

MEASURE N AND H – COLLEGE AND CAREER READINESS COMMISSION

1016 Union Street, #940
Oakland, CA 94607-



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

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

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Board Office Use: Legislative File Info.	
File ID Number	24-2916A
Introduction Date	12/10/2024
Enactment Number	
Enactment Date	

Memo

To Board of Education

From Measure N and H – College and Career Readiness Commission

Board Meeting Date January 8,2025

Subject Services For: MetWest High School

Action Requested and Recommendation

Adoption by the Board of Education, upon recommendation by the Measures N and H Commission of a 2024-2025 Education Improvement Plan/Budget modification for MetWest High School to reduce the following two line items: (1) \$24,000.00 Consultant Contract by \$21,000.00 to \$4,000.00 (2) \$115,536.46 Teacher Salaries: Hire an Internship Coordinator by \$115,536.46 to \$0.00, and establishing a new strategic action for \$136.536.46 Teacher on Special Assignment to hire a 10-month TSA at 1.0 FTE to serve as Pathway Lead teacher, 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?)

MetWest High School would like to reduce \$24,000.00 Consultant Contract by \$21,000.00 to \$4,000.00 (2) \$115,536.46 Teacher Salaries: Hire an Internship Coordinator by \$115,536.46 to \$0.00, and use that money to create a new strategic action \$136,536.46 Teacher on Special Assignment to hire a 10-month TSA at 1.0 FTE to serve as Pathway Lead teacher. This TSA will coordinate the integration of CTE standards into core content areas, salary and benefit costs included.

Competitively Bid

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

Fiscal Impact

Funding resource(s): Measure H

Attachments

24-2916A - MetWest High School 338 BMF - TSA-10 Months - \$136,536.



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



Date:	8/27/2024	Principal:	Dr. Shalonda Gregory
School Name:	MetWest High School	Site #:	338
Pathway Name: <small>(required for multiple use of programs)</small>	Social Entrepreneurship	Requested By:	Sandra Backer

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 & full justification)</i>	Total Amount being Transferred
Whole School Tab	130	\$25,000.00	<p>Consultant Contracts: Contract with a college advising agency (TBD) to support our post-secondary work by increasing students' access to post-secondary educational opportunities, through June 30, 2025.</p> <p>The agency will provide College Advisors to assist students with college applications, FAFSA, and college and career exploration. This expenditure supports students in our pathway by ensuring all staff can support students as they explore career and college programs and internships by pushing into Advisory classes. It also supports our goals to reduce academic outcome disparities for LCAP focal students groups by ensuring all students have access to college and career advising in their core classes. (Admin Fees Included)</p>	\$21,000.00
Whole School Tab	124	\$115,536.46	<p>Teacher Salaries: Hire an Internship Coordinator, at 1.0 FTE. The internship coordinator ensures the program operates efficiently and effectively. She is responsible for seeking our new mentorship opportunities, building and maintaining those relationships, and maintaining our network of mentors. She also supports advisors, students, and mentors with our Learning Through Interest work. These opportunities enable students to access experiential learning; learn about careers and interact with professionals in different organizations aligned with our social entrepreneurship theme.</p>	\$115,536.46

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. The classification to an existing position will be changed to accurately reflect the duties and responsibilities of this position, including additional new duties.

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

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9339	0	3800	1000	5825	338	3380	1690	0101	99999
0101	9339	0	3800	1000	1105	338	3380	1690	0101	99999

d. Total amount being transferred: \$ 136,536.46

- 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	New or Revised Measure N and H Strategic Action <i>Enter one to two sentences to create a Proper Justification using the questions below. No acronyms or hyperlinks.</i> -What is the specific expenditure or service type? Please provide a brief description - (no vague language) and quantify when applicable. -How does the specific expenditure impact students in the pathway and support your 2024-25 pathway goals and strategic actions? -Please also answer the additional questions by Object Code linked in this document to provide a proper justification for your new or revised strategic action.	New or Amended Amount
Whole School Tab	N/A	N/A	Teacher on Special Assignment (10-Months): Hire a 10-month TSA at 1.0 FTE to serve as the Pathway Lead Teacher for MetWest. This TSA will coordinate the integration of CTE standards into core content areas. They will also ensure alignment between CTE standards, existing internship opportunities and MetWest's Advisory program. PCN 2682 will be converted from a 10-month teacher	\$136,536.46

			position to a 10-month TSA position, and a new PCN will be generated. (Salary and Benefit costs included)	
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b. Enter the New or Revised Account String:

