



OAKLAND UNIFIED  
SCHOOL DISTRICT

*Community Schools, Thriving Students*

# Measure N Requests

## Review and Approval Process



Presented by Joanna Vazquez Zelaya and Nancy Gomez

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# Measure N Overview

## The Purpose of Measure N

The Oakland College & Career Readiness For All Fund is established to pay for the implementation of a comprehensive approach to high school education in Oakland that integrates challenging academics with career-based learning and real-world work experiences.

This comprehensive approach creates small learning communities of *career-oriented pathways*, and offers intensive, individualized support to create the conditions for all students to graduate high school prepared to succeed in *college and career*.

# What is required for Measure N requests to be approved quickly?

## Proper Justification



## Alignment to the SPSA and Pathway Development Work

What is proper justification?

### Requires:

- a. Name "It"
  - i. Consultant, vendor, objects being purchased
- b. What is the service being provided
- c. Why is the service being provided
- d. How is it aligned to pathway(s)

What does alignment mean?

- a. Specific expenditure is listed in your Measure N approved budget in the SPSA
- b. Expenditure relates back to pathway development work described in the SPSA

# Where can I find the information needed to fill out Measure N requests?



## Resources and Tools

1. SPSA
2. [Proper Justification Examples Document](#)
3. [Measure N Permissible Expenses](#)
4. [Measure N Budget Modification Form](#)
5. Measure N Carryover Justification Form (in SPSA)
6. Justification Form
7. Measure N Guide

2017-18 SINGLE PLAN FOR STUDENT ACHIEVEMENT (SPSA)		A	B	C	D	E	F	G	H
162									
163	<b>Pathway Development/Implementation Strategy:</b> The pathway identity is clear to teachers, students, and staff and 75% of students								
164	<b>Strategic Action</b>	<b>Associated LCAP Action Area</b>	<b>Primary Target Student Group for This Action</b>	<b>If this requires funding, what is the funding source?</b>	<b>Dollar Amount or FTE Allocation</b>	<b>Object Code</b>			
165	<b>Reception Area</b> - Create a hotel 'front of the desk' for Bunche that features HTR pathway, run by student-interns.	A1.1: Pathway Programs	All Students	Measure N					
166	<b>Integrated Curricula</b> - Incorporate Hospitality, Tourism, and Recreation Pathway theme into projects in each academic discipline.	A1.1: Pathway Programs	All Students	Measure N	\$0.00				
167	<b>Work-Based Learning (WBL) Wednesday</b> - Restructure and improve Work-Based Learning Wednesdays to more fully engage community college, industry, CBOs, and school staff.	A1.1: Pathway Programs	Other	Measure N	\$0.00				
168	<b>Student Internship Stipends:</b> Issue student stipends as part of students work-based learning Wednesday internships	A1.1: Pathway Programs	All Students	Measure N	\$10,000.00	1220			
169	<b>Pathway Coach:</b> Hire a pathway coach to support with pathway development	A1.1: Pathway Programs	All Students	Measure N	\$23,000.00	5708			
170	<b>Work-Based Learning Liaison (.4 FTE):</b> Hire a WBL Liaison to coordinate and develop the development of work-based learning continuum and student internships	A1.1: Pathway Programs	All Students	Measure N	\$30,000.00	4399			
171	<b>Work-Based Learning Liaison (.6 FTE):</b> Hire a WBL Liaison to coordinate and develop the development of work-based learning continuum and student internships	A1.1: Pathway Programs	All Students	Grant					
172	<b>Marketing:</b> Hire a marketing firm to promote Bunche's Hospitality, Tourism & Recreation pathway, which includes developing promotional materials, connecting to media outlets, leading PDs to train staff in how they outreach and promote their pathway	A1.1: Pathway Programs	All Students	Measure N	\$10,000.00	5825			
173	<b>Dual Enrollment Expansion:</b> Provide textbooks and support dual-enrollment costs for the Culinary, Business Liit and African American studies classes.	A1.1: Pathway Programs	All Students	Program Investment	\$13,625.00	(not allocated)			
174	<b>Food for Culinary Program:</b> Purchase food for the culinary program (needs to be purchased individually by a staff member since cannot purchase most food through a vendor)	A1.1: Pathway Programs	All Students	Measure N	\$15,726.30	4311			
175									

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Measure N Education Improvement Plan (SPSA)

This plan articulates what you plan to do to develop pathways, why you have decided on specific strategies, and how your site is allocating ALL of it's dollars to support the plan.  
  
