



HIGH SCHOOL LINKED LEARNING OFFICE

MEMORANDUM

To: Measures N and H Commission
From: Vanessa Sifuentes, Deputy Chief of Post-Secondary Readiness
Date: January 13, 2026
Re: Linked Learning Pathway Change Policy for Measure H-Funded Schools

Background:

At the November 4, 2025, Measures N and H Commission meeting, Measures N and H staff presented a draft framework outlining guiding principles that would inform the development of a policy governing future pathway changes at Measures N- and H-funded schools. Incorporating feedback from Commissioners, along with additional staff discussion and research, the proposed policy is now being presented to the Commission for consideration and potential adoption.

This policy shall take effect upon approval by the Measures N and H Commission.



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Linked Learning Pathway Change Policy for Measures N- and H-Funded Schools

Effective Upon Approval by the Measures N and H Commission

(Date TBD)

I. Purpose

This policy establishes requirements, restrictions, and procedures for requesting changes to Linked Learning pathways at Measures N and H-funded high schools. It is designed to preserve pathway quality, protect parcel tax resources, and ensure that pathway changes align with student needs, community priorities, and labor market demand.

II. Scope

This policy applies to all OUSD and charter school sites that operate Linked Learning pathways and receive Measures N and H funding. Pathway changes shall be approved by OUSD's Linked Learning Office and the Measures N and H team based on the guidelines outlined below.

Guiding Principles:

1. Stability:
 - a. Linked Learning pathways must be stable, long-term programs of study in order to provide students the highest-quality experience. Frequent changes can negatively impact the student experience and undermine program integrity and coherence.
2. Capacity Alignment:
 - a. Sites shall operate only the pathways they can sustain, given enrollment, staffing, and funding. Schools with enrollment below 250 students may be discouraged from operating multiple pathways if doing so dilutes the cohort experience or instructional quality.
 - b. Enrollment guidance (per grade level):
 1. Ideal: 60–90 students (2–3 sections per cohort class; actual numbers may vary depending on contractual class size)
 2. Minimum: 50–60 students (below this range places increased strain on the master schedule, cohort purity, teacher preparation load, and elective access)
 3. Maximum: 100–120 students (exceeding this range can make it challenging to maintain a small-school environment and teacher collaboration across disciplines and grade levels)
3. Community and Labor Market Relevance:
 - a. Pathways must reflect student and community interests along with regional industry opportunities, with priority given to high-demand and high-wage sectors to provide students meaningful access to careers that provide livable wages.



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4. Student Engagement:
 - a. Students must be meaningfully engaged in pathway change decisions, and evidence of their input must be documented (See Section IV. *Required Stakeholder Engagement* for more information).
5. Linked Learning Quality Standards:
 - a. All pathway changes must align with OUSD's Linked Learning Quality Standards, as approved by the Measures N and H Commission.

III. Considerations for Pathway Change Requests

1. Minimum Enrollment: Pathway change requests must meet district-defined minimum enrollment thresholds (See *"2b. Enrollment Guidance" under "Capacity Alignment" above*).
2. Change Frequency: A site may request a pathway change no more than once per three-year Education Improvement Plan (EIP) cycle.
 - a. Mid-Cycle Restriction: Pathway changes shall not be implemented mid-EIP cycle or mid-fiscal year. Exceptions may be considered only in cases of a significant enrollment decline or other extenuating circumstances (as determined by Measures N and H staff).
3. Insufficient Grounds for Change: Staffing challenges alone are not sufficient to justify a pathway change. Before submitting a pathway change request that is primarily due to staffing challenges (e.g., difficulty hiring or retaining pathway teachers), the site must demonstrate that reasonable alternatives have been explored.

IV. Required Stakeholder Engagement

Pathway change requests must be supported by documented engagement from key stakeholders. Schools are responsible for collecting and submitting evidence that input was meaningfully gathered and considered.

