MEASURE N COMMISSION

1000 Broadway, Suite 680 Oakland, CA 94607-4099



Measure N - College & Career Readiness - Commission

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Enactment Number	23-0537				
Enactment Date	3/22/2023 CJH				

Memo

To Board of Education

From Measure N Commission

Louise Waters, Chairperson David Kakishiba, Member James Harris, Member Marc Tafolla, Member Katy Nuñez-Adler, Member

Board Meeting Date March 7, 2023

Subject Budget Modification Form

Services For: Measure N Administrative 10% Carryover Plan

Action Requested and Recommendation

Adoption by the Board of Education, upon recommendation of the Measure N Commission, of a 2022-2023 Education Improvement Plan/Budget modification for Measure N Administrative 10% Carryover Plan reducing from \$15,000.00 to \$14,000.00, Computer or Equipment, and establishing Audit Expenses for \$1,000.00, as stated in the justification section of the New or Revised Strategic Action Section of the Budget Modification Form.

Background

(Why do we need these services? Why have you selected this vendor?) Measure N Administrative 10% would like to modify their Measure N Educational Improvement Plan/Budget to decrease the approved strategic action, Computers or Equipment by \$1,000.00, and use that money to increase an existing strategic action, Audit Expenses.

Competitively Bid

Was this contract competitively bid? No

If no, exception: N/A

Fiscal Impact

Funding resource(s): Measure N

Attachments

• Budget Modification Form



2022-23 Measure N Budget Modification Form OUSD Schools



Date:	2/21/2023	Administrator:	Vanessa Sifuentes
Dept. Name:	High School Linked Learning Office	Site #:	912
Pathway(s): (required for multiple use of programs)	N/A	Requested By:	Nancy Gomez

Step 1:

a. Add the Original Approved Strategic Action from the Measure N EIP:

Directions: Copy & paste the original strategic action below. The original strategic action is where you plan to take money from and use it for a new purpose.

Measure N	Budget	Original	Measure N Budget Original Strategic Action (proper & full justification)	Total
Plan &	Action -	Amount		Amount
Pathway	Line Item #	Approved		Transferred
2021-22 Carryover Plan	21	\$15,000.00	Computer or Equipment: For Measure N staff to carry out Measure N deliverables	\$1,000.00

b. What will be the impact on your Measure N plan, pathway development, and students for not doing your original strategic action? (*Do not insert links or use Acronyms)

No impact - we do not need all of the funds allocated for this expenditure.

c. Enter the Account String for the Original Approved Strategic Action:

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9333	0	3800	1000	4420	912	9120	1414	0101	99999

d. Total amount being transferred: \$ 1,000.00

- Please check this box if this is a NEW expenditure and it's not in the approved Measure N EIP.
- Please check this box if this is an EXISTING expenditure and you're only amending the approved amount.
- □ Please check this box if this request is to create a new position or change the FTE of an existing position. If so, please attach the Measure N Duty Statement form to the Budget Modification Form.

Step 2.

a. Enter the New or Revised Strategic Action (Explicitly state the expenditure type and how it supports pathway development?):

This will become the new proper justification for this expenditure. *Only one justification is allowed. *You'll use this new or revised justification for all future applicable requests connected to this modification.

Measure N	Budget	Original	New or Revised Measure N Strategic Action Enter one to two sentences to create a Proper Justification using the questions below. No acronyms or hyperlinks. -What is the specific expenditure or service type? Please provide a brief description - (no vague language) and quantify when applicable. -How does the specific expenditure impact students in the pathway and support your 2022-23 pathway goals and strategic actions? -Please also answer the additional questions by Object Code linked in this document to provide a proper justification for your new or revised strategic action.	New or
Plan &	Action -	Amount		Amended
Pathway	Line Item #	Approved		Amount
2021-22 Carryover Plan	16	\$21,165.00	Audit Expenses: Contract with Christy White, Inc. to pay for the Annual Audit Report Expenses. Auditor will manage the audit and produce the Measure N Annual Report. This amount is to amend the original contract by \$1,000.00, for additional services provided by the auditor.	\$22,165.00

b. Enter the New or Revised Account String:

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9333	0	0000	7191	5809	912	9120	1690	9999	99999

Signature of Approvals:	(Please insert the team	member's name below the sig	nature line)
Name: Teacher Leader/Pathway Director Signature	2/21/23 Date	Name: Principal Signature Required	Date

FOR MEASURE N STAFF USE ONLY	
Date BMF Received:	
Escape Budget Transfer or Journal Entry Link No.:	
Program Manager, Approval Signature:	Date: 2/22/23
H.S. Network Superintendent, Approval Signature:	Date: <u>2/23/2</u>