Here is where you find the justification required for Measure N requests.



## Measure N Education Improvement Plan (SPSA) Measure N Budget Proper Justification

### Measure N Education Improvement Plan: Measure N Budget

School sites submitting a Measure N Education Improvement Plan (SPSA) to the Measure N Commission for approval are required to submit a detailed Measure N budget.

The Measure N budget should provide the following information:

- (1) How the full projected Measure N allocation will be spent*
- (2) Specific details for budget line items that demonstrates how it is aligned to pathway development*

Overall, proper justification for budget line items will include the following information:

- (1) What the specific expenditure, vendor, or service is*
- (2) How the specific expenditure, vendor, or service provided is aligned to pathway development*
- (3) Why this specific expenditure or service is needed*

Examples of proper justification for specific budget line items:

#### A. Consultants

- What the specific expenditure, vendor, or service is: **Vendor/Consultant Name to**
- How the specific expenditure, vendor, or service provided is aligned to pathway development: **provide support with integration of newcomers in pathways in 10th grade**
- Why this specific expenditure or service is needed: **due to the increase in newcomer population**

### Proper Justification for Measure N IFAS Requests

This document provides concrete examples of proper justification and insufficient justification for any and all Measure N requests.

Here is where you find examples of how requests should be made in order to have a speedier approval process.



## Measure N Permissible Expenses

### The Purpose of Measure N

The Oakland College & Career Readiness For All Act is established to pay for the implementation of a comprehensive approach to high school education in Oakland that integrates challenging academics with career-based learning and real-world work experiences. **This comprehensive approach creates small learning communities of career-oriented pathways**, and offers intensive, individualized support to create the conditions for all students to graduate high school prepared to succeed in college and career.

### The Goals of Measure N

- Decrease the high school dropout rate
- Increase the high school graduation rate
- Increase high school students' readiness to succeed in college and career
- Increase middle school students' successful transition to high school
- Reduce disparities in student achievement and student access to career pathways based on race, ethnicity, gender, socioeconomic status, English Learner-status, special needs status, and residency

### Permissible Uses of Measure N

Measure N proceeds shall be spent on the following school programs:

- To increase support for students in college preparatory courses in every high school to ensure students are qualified for admission to the University of California and other 4-year university systems, and are prepared to succeed in college
- To provide work-based learning in every high school, including career exploration, career technical education courses, job shadowing, internships, and job certifications
- To reduce the drop-out rate by providing counseling, tutoring, mentoring and other intensive support services to students in danger of not graduating high school
- To provide programs to students transitioning from 8th to 9th grade to prepare them to succeed in high school, and to students transitioning from 12th grade to college prepare them for admission and success in college

In order to expend Measure N funds, the expenditures must meet the 5 criteria below:

1. Be Incorporated in the Measure N Education Improvement Plan that was passed by the Measure N Commission and the OUSD Governing Board.
2. Align to the purpose of the Measure N Initiative outlined above.



# Measure N Budget Modification Form



School & Site #:		Principal:	
Pathway(s):		Requested By:	

**1. From: Original Approved Strategic Action** *(copy from approved SPSA Measure N 2018-19 budget)*

<i>Original Strategic Action</i>

Original Escape Account Code Structure

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
	<b>9333</b>									

Amount being transferred: \$ \_\_\_\_\_

**2. To: New/Revised Strategic Action**

<i>New/Revised Strategic Action</i>

New/Revised Escape Account Code Structure

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional

Measure N Budget Modification Form

This document captures the reason as to why funds are being used for a different purpose or being used for the same purpose but a different strategy and ensures that it stays align to the larger pathway development plan within the SPSA.

