

**MEASURE N COMMISSION**

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**OAKLAND UNIFIED  
SCHOOL DISTRICT**  
Community Schools, Thriving Students

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

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May 19, 2016

To: Board of Education  
Oakland Unified School District

From: Measure N – College & Career Readiness – Commission  
David Kakishiba, Chairperson

Re: Legislative Recommendations:  
**Guidelines for the Allowable Use of Measure N Funds**

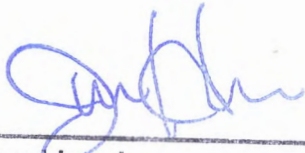
The Measure N Commission requests the Board of Education to adopt the following “Guidelines for the Allowable Use of Measure N Funds.” On April 5, 2016, the Measure N Commission voted unanimously to adopt the following “Guidelines.”

**Guidelines for the Allowable Use of Measure N Funds**

- 1) All 2015-2016 Measure N revenue not allocated to schools (a.k.a. 90%) and to administration (a.k.a. 10%) shall be held in reserve and maintained as a “Contingency Fund”. The Measure N Commission will allocate money from this Contingency Fund to address any negative financial impact to high schools due to rising overall high school student enrollment, Measure N revenue shortfalls, or due to the expiration of Measure N’s ten-year term. In addition, if approved by the Measure N Commission, these Contingency Fund resources can be used to provide schools with additional funds to support site visits or innovative programs and pilots that may contribute to better student outcomes as outlined by Measure N.
  
- 2) Enable every high school and Measure N administration to rollover all unexpended Measure N budget allocations from one fiscal year to the next fiscal year, for a period not to exceed three consecutive fiscal years. If funds are to be carried over from one year to the next, schools must complete a “Carryover Justification” that identifies why the funds were not expended and identifies a clear use of the funds in the next fiscal year. Any unexpended funds at the end of the 3-Year Education Improvement Plan cycle will be added into the Measure N “Contingency Fund.”
  
- 3) All eligible high schools that received a “Planning Grant” for the 2015-16 school year, must submit a 2016-2019 Education Improvement Plan in order to receive continued funding. The Education Improvement Plan must be informed and designed by the ongoing participation of major

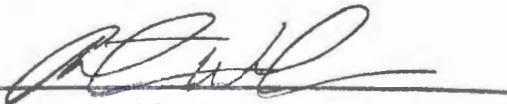
stakeholders, including school administrators, teachers, students, parents, service-provider partners, career industry partners, and classified employees in order to be eligible for 2016-2019 funding. There must be clear evidence of these meetings that include key stakeholders.

- 4) Schools may choose not to expend the full allocation for a given year during the 2016-19 funding cycle. The school must justify why they are holding these funds in reserve in order to fund a larger future initiative that supports college, career and community readiness.
- 5) An eligible high school that receives Measure N Commission approval for an annual budget allocation in an amount less than the school's total per pupil Measure N allocation for that fiscal year shall have access to those unallocated funds (Eligible Allocation minus Approved Budget Request) in the following fiscal year. This policy applies to a school that submits a budget request that reflects a phased-in implementation plan, as well as to a school whose Single Plan for Student Achievement was conditionally approved by the Measure N Commission.
- 6) New eligible Oakland high schools that would like to begin the planning process for Measure N, will submit a "Planning Grant" for the 2016-2017 school year. A school receiving a Planning Grant will receive \$200 per student for the year with the remaining balance of Measure N funds being held for the school in a "School Reserve" fund that can be expended in the 11<sup>th</sup> year. The school will have a calendar year to plan for the implementation of full funding from Measure N as outlined above. Education Improvement Plans must be submitted to the Measure N Commission in April of 2017.
- 7) Every high school shall submit to the Measure N Commission each year:
  - a. Quarterly Updates to Commission on Action Plan (3 per year)
  - b. Annual Report on Single Plan for Student Achievement Implementation (by March)
  - c. Annual Update to the Single Plan for Student Achievement (by May)
  - d. All schools must submit a detailed fiscal accounting of how all Measure N funds were expended for the previous fiscal year by November 1. Any unexpended funds must be accompanied by the "Carryover Justification" to be used in the next fiscal year.



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James Harris  
President, Board of Education



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Antwan Wilson  
Secretary, Board of Education

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