1. Required Stakeholder Groups
 - a. Students
 - b. Pathway teachers and staff
 - c. Site leadership (Principal and Pathway Coach)
 - d. Families
 - e. Industry and community partners connected to the current and/or proposed pathway sector.
2. Acceptable Evidence of Engagement, including but not limited to:
 - a. Survey summaries
 - b. Meeting notes
 - c. Focus group summaries
 - d. Attendance sheets or sign-in logs
 - e. Feedback forms or digital engagement records



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3. Examples of Stakeholder Input Opportunities:

- a. Student Engagement
 - i. Advisory-based surveys or classroom pulse checks
 - ii. Student focus groups (pathway and non-pathway students)
 - iii. Town halls or listening sessions
 - iv. Student panels facilitated by teachers or site leadership
 - v. Structured advisory discussions with reflection prompts
- b. Staff Engagement
 - i. Pathway team meetings with structured discussion agendas
 - ii. Teacher surveys focused on feasibility, instructional needs, and alignment
 - iii. Collaborative planning sessions on revisions to the Program of Study
 - iv. Grade-level, department, or professional development meetings
- c. Family and Community Engagement
 - i. Family surveys (translated as needed)
 - ii. Family or community information sessions with Q&A
 - iii. Phone, text-based, or online outreach for families unable to attend meetings
 - iv. Family focus groups with interpretation support, as needed
- d. Industry Partner Engagement
 - i. Advisory board meetings
 - ii. Focus groups with existing or prospective partners
 - iii. Employer surveys on pathway relevance
 - iv. Industry needs assessments facilitated by CTE or Work-Based Learning staff
- e. Additional Engagement Opportunities
 - i. Back-to-School Night or Open House feedback
 - ii. Collection of feedback from community/industry partners at school-sponsored events
 - iii. Data reflection sessions reviewing enrollment, outcomes, and student survey data
 - iv. Review of labor market information with stakeholders
- f. Important Considerations:
 - i. Schools are responsible for leading and documenting stakeholder engagement related to any proposed pathway changes. The Measures N and H team and Linked Learning leadership participate only in the review and decision-making process and are not involved in gathering stakeholder input; therefore, their participation should not be cited as evidence of community engagement.
 - ii. Schools are responsible for engaging stakeholders, collecting and analyzing feedback, and demonstrating that feedback informed the proposed change.



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V. Submission Requirements

Pathway change requests must be submitted via OUSD's Pathway Change Form, address all of the areas below, and include all relevant supporting documentation:

1. Description of Proposed Change
 - a. Current and proposed pathway name
 - b. CTE focus and sequence
2. Rationale
 - a. Alignment to student interest, community priorities, and industry demand
 - b. Clear justification for the proposed timing
3. Evidence of Stakeholder Engagement
 - a. Documentation representing student, staff, family, and partner input
4. Impact Analysis
 - a. Impact on the Program of Study and Pathway Student Learning Outcomes (PSLOs)
 - b. Submission of current and proposed Programs of Study
5. Sustainability Plan
 - a. Evidence that enrollment minimums will be met
 - b. Financial and programmatic sustainability plan

VI. Submission and Review Process

1. **Site-Level Development of Pathway Change Proposal:** The school engages stakeholders to review the current pathway and develop a proposal for a new pathway. The principal must approve the pathway change request before submitting it to the Measures N and H staff.
2. **Submission Window:** Schools may submit pathway change requests annually between August and November to the Measures N and H Coordinator for the subsequent academic year; requests must include all required information and supporting documentation.
3. **Pre-Approval Visit:** Measures N and H staff visit the site and review supporting documentation for capacity, stakeholder engagement, and sustainability of the requested change.
4. **Linked Learning Office Review:** Measures N and H Coordinator and High School Linked Learning Director provide feedback to the site or an initial recommendation for approval after the site visit and document review.
5. **Final Review:** The OUSD Deputy Chief of Post-Secondary Readiness, or designee, will conduct a final review of the pathway change request and Measures N and H staff recommendation prior to rendering a final decision.
6. **Notification:** Written approval or denial (with rationale) issued by the Measures N and H Coordinator; principals are responsible for communicating decisions around pathway changes to the school community.



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VII. Pathway Closure Procedures

1. When a pathway is closed, the site must complete the following steps:
 - a. Transition Planning: Develop and implement a clear transition plan for affected students and staff
 - b. Inventory and Asset Recovery:
 - i. All equipment, technology, and supplies purchased with Measures N or H funds with a value exceeding \$1,500 must be inventoried and are considered parcel tax property. If a pathway closes, any such items that cannot be repurposed for the new pathway's industry sector must be returned to OUSD's Linked Learning Office, the administrators of Measures N and H.
 - ii. Returned assets will be inventoried and reassigned to pathways that are still in operation within the same industry sector as the closed pathway.
 - iii. Technology, equipment, and supplies valued at more than \$1,500 must include asset tags and recorded serial numbers. For equipment being returned due to an approved pathway closure, asset information must be documented electronically and provided by the school site to the Measures N and H Coordinator.