Here is where you find the justification required for Measure N Budget Transfer requests.





# When do I need to submit a Budget Modification Form?

Is the expenditure being paid out of carryover funds?

Yes

No

No Budget Modification Form needed

Carryover Justification Form required

REMINDER:  
When referring to carryover funds, justification is found in Measure N Carryover Form submitted by site

Is the expenditure something new, not in the approved SPSA?

Yes

No

\*\*Budget Modification Form Required

REMINDER:  
Justifications should match in form and Escape

Are the funds being reallocated in a way that supports the original planned purpose and strategy?

Yes

No

No Budget Modification Form needed

\*\*Budget Modification Form Required  
\*Justification should make it clear how original purpose is being met or not

REMINDER:  
Justifications should match in form and Escape

Submit **signed and completed** Budget Modification Forms via email to Nancy Gomez.

**MEASURE N 2017-18 CARRYOVER JUSTIFICATION FORM**

<b>Directions:</b>	Please provide the reasoning as to why the full Measure N allocation was not spent.
<b>Why were you unable to expend all your funds in the previous fiscal year?</b>	

<b>2017-18 Carryover Allocation</b>			
<b>Total Budgeted Expenditures</b>			
<b>Remaining Balance</b>	<b>\$0.00</b>		

**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 supports and aligns to specific parts of your SPSA to support students and pathway development.  
 \*\*Proper justification is required below and should be used when making IFAS purchase requests, budget transfer requests, consultant contracts, etc. Examples that can be used are available in the Proper Justification Form linked below.

Please reference the following documents for support in filling out the section below:

[Measure N Permissible Expenses](#)

[Proper Justification](#)

Strategic Action	Associated LCAP Action Area	Which of the pillars of Linked Learning does this action support?	Which Pathway Group will this funding support	If this requires funding, what is the funding source?	Dollar Amount or FTE Allocation	Org Key	Object Code
	▼	▼	▼	▼			
	▼	▼	▼	▼			
	▼	▼	▼	▼			
	▼	▼	▼	▼			
	▼	▼	▼	▼			
	▼	▼	▼	▼			
	▼	▼	▼	▼			
	▼	▼	▼	▼			
	▼	▼	▼	▼			

+ ☰ 3: RA Actions ▾ 4: WBL Actions ▾ 5: CSS Actions ▾ 6: Engagement Timeline ▾ 🔒 7: School Budget Tab ▾ WASC Goals ▾ 2017-18 Measure N Carryover ▾ ◀ ▶

### Measure N Carryover Justification Form

This document is required by the Measure N Commission and captures why all Measure N funds were not spent and specific plans to spend these funds in the coming year. If your site is required to submit this form it will be provided to you.

Here is where you find the justification required for Measure N requests that are being funded by carryover funds and require transferring funds from Object Code 4391-Carryover.

