

MEASURES N AND H – COLLEGE AND CAREER READINESS COMMISSION

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Oakland, CA 94607



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

**Measures N and H –
College & Career Readiness Commission**

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Introduction Date	3/5/2024
Enactment Number	24-0503
Enactment Date	4/10/2024 os

Memo

To Board of Education

From Measures N and H – College and Career Readiness Commission

Board Meeting Date

Subject Budget Modification Form
Services For: High School Linked Learning Office

Action Requested and Recommendation Adoption by the Board of Education, upon recommendation of the Measures N and H Commission, of 2022-2023 Education Improvement Plan/Budget modification for the High School Linked Learning Office reducing the Admin 10% budget of \$7,000 for Professional Contracted Services by \$7000; reducing the Admin 10% budget of \$2,000 for Supplies and Materials by \$2,000; reducing the Admin 10% budget of \$11,000 for Professional Contracted Services by \$11,000 and to transfer the total amount of \$20,000 creating a new expenditure of \$20,000 for Professional contracted services with Amy Crudo, 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?)

The High School Linked Learning Office would like to modify their Measures N and H Educational Improvement Plan by reducing the Admin 10% budget of \$7,000 for Professional Contracted Services by \$7000; reducing the Admin 10% budget of \$2,000 for Supplies and Materials by \$2,000; reducing the Admin 10% budget of \$11,000 for Professional Contracted Services by \$11,000 and to transfer the total amount of \$20,000 creating a new expenditure of \$20,000 for Professional contracted services with Amy Crudo

Competitively Bid

Was this contract competitively bid? No

If no, exception: N/A

Fiscal Impact

Funding resource(s): Measure N
Measure H

Attachments

- Budget Modification Form for High School Linked Learning Office 912



2023-24 Measures N & H Budget Modification Form OUSD Schools



Date:	2/9/2024	Principal:	N/A
School Name:	High School Linked Learning Office	Site #:	912
Pathway(s): (required for multiple use of programs)	N/A	Requested By:	Rebecca Lacocque

Step 1:

a. Enter the Original Approved Strategic Action from the Measure N/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.

**You can enter up to 3 different actions below, as long as the New or Revised Strategic Action in Step 2 is the same!*

Measure N/H Plan & Pathway	Budget Action - Line Item #	Original Amount Approved	Measure N/H Budget Original Strategic Action (proper & full justification)	Total Amount Transferred
2023-2024 Admin 10% Budget	14	\$7,000.00	Professional Contracted Services: This line item includes the cost of multiple vendors to support the development of publications to inform the public about the impact of Measure N/H, including the development of the Annual Report for the public.	\$7,000.00
2023-2024 Admin 10% Budget	15	\$2,000.00	Supplies & Materials: For Expenses incurred for data tools and the use of survey and analytics for Measure N/H deliverables	\$2,000.00
2023-2024 Admin 10% Budget	12	\$11,000.00	Professional Contracted Services: Contract with an organization with Linked Learning expertise to focus on building coherence within OUSD on Linked Learning. In order to ensure alignment of all OUSD departments supporting high school, it is imperative that central and department leaders are grounded in the principles of Linked Learning and how their departments (e.g. English Language Learning, Academics, Community Schools, Special Education, Office of Equity) fit into OUSD's theory of action around Linked Learning as a tool for disrupting inequitable outcomes for our most marginalized students.	\$11,000.00
The total amount being transferred from the 3 different actions above is \$20,000.00				

b. What will be the impact on your Measure N/H plan, pathway development, and students for not doing your original strategic action? (**Do not insert links or use Acronyms. *If taking from multiple actions - provide a response for each or the overall impact*)

No impact, no longer need those services.

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

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
01	9333	0	3800	1000	5825	912	9120	1690	0101	99999
01	9333	0	3800	1000	4310	912	9120	1690	0101	99999
01	9333	0	3800	1000	5825	912	9120	1690	0101	99999

d. Total amount being transferred: \$ 20,000.00

- Please check this box if this is a **NEW** expenditure and it's not in the approved Measure N/H Budget.
- 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 a Measure N/H Duty Statement form to the Budget Modification form.

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.*

Measure N/H Plan & Pathway	Budget Action - Line Item #	Original Amount Approved	New or Revised Measure N/H Strategic Action <i>Enter one to two sentences to create a Proper Justification using the questions below. No acronyms or hyperlinks.</i>	New or Amended Amount
			<p>-What is the specific expenditure or service type? Please provide a brief description - (no vague language) and quantify when applicable.</p> <p>-How does the specific expenditure impact students in the pathway and support your 2023-24 pathway goals and strategic actions?</p> <p>-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.</p>	
2023-2024 Admin 10% Budget	N/A	N/A	<p>Professional contracted services: Consultant contract with Amy Crudo to provide expert technical support in the customization of the Education Improvement Plans required by the Measures N and H commission. The High School Linked Learning Office will provide detailed instructions and all related files to allow the contractor to complete this project. Ms. Crudo will also provide copy review and document preparation for Commission meetings. Ms. Crudo will assist with projects</p>	\$20,000.00

			<p>required for the administration of Measures N and H, including the Annual Report and updating key forms and documents for the 2024-25 academic year. The terms for this contract is not to exceed 200 hours at \$100 per hour from January 23 through June 30, 2024. Outcomes: Measures N and H Education Improvement Plans will be customized for all OUSD high schools receiving these funding sources. Contractor will review commission documents for consistent language and prepare documents for public presentation at commission meetings. The materials, Annual Report, key forms and documents will be prepared with high attention to detail and will be public-ready for commission meetings in collaboration with the High School Linked Learning Office.</p>	
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b. Enter the New or Revised Account String:

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
01	9333	0	3800	1000	5825	912	9120	1690	0101	99999

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

Rebecca Lacocque

 Name:
 Teacher Leader/Pathway Director
 Signature

 Date

 Name:
 Principal Signature Required

2/15/24
 Date

Rebecca Lacocque

FOR MEASURE N/H STAFF USE ONLY

Date BMF Received: 2/15/24

Escape Budget Transfer or Journal Entry Link No.: _____

Program Manager, Approval Signature: *Darcy Gomez*

Date: 2/16/24

H.S. Network Superintendent, Approval Signature: *VS*

Date: 2/22/24