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**Measure N - College & Career Readiness - Commission**

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# Memo

**To** Measures N and H – College and Career Readiness Commission

**From** Vanessa Sifuentes  
High School Network Superintendent

**Board Meeting Date** November 5, 2024

**Subject** Services For: High School Linked Learning Office

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**Action Requested and Recommendation** Adoption by the Measures N and H Commission of a 2024-2025 Measures N and H Budget Modification for High School Linked Learning Office reducing \$5,700.00, Measure N and H Administrative 10% Supplies and Materials by \$6.88 to \$5,693.12 and establishing a new strategic action for \$6.88 to transfer funds to Advertising-Legal, increasing it from \$300.00 to \$306.88, 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?)*

High School Linked Learning Office would like to transfer \$6.88 from Supplies and Materials and increase Advertising - Legal to \$306.88 for the advertising fee used for posting an RFP to recruit candidate for RFP #24-152: HSLLO Pathway Development, Measure H-funded Charter Schools for Linked Learning.

**Competitively Bid**

Was this contract competitively bid? No  
If no, exception: N/A

**Fiscal Impact**

Funding resource(s): Measure H

**Attachments**

24-2631 - HSLLO - 912- Admin 10% - BMF - Advertising-Legal - \$6.88



## 2024-25 Measures N and H Budget Modification Form OUSD Schools



Date:	09/23/2024	Principal:	Rebecca Lacocque
School Name:	Linked Learning	Site #:	912
Pathway Name: <small>(required for multiple use of programs)</small>	2024-25 Measure H Administrative 10% Budget	Requested By:	Rebecca Lacocque

**Step 1:**

**a. Add the Original Approved Strategic Action from the Measures N and H 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.*

Measures N/H Plan or Pathway/Tab Name	Budget Action - Line Item #	Original Amount Approved	Measures N and H Budget Original Strategic Action <i>(proper &amp; full justification)</i>	Total Amount being Transferred
2024-2025 Administrative 10% Budget	9	Was \$6,000.00. New total amount after approval of prior BMFs \$5,700.00	<b>Supplies and Materials:</b> Materials & Supplies for the Measures N and H staff to carry out specific tasks for commission meetings, pathway site visits, events, and office operations	\$6.88

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

No Impact. Materials and Supplies were over budgeted.

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

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
01	9339	0	3800	1000	4310	912	9120	1690	0101	99999

**d. Total amount being transferred: \$ 6.88**

- Please check this box if this is a **NEW** expenditure and it's not in the approved Measures N/H 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 Measures N/H Duty Statement form to the Budget Modification Form request.

**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.*

Measures N/H Plan or Pathway/Tab Name	Budget Action - Line Item #	Original Amount Approved	<b>New or Revised Measure N and H Strategic Action</b> <i>Enter one to two sentences to create a Proper Justification using the questions below. No acronyms or hyperlinks.</i>	New or Amended Amount
2024-2025 Administrative 10% Budget	N/A	\$300.00	<p>-What is the specific expenditure or service type? Please provide a brief description - (no vague language) and quantify when applicable.</p> <p>-How does the specific expenditure impact students in the pathway and support your 2024-25 pathway goals and strategic actions?</p> <p>-Please also answer the additional questions by Object Code linked in this <a href="#">document</a> to provide a proper justification for your new or revised strategic action.</p>	
			<p><b>Advertising - Legal:</b> Advertising fee used for the RFP. A Request for proposal (RFP) is a solicitation for proposals from vendors to provide services,equipment, or material to an organization.</p> <p>The RFP is to recruit candidates for: <b>Request for Proposal (RFP)#24-152 HSLLO.</b> PATHWAY DEVELOPMENT, MEASURE H - FUNDED CHARTER SCHOOL FOR LINKED LEARNING</p> <p>OAKLAND UNIFIED DISTRICT Procurement Department 900 High Street, 2nd Floor OAKLAND, CA 94601 Email:procurement@ousd.org Phone:(510)879-2990</p>	\$306.88


**b. Enter the New or Revised Account String:**

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
01	9339	0	3800	1000	5810	912	9120	1690	0101	99999

**Signature of Approvals:** (Please enter the team member's name below the signature line)

Name: \_\_\_\_\_  
Teacher Leader/Pathway Director

Date \_\_\_\_\_

  
REBECCA LACOCQUE (Sep 30, 2024 07:24 PDT)  
Name: \_\_\_\_\_  
Principal Signature Required

Sep 30, 2024  
Date

Signature

FOR MEASURES N and H STAFF USE ONLY

Date BMF Received: 9/30/24

Escape Budget Transfer or Journal Entry Link No.: \_\_\_\_\_

Program Manager, Approval Signature: Nancy Gomez

Date: 9/30/24

H.S. Network Superintendent, Approval Signature: V. Siffo

Date: 9/30/24