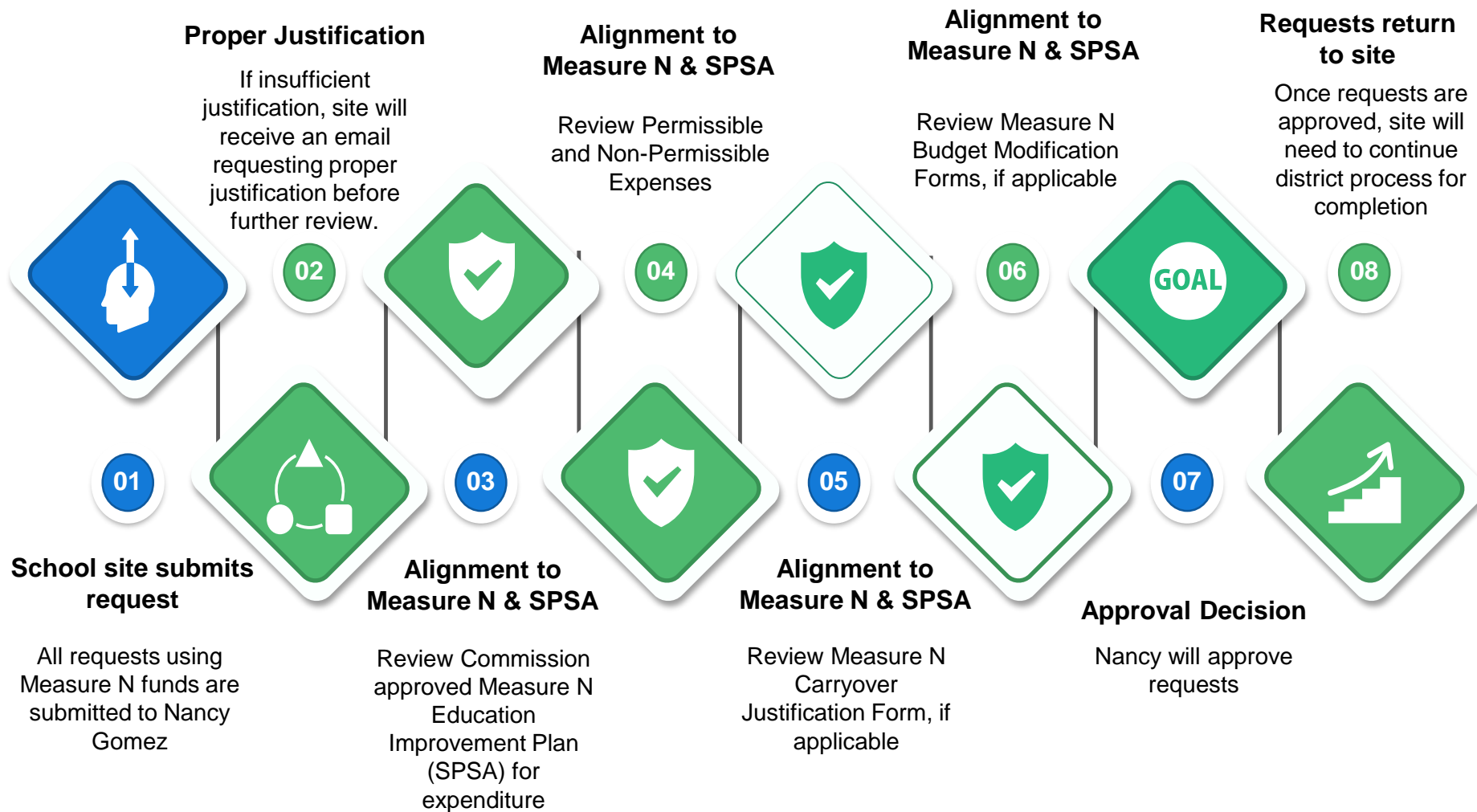
Carryover funds are loaded into Object Code 4391-Carryover.

