

**MEASURE N COMMISSION**

1000 Broadway, Suite 680  
Oakland, CA 94607-4099



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

Community Schools, Thriving Students

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

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|---|--------------|
| Board Office Use: <b>Legislative File Info.</b> |              |
| File ID Number                                  | 22-0519      |
| Introduction Date                               | 3/1/2022     |
| Enactment Number                                | 22-0521      |
| Enactment Date                                  | 3/23/2022 er |

# Memo

**To** Board of Education

**From** Measure N Commission  
Jason Gumataotao, Chairperson  
Louise Waters, Vice Chair  
Marc Tafolla, Member  
Katy Nunez-Adler, Member  
James Harris, Member

**Board Meeting Date** March 1, 2022

**Subject** Budget Modification Form  
Services for: Oakland High School

**Action Requested and Recommendation** Adoption by Board of Education, upon recommendation of the Measure N Commission, of a 2021-2022 budget modification request from Oakland High School transferring \$1,500.00, from Facility Rental (no impact – no longer need the full amount) to Conference Expenses, for a new total amount of \$1,500.00, 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?)*

Oakland High School would like to modify their Measure N Educational Improvement Plan to decrease the approved strategic action, Facility Rental, by \$1,500.00, and use that money to create a new strategic action, Conference Expenses.

**Competitively Bid**

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

**Fiscal Impact**

Funding resource(s): Measure N

**Attachments**

- Budget Modification Form



## Measure N Budget Modification Form OUSD Schools

|  |              |               |                  |
|--|--------------|---------------|------------------|
| Date:  | 2/16/22      | Principal:    | Pam Moy          |
| School Name:   | Oakland High | Site #:       | 304              |
| Pathway(s):<br>(required for multiple use of programs) | PLTW         | Requested By: | Tiffany Holliday |

**Step 1:**

**a. Add the Original Approved Strategic Action from the Measure N 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.*

| Measure N Plan & Pathway | Budget Action - Line Item # | Original Amount Approved | Measure N Budget Original Strategic Action (proper & full justification)  | Total Amount Transferred |
|--------------------------|-----------------------------|--------------------------|---|--------------------------|
| 20-21 Carryover Plan     | 39                          | \$1,500.00               | <p><b>Facility Rental for the Project Lead the Way Team Retreat Day</b><br/>           Facility rental for the PLTW teachers team retreat to work on curriculum development, develop shared practices, and plan interventions and support for students of concern. This expenditure supports pathway development by allowing the teacher team to spend a significant amount of time together to collaborate and plan. With two new co-directors and several new teachers on the team who are all new to Linked Learning and pathways, it is important to have time to work together in a deep and sustained way with minimal distractions. This will improve student engagement because as a result of this, teachers will have more shared practices and a greater understanding of our students, therefore creating greater alignment of and connections across classes for students. All PLTW students will benefit, around 170 students</p> <p>It addresses the need for the teacher team to have a long period of uninterrupted time to plan and work on implementing Measure N goals and strategic actions (as opposed to biweekly 1 hour meetings). This is to increase the original \$500 allocated just for refreshments so we have funds to rent a meeting space as well.</p> | \$1,500.00               |

**b. What will be the impact on your Measure N plan, pathway development, and students for not doing your original strategic action? (\*Do not insert links or use Acronyms)**

No Impact. The same action is happening, we just need to change the expense type from facility rental to conference 5220 to pay for the workshop.

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

|      |          |      |      |          |        |      |         |         |      |          |
|------|----------|------|------|----------|--------|------|---------|---------|------|----------|
| Fund | Resource | Year | Goal | Function | Object | Site | Manager | Program | LCAP | Optional |
| 010  | 9333     | 0    | 3800 | 1000     | 5624   | 304  | 3040    | 3910    | 0101 | 99999    |

d. Total amount being transferred: \$ 1,500.00

- Please check this box if this is a **NEW** expenditure and it's not in the approved Measure N Budget.
- Please check this box if this is an **EXISTING** expenditure and you're only amending the approved amount.
- Please attach a Measure N Duty Statement form if the Budget Modification is to create a new position or to change an FTE.

**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 justification allowed. \*You'll use this new or revised justification for all future applicable requests connected to this modification.*

| Measure N Plan & Pathway | Budget Action - Line Item # | Original Amount Approved | <b>New or Revised Measure N Strategic Action</b><br><i>Enter one to two sentences to create a Proper Justification using the questions below. Explicitly describe the expenditure - no vague language, no acronyms, no hyperlinks and quantify when applicable.</i><br>- What is the specific expenditure or service type?<br>- How does the specific expenditure or service type support or is aligned to pathway development?<br>- How does this expenditure improve student engagement and how many students will be served?<br>- What need does this specific expenditure or service type address?  | New or Amended Amount |
|--------------------------|-----------------------------|--------------------------|---|-----------------------|
| 20-21 Carryover Plan     | N/A                         | N/A                      | <b>Conference Expenses:</b><br>Funds to pay for the workshop for the Project Lead the Way teachers team retreat to work on curriculum development, develop shared practices, and plan interventions and support for students of concern. This expenditure supports pathway development by allowing the teacher team to spend a significant amount of time together to collaborate and plan. With two new co-directors and several new teachers on the team who are all new to Linked Learning and pathways, it is important to have time to work together in a deep and sustained way with minimal distractions. The workshop will be taking the teacher team through the design process and applying it to a hands-on skill and creating a product. This will improve student engagement because as a result of this, teachers will have more shared practices and a greater understanding of our students, therefore creating greater alignment of and connections across classes for students. All PLTW students will benefit, around 170 students<br>It addresses the need for the teacher team to have a long period of uninterrupted time to plan and work on implementing Measure N goals and strategic actions (as opposed to biweekly 1 hour meetings). This is to increase the original \$500 allocated just for refreshments so we have funds to rent a meeting space as well. | \$1,500.00            |

**b. Enter the New or Revised Account String:**

| Fund | Resource | Year | Goal | Function | Object | Site | Manager | Program | LCAP | Optional |
|------|----------|------|------|----------|--------|------|---------|---------|------|----------|
| 010  | 9333     | 0    | 3800 | 1000     | 5220   | 304  | 3040    | 3910    | 0101 | 99999    |

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

Tiffany Holliday                      2/16/22  
 Name:                                      Date  
 Teacher Leader/Pathway Director  
 Signature

Pamela Moy                                      2/16/2022  
 Name:    Date  
 Principal Signature Required

**FOR MEASURE N STAFF USE ONLY**

Date BMF Received: 2/16/2022

Escape Budget Transfer or Journal Entry Link No.: \_\_\_\_\_

Program Manager, Approval Signature: *Pamela Gomez*                      Date: 2/16/22

H.S. Network Superintendent, Approval Signature: *Victor Sanchez*                      Date: 2/16/22