



LINKED LEARNING HIGH SCHOOL OFFICE

To: Measure N Commission
 From: Vanessa Sifuentes, High School Network Superintendent
 Subject: **Measure N Recommendations for 2021-2022 Carryover Funds, Part I**
 Date: October 26, 2022

OVERVIEW & OBJECTIVE

Sixteen OUSD district schools, ten charter schools and the District Administrative 10% have unspent Measure N funds from the 2021-2022 fiscal year. Of these 27 sites, 3 have submitted their 2021-2022 Measure N Carryover Plan that articulates the context that contributed to the carryover, the amount of carryover, the percentage of Measure N funds that are being carried over, and a clear budget for the carryover funds. The remaining schools will submit their 2021-2022 Measure N Carryover Plans at upcoming Commission meetings.

Per Measure N Commission policy, Measure N Commission approval is required for all Carryover Plans. Measure N staff have reviewed the submitted 2021-2022 Measure N Carryover Plans and provided feedback to school sites that were addressed before submission to the Measure N Commission.

SUMMARY

Staff recommendations are as follows:

Legislative File ID No.	School	Staff Recommendation for 2021-2022 Measure N Carryover Plan	Percentage of Carryover to Total Measure N Funds Received	2021-2022 Measure N Carryover Total Amount
22-2515	Life Academy of Health & Bioscience	Approve	75.64%	\$321,224.85
22-2516	Oakland High School	Approve	15.63%	\$263,129.58
22-2517	Measure N Administrative 10%	Approve	37.27%	\$701,074.34

2021-2022 Measure N Carryover Funds	\$1,285,428.77
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MEASURE N 2021-2022 CARRYOVER PLAN

Why were you unable to expend all your funds in the 2021-2022 school year?	Due to the lingering effects of COVID we weren't able to spend funds dedicated to in-person events such as the Measure N Summit, conference attendance and related travel and other professional development activities. Additionally, we strategically carried over a significant portion of funds to be able to continue to support sites with Pathway Coaches and for staff to attend in-person professional development in 2022-23.		
Total Measure N Funds Received in Fiscal Year 2021-2022 <i>(including accumulated carryover from previous years)</i>	\$1,881,186.80	Projected Carryover Amount from Fiscal Year 2021-2022	\$701,074.34
Projected Carryover Amount from Fiscal Year 2021-2022	\$701,074.34	Total Budgeted Amount	\$701,074.34
Percentage of 2021-2022 Measure N Funds to Carryover	37.27%	Remaining Amount	\$0.00

NOTE:	Measure N funds are to be expended during the fiscal year for which the Measure N Education Improvement Plan was approved. Expenses from previous fiscal years cannot be paid for from Carryover funds.
Directions:	Please provide a detailed explanation as to how the carryover amount will be used to help you achieve your theory of action, address your root cause analysis, and how it supports and aligns to specific parts of your Measure N Education Improvement Plan (EIP) to support students and pathway development. **Proper justification is required below and should be used when creating an Escape Purchase Order request, Budget Transfer, Journal Entry request, HRA request, Consultant Contracts online, etc. Examples that can be used are available in the Measure N Justification Examples - A Resource for EIP Development document linked below.
Resources:	Measure N 2022-2023 Permissible Expenses Measure N Justification Examples - A Resource for EIP Development

<p style="text-align: center; margin: 0;">BUDET JUSTIFICATION</p> <p style="margin: 0;">For All Budget Line Items, enter 3-5 sentences to create a Proper Justification that answers the below questions.</p> <p style="margin: 0;">For Object Codes 1120, 5825 and all FTE, please also make sure to respond to the additional Budget Justification questions outlined in the EIP Instructions.</p> <p style="margin: 0;">- What is the specific expenditure or service type? Please provide a brief description (no vague language or hyperlinks) and quantify if applicable.</p> <p style="margin: 0;">- How does the specific expenditure impact students in the pathway and support your 2022-23 pathway goals/strategic actions?</p>	COST	OBJECT CODE	OBJECT CODE DESCRIPTION	POSITION TITLE & NUMBER	FTE %	WHOLE SCHOOL OR PATHWAY NAME	Which Linked Learning pillar does this support?
<p>Increase funding to cover the costs for the 8 pathway Coaches who support 10 School Sites for a total of 4.0 FTE. The Pathway Coaches will support the alignment to the pathways and build the instructional capacity of pathway teams to build quality collaboration that focuses on the instructional core and 4 Pillars of Linked Learning.</p> <p>*We started the fiscal year allocating \$545,039.00 towards the funds required to fund all 8 of the Pathway Coaches. With the 2021-22 Carryover funds, we'd like to increase the funding allocated to cover 100% of the Pathway Coaches Salary & Benefits (4.0 FTE) for FY 2022-23.</p> <p>*Total costs will cover Salary, Benefits, and Mid-Year Adjustments for Fiscal Year 2022-23.</p> <p>PCN 277 - L. Jensen - McClymonds (\$97,704.00 at .50 FTE)</p> <p>PCN 1292 - R. Sallee - Oakland Tech (\$82,340.00 at .50 FTE)</p> <p>PCN 1584 - M. Boomer - Castlemont (\$75,081.50 at .50 FTE)</p> <p>PCN 1672 - S. Elliot - Skyline (\$85,087.50 at .50 FTE)</p> <p>PCN 2472 - B. Lorenz - MPA (\$66,159.50 at .50 FTE)</p> <p>PCN 2803 - L. Reid - Bunche, Dewey & Sojourner Truth (\$83,377.00 at .50 FTE)</p> <p>PCN 3513 - T. Jordan - Oakland High (\$82,777.50 at .50 FTE)</p> <p>PCN 3520 - (vacant) - Fremont High (\$84,626.00 at .50 FTE)</p>	\$120,000.00	2305	Supervisor & Administrative Salaries	Pathway Coaches	4.0 FTE		Rigorous Academics Career Technical Education Work-Based Learning Student Supports