# Where do I add proper justification?

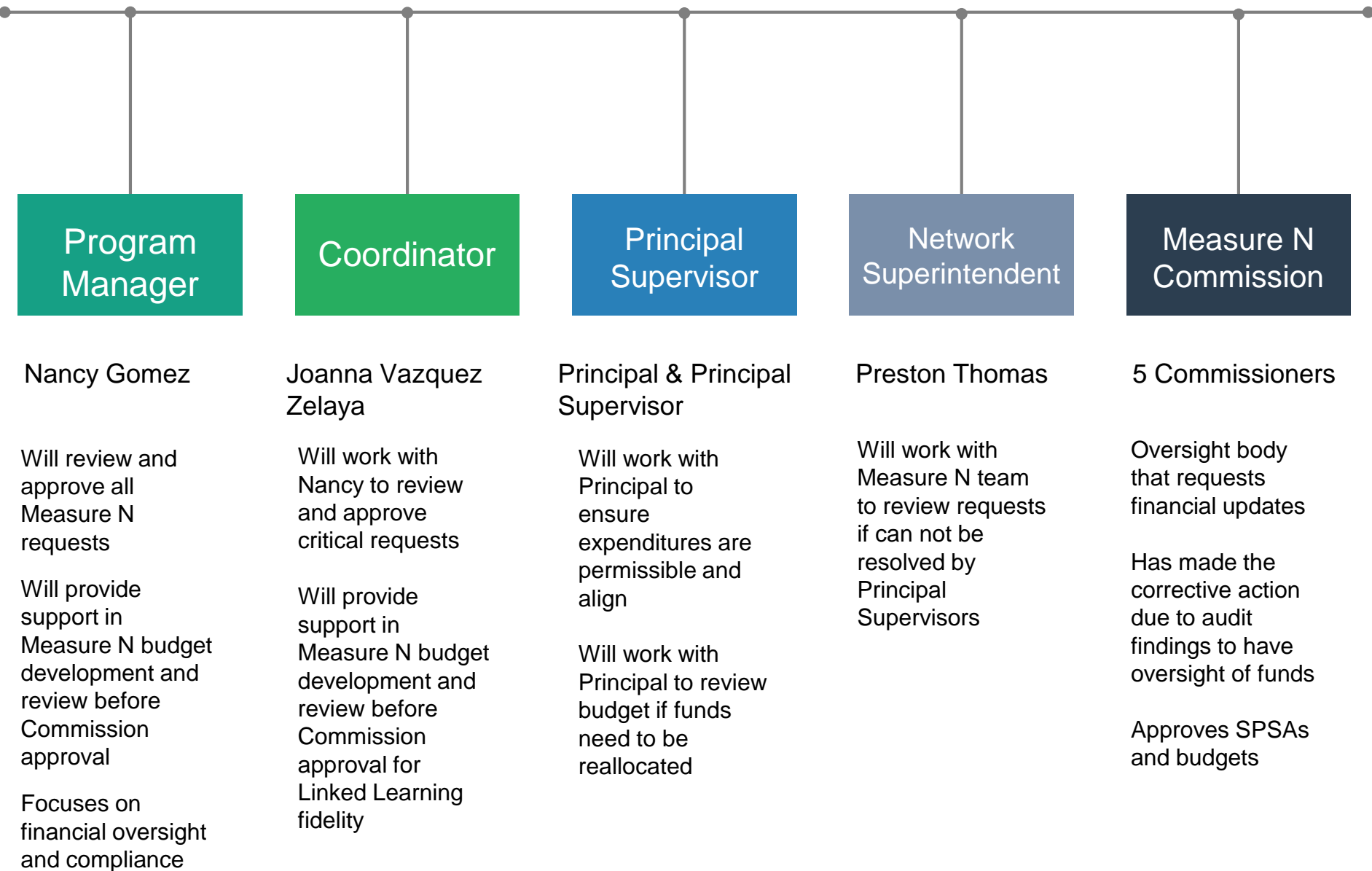
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- Escape Requests
  - In the “Notes” section, proper Justification should be added
  - In “Attachments” section. upload required documentation listed in the Permissible Expenses document
- Hard copy requests
  - Examples of hard copy requests: field trip packets, special event forms, travel request forms, etc.
  - Should submit hard copy of Justification Form
    - Please note: Justification Form template is located within Measure N Guide

# Measure N Review and Approval Process



# Measure N Stakeholders





# Audit Information

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- Measure N is audited every year
- Please keep a copy of documents submitted and create a Measure N binder
- Recommendation:
  - Administrative lead/business manager that oversees or supports Measure N should be creating and maintaining the Measure N binder

# Important Information to Note

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- Email requesting **Proper Justification** or submission of a **Budget Modification Form** does not mean a request is being denied
- IF a request will be denied an email will be sent with specific explanation as to why it will be denied
- Nancy and Joanna are only involved at this specific step of the larger District process
- Our focus is to ensure that expenditures are permissible and meet the intent of the measure before funds are expended, audit findings have demonstrated this is necessary for basic oversight procedures
- September training schedule will be sent out over the next couple of weeks
- Measure N Guide is the largest resource with all necessary information and document templates



**EVERY STUDENT THRIVES!**



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