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9339	0	3800	1000	1119	338	3380	1690	0101	99999

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

 Name: _____ Date _____
 Teacher Leader/Pathway Director
 Signature

Dr. Shalonda Gregory 10/16/2024
 Name: _____ Date _____
 Principal Signature Required

FOR MEASURES N and H STAFF USE ONLY

Date BMF Received: 10/16/24

Escape Budget Transfer or Journal Entry Link No.: _____

Program Manager, Approval Signature: *Marcy Gomez* Date: 11/12/24

H.S. Network Superintendent, Approval Signature: *VSjto* Date: 11/12/2024



2024-25 MEASURES N & H DUTY STATEMENT

The Duty Statement is an essential legal document that justifies the use of Measure N/H funds. The Duty Statement must identify supplemental duties that strengthen the pathway program and the academic integration of the pathway in the school. Duty Statements are required for FTE positions that are **not** pre-approved¹ and for FTE that are partially funded. Please copy and complete the form for each FTE proposed in your EIP and return forms to Rebecca.Lacocque@ousd.org. Upon completion, the Measure N/H team will route it for signatures via Adobe Sign.

School Name:	MetWest HS	Site #:	338
Requestor's Name:	Shalonda Gregory	Requestor's Title:	Principal
Position Title and OUSD PCN#	Teacher on Special Assignment (10 months) PCN 2682	FTE % funded from Measure N/H:	1.0 FTE
Employee to be hired:	Mark Lopez	Term: (Start & End Dates):	10/1/2024 - 6/30/2025

Is this a new position? Yes

If not a new position, please indicate how this position is currently funded:

Resource # 1: _____ FTE % _____
 Resource # 2: _____ FTE % _____ (if applicable)
 Resource # 3: _____ FTE % _____ (if applicable)

DESCRIPTION OF RESPONSIBILITIES (Include duties specifically related to Pathways):

- Internships are an integral part of MetWest High school and are a requirement for every single student. Internships are the cornerstone of our philosophy. We believe that people learn best when they are doing something that interests them, when they are connected to a strong mentor, when they get to apply learning in authentic contexts, and when they get to develop solutions to real world problems. The purpose of the LTI program at MetWest is to give students opportunities for accelerated professional, academic, and personal growth while learning in the real world. The Internship Advisor TSA ensures the program operates efficiently and effectively. Maintain established partnerships, seek out new mentorship opportunities, building and maintaining those relationship Learning Through Interest work (LTI). These opportunities enable students to access experiential learning. The Internship Advisor doesn't not hold classes but supports the other advisors with Learning Through Interest programmatic tasks, facilitates PD, monitors ImBlaze (tracking system for internships and students) and other LTI documentation, and obtains and maintains community partnerships.

¹ Pre-Approved Measure N/H positions in OUSD include Work-Based Learning Liaison, Pathway Coach, College & Career Readiness Specialist, Career Transitions Specialist and Administrative Assistant (at no more than 40% FTE).



The Internship Advisor TSA work hours are typically, 8-4pm but there will be times they will be required to support events after school such as Back To School Night, grade level family nights, etc. There is a great deal of planning and prep work to ensure a smooth and successful program. The TSA will end working hours and days beyond a normal teacher in which they will be paid an extended contract for any work completed outside of the contractual hours.

- Trains and supports advisors in our Learning Through Interest (LTI) program. Internship Advisor coordinates career exploration opportunities and events.
- Manage schoolwide LTI documents and systems (ImBlaze)
- Leads LTI professional development
- Assist with developing and supporting LTI curriculum
- Assist with planning of exhibitions and setting exhibitions criteria
- Supports teachers with LTI projects and exhibitions

FOCAL STUDENT POPULATION:

- All students
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FREQUENCY OF SERVICES: *(Include hours worked and/or periods specifically related to Pathways):*

- Monday - Friday for 37.5 hours per week.
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ANTICIPATED OUTCOMES:

- Increase the number of students on track for A-G completion
- Increase the number of students who are career and college ready
- All students will have completed Career interest survey

I have reviewed this Duty Statement and have determined that it accurately reflects the position and demonstrates that the services provided are in alignment with Measure N/H and are supplemental.

Dr. Shalonda Gregory
Principal

10/16/2024
Date



FOR HIGH SCHOOL LINKED LEARNING OFFICE USE ONLY

Measures N and H Staff or Linked Learning Director: 
[REBECCA LACOCQUE \(Nov 14, 2024 09:34 PST\)](#)

Date: 11/14/2024

HS Network Superintendent: 

Date: 11/12/2024