Program Manager of High School Operations and Measure N Salary and Benefits Adjustment: Costs due to the Salary and Benefits Mid-Year Adjustments for Fiscal Year 2022-2023 of the Program Manager of High School Operations and Measure N. This position is currently in the 2022-23 Admin 10% Budget and the position ensures compliance and implementation of all Measure N expenditures.	\$10,000.00	3000	Benefit Costs	Program Manager, High School Operations			Rigorous Academics Career Technical Education Work-Based Learning Student Supports
Coordinator of Action Research and Measure N Salary and Benefits Adjustment: Costs due to the Salary and Benefits Mid-Year Adjustments for Fiscal Year 2022-2023 of the Coordinator of Action Research and Measure N. This position is currently in the 2022-23 Admin 10% Budget and the position develops and manages the systems and supports for Measure N implementation including site visits, developing key policies and convening stakeholders.	\$10,000.00	3000	Benefit Costs	Coordinator, Action Research			Rigorous Academics Career Technical Education Work-Based Learning Student Supports
Manager of Dual Enrollment Salary and Benefits Adjustment: Costs due to the Salary and Benefits Mid-Year Adjustments for Fiscal Year 2022-2023 of the Manager of Dual Enrollment. The Manager of Dual Enrollment is currently in the 2022-23 Admin 10% Budget and the position supports systems, supports and articulation between Peralta Community College and OUSD.	\$10,000.00	3000	Benefit Costs	Manager, Dual Enrollment			Rigorous Academics Career Technical Education Work-Based Learning Student Supports
Consultant Contract: Contract with Christy White, Inc. to pay for Annual Audit Report Expenses. Auditor will manage the audit and produce the Measure N Annual Report	\$21,165.00	5809	Audit Expenses				Rigorous Academics Career Technical Education Work-Based Learning Student Supports
Clerical Extra Time / Overtime: To compensate Measure N or Linked Learning staff for extra duties provided and/or extra hours worked in support of completing Measure N specific tasks, including support the Controller with the execution of the Annual Measure N Audit	\$10,000.00	2425	Clerical Salaries Overtime				Rigorous Academics Career Technical Education Work-Based Learning Student Supports
Mileage Reimbursements: For Measure N staff to attend site visits or commission meetings/events	\$1,000.00	5210	Mileage / Personal Expense Reimbursement				Rigorous Academics Career Technical Education Work-Based Learning Student Supports
Supplies & Materials: For Expenses incurred for data tools and the use of survey and analytics for Measure N deliverables	\$2,000.00	4310	Supplies & Materials				Rigorous Academics Career Technical Education Work-Based Learning Student Supports
Supplies and Materials: For Measure N staff to carry out Measure N specific tasks for commission meetings, pathway site visits, events, and office operations	\$5,000.00	4310	Supplies & Materials				Rigorous Academics Career Technical Education Work-Based Learning Student Supports

Computer or Equipment: For Measure N staff to carry out Measure N deliverables	\$15,000.00	4420 / 4410	Computer / Equipment				Rigorous Academics Career Technical Education Work-Based Learning Student Supports
Facility Rental: For the Measure N Best Practices event that will allow for school sites and pathways to share best practices across the city	\$10,000.00	5624	Rentals - Facility				Rigorous Academics Career Technical Education Work-Based Learning Student Supports
Meeting Refreshments: For the Measure N Best Practices event that will allow for school sites and pathways to share best practices across the city	\$10,000.00	4311	Meeting Refreshments				Rigorous Academics Career Technical Education Work-Based Learning Student Supports
Teacher Salaries Stipends: Extended Contracts for school teachers or staff to present at the Measure N Best Practices (during non-working hours) to showcase best practices in Linked Learning and build staff capacity.	\$50,000.00	1120	Teacher Salaries Stipends				Rigorous Academics Career Technical Education Work-Based Learning Student Supports
Professional Contracted Services: The vendor will create the Annual Report for the Measure N Commission and other publications to inform the public about the impact of Measure N	\$5,000.00	5826	Professional Contracted Services				Rigorous Academics Career Technical Education Work-Based Learning Student Supports
Conference Expenses: Travel expenses to support professional development for the HSLLO team & Measure N Staff to continue their expansion of knowledge around Pathway Development & Linked Learning implementation.	\$60,000.00	5220	Conference Expense				Rigorous Academics Career Technical Education Work-Based Learning Student Supports
Conference Expenses: Travel and registration expenses for the Measure N Program Manager and/or Coordinator to obtain Professional Development. One PD in particular, but not limited to, is the California Association of School Business Officials (CASBO) (purchase annual membership to participate in online PD courses and attend the annual PD conference), who focus on district and school finances; budget development process, budget management, compliance, school operations, etc. This PD will support Measure N budget management and oversight.	\$10,000.00	5220 / 5300	Conference Expense / Dues & Memberships				Rigorous Academics Career Technical Education Work-Based Learning Student Supports
Professional Contracted Services: Increase contract with Linked Learning Consultant Patricia Clark to support technical assistance and capacity building for Measure N Charter Schools including providing support for developing Education Improvement Plans (EIPs) and technical assistance for strengthening pathway development.	\$10,000.00	5825	Consultant Contracts				Rigorous Academics Career Technical Education Work-Based Learning Student Supports

Strategic Carryover for Fiscal Year 2023-2024: Funds will be strategically carried over and used in fiscal year 2023-24, via the carryover approval process to support expenditures identified as needs at that time.	\$341,909.34	4391	Carryover - Prior Year				Rigorous Academics Career Technical Education Work-Based Learning Student Supports
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