program structure includes up to one hour of academic support followed by enrichment activities that are featured under our comprehensive program model including:

- Health, Fitness, and SEL Programming
- Career Exploration Programs and Experiences
- STEM-based Programs and Activities
- The Visual and Performing Arts
- Academic Readiness Programs and Initiatives

Specific offerings, based primarily on local student interests, vary in response to the uniqueness of each student population. Our comprehensive program structure also provides youth with a nutritious snack provided by the U.S. Department of Agriculture's Free and Reduced-Price Meal Programs.

OMI ASP maintains General Liability Insurance, Excess Liability Insurance including Owned and Non-Owned Auto, Excess Medical Insurance, D&O Insurance, Property and Inland Marine Insurance.

In addition to local program staff (Program Leaders, Site Coordinators, Program Managers, and the Program or Executive Director), HOTE Bay Area benefits from support from a wide range of national positions:

- OMI ASP's Vendor Leadership Structure:
 - President/National Network of HOTE: The President of the National network works in conjunction with the VP of Programs to ensure program quality, collaboration, growth and sustainability amongst all HOTE chapters. This position is also responsible for national advocacy work on behalf of HOTE and the overall after-school education movement.
 - Vice President of Programs: The VP of Programs supports the HOTE staff and chapters in the areas of program development, curriculum, training, and partnership building. Specific responsibilities include providing professional development, technical assistance, and program oversight across the HOTE network, and to create programming. The VP of Programs also replicates and provides high quality curricula materials and related training opportunities to ensure program quality and consistency across the network.
 - National Director of Curriculum and Training: The National Director of Curriculum and Training (NDCT) is a key member of the National Programs Team with responsibilities in training, coaching, content creation and adoption, and resource development. Reporting to the VP of Programs, the NDCT also works closely with the Research and Evaluation Division to continue the adoption and implementation of the Youth Program Quality Intervention.
 - Talent and Recruitment Manager: The Manager of Talent and Recruiting (MTR) is a key member of the National Programs Team with responsibilities in recruiting, human resources, and partnerships. Reporting to the VP of Programs, the MTR works closely with the national HR team and chapter and regional leadership in developing strategy and providing training and resources in recruitment, onboarding, and retention of high quality part-time program staff. The MTR also ensures the proper implementation of HR and risk management policies across the HOTE network.
 - Lead Content Developer: The Lead Content Developer (LCD) provides expertise, leadership, and training support in writing, testing, and adapting curriculum and lesson planning frameworks for the HOTE network. The LCD leverages the HOTE community of practitioners, site leads, instructional coaches, and other chapter level staff to provide feedback to continuously improve teaching and learning resources developed by the program division.
 - Manager of Training and Talent Development: The Manager of Training and Talent Development (MTTD) works closely with the Director of Curriculum and Training and the Sr. Director of Talent Development to develop a training program and library that is aligned across all staff levels and integrates both Program and Human Resources objectives. The position also

develops and delivers training across the organization on a broad array of topics including but not limited to program pilots and objectives, organizational culture, leadership development, and performance management.

- National Program Division Assistant: The National Program Assistant provides administrative, logistical, and communication support for the National Program Division and ensures efficient and smooth day-to-day operation of the National Program Division.

This Program Plan has been developed through a partnership between HOTE Bay Area and OMI through many planning discussions with the school administrators and our own continuous quality improvement efforts. The plan will be reviewed no less than annually. HOTE will invoice OMI for reimbursable expenses monthly and provide attendance data and quarterly. OMI will maintain responsibility for other reporting requirements as appropriate.

Local match funding is a mix of direct investment from the school’s general fund, federal reimbursement, and state supplemental funding. The school provides the facility and the reimbursable snack daily. Based on historical data, OMI should be able to match of no less than \$50,000 annually to support the operational costs of HOTE's after school program. In the 2022 fiscal year OMI contributed the following to match the HOTE grant:

Source	Category	In-Kind Amount
Oakland Military Institute [OMI]	Facilities	\$16,000
Oakland Military Institute [OMI]	Classified Salaries [security/tutors]	\$19,200
Oakland Military Institute [OMI]	Certificated Salaries [teachers]	\$15,000
Federal Reimbursement	Snack Expense	\$6,400

Oakland Military Institute [OMI]	Administrative Costs [accounting, personnel]	\$3,000
		Total \$59,600

Attendance Tracking is another essential element of Program Management OMI ASP excels at. We use Sawyer Tools as our student information system. It creates an automatic rosters that allow instructors and staff to quickly see their students at-a-glance, charge for add-ons, and track attendance. Plus, take advantage of flexible tools like email messaging, automatic class reminders, contactless check-in, and printable class rosters. Individual student records are maintained in physical files and on Sawyer. Daily attendance, organized by group, is maintained in physical files and on Sawyer. We are confident we can meet any attendance target moving forward. Our sign in and sign out procedures are effective at tracking attendance, while maintaining a closed campus, and ensuring student safety. In collaboration with OMI, a scan-in and scan-out system is also in place to ensure that all students are accounted for throughout the After-School Program.

OMI ASP maintains a consistent and compliant Early Release Policy at OMI.

12—Sustainability

Describe the possible partnerships and funding sources, a schedule for revisiting the sustainability plan, and who is responsible for resource development.

OMI ASP operations are particularly sustainable due to our structure: we are a local chapter of a central network. We operate under the central organization, while retaining local staff, operating budget, leadership, and board. The core OMI ASP team offers a wealth of expertise in program implementation, evaluation, fundraising, and office operations. Under this structure, OMI ASP can concentrate on running effective programs and building strong community partnerships. Our operations are also sustained by collaborations with schools. We operate directly from school sites, enabling our programs to leverage resources like supplies, meeting space, and school-day staff. Through these partnerships, OMI ASP can operate efficiently with low overhead. OMI ASP ensures the long-term sustainability and financial viability of our operations through: 1) Continually cultivating a pool of strategically aligned donors (corporate, foundation, individual, and event revenue streams); 2) Building a group of core, sustaining partners, with a focus on

multi-year commitments and long-term funding relationships; 3) Engaging new corporate and foundation funders to expand our revenue base.

This sustainability plan is revisited every year and measured every quarter. In 2023, OMI and HOTE will pursue funding from OFCY, mentioned in Section 9: Collaborative Partnerships. An OFCY matching grant would ensure that program funding is supported by at least one sustainable local government grant in addition to ASES. We would continue to pursue a portfolio of small restricted and unrestricted grants and contributions as well.