

Budget Modification Form (BMF) Approval Process

Discover
a Need

Service &
Support

Approved
or Denied

Implementation
Process

Commission
Review &
Approval



The school identifies a new need that requires they modify their Measure N EIP.

School staff complete a BMF based on their need and submit it to Nancy Gomez.



Initial Review & Approval

Nancy reviews the BMF for compliance, completeness and supports the school staff with any corrections before approving.



Approval Walk Through

If the New or Modified Action is permissible, it is approved by Measure N staff. An approved copy is forwarded to the school and BOE staff for processing.
**If the action is non-permissible, the request is denied.*



Ready to take Action

The school can now proceed with the necessary actions to execute their plan. Approved copies are filed for Audit purposes.



Final Review & Approval

Measure N Commissioners review the BMF. If approved, they give their consent. If denied, the school will need to reverse the action and use another funding source.

OUSD Measure N Commission

2021-2022 Commission Meeting Calendar and Budget Modification Due Dates

Budget Modification Forms are due to Nancy Gomez via email at nancy.gomez@ousd.org

Budget Modification Form Submission Date Deadline- 4:00 P.M.	Measure N Commission Meeting Date <i>Tuesdays from 5-7pm unless otherwise noted</i>
<i>The Commission will not review budget modifications at the August meeting.</i>	August 17, 2021
August 25, 2021	September 7, 2021
September 22, 2021	October 5, 2021
October 20, 2021	November 2, 2021
November 3, 2021	November 16, 2021
November 19, 2021	December 7, 2021
December 15, 2021	January 4, 2022
January 5, 2022	January 18, 2022
January 19, 2022	February 1, 2022
February 16, 2022	March 1, 2022
<p style="text-align: center;">March 30, 2022</p> <p style="text-align: center;"><i>Last date to submit Budget Modification forms for the 2021-2022 fiscal year</i></p> <p style="text-align: center;"><i>Review of Budget Modification Forms will only occur on the April 13th meeting date.</i></p> <p style="text-align: center;"><i>The April Measure N Commission meetings will be from 9am-12:00pm and include presentations of the 2022-2023 Measure N Education Improvement Plans.</i></p>	<p style="text-align: center;">Tuesday, April 12, 2022</p> <p style="text-align: center;">Wednesday, April 13, 2022</p> <p style="text-align: center;">Thursday, April 14, 2022</p> <p style="text-align: center;">Tuesday, April 19, 2022</p> <p style="text-align: center;">Wednesday, April 20, 2022</p> <p style="text-align: center;">Thursday, April 21, 2022</p>
<i>No more Budget Modifications allowed</i>	May 3, 2022
<i>No more Budget Modifications allowed</i>	May 17, 2022
<i>No more Budget Modifications allowed</i>	June 8, 2022