

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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Memo

To Board of Education

From Measures N and H – College and Career Readiness Commission

Board Meeting Date

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

Action Requested and Recommendation Adoption by the Board of Education, upon recommendation by the Measures N and H Commission, of a 2022-2023 Education Improvement Plan/Budget modification for High School Linked Learning Office (HSLLO) reducing \$9,000.00 Supplies and Materials by \$3,000.00 to \$6,000.00, and creating a new expenditure of \$3,000 for Printing/Copy Services, 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?)

HSLLO wants to reduce \$9,000.00 Supplies and Materials by \$3,000.00 to \$6,000.00, and create a new expenditure of \$3,000 for Printing/Copy Services.

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 HSLLO

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

Date:	3/8/2024	Principal:	Rebecca Lacocque
School Name:	High School Linked Learning	Site #:	912
Pathway(s): (required for multiple use of programs)	n/a	Requested By:	Rebecca Lacocque

Step 1:

a. Add 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.

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 Measure N Admin 10% Budget	8	\$9,000.00	Supplies and Materials: For Measure N/H staff to carry out specific tasks for commission meetings, pathway site visits, events, and office operations.	\$3,000.00

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)

There will be no impact. The budget modification is to pull funds from central supplies to enable outsourcing of Xerox copies for commission meetings.

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	4310	912	9120	1690	0101	99999

d. Total amount being transferred: \$ 3,000.00

- Please check this box if this is a **NEW** expenditure and it's not in the approved Measure 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 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?):

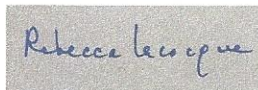
*This will become the new proper justification for this expenditure. *Only one justification is allowed. *You'll use this new or revised justification for all future applicable requests connected to this modification.*

Measure N/H Plan & Pathway	Budget Action - Line Item #	Original Amount Approved	<p align="center">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></p> <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>	New or Amended Amount
2023-2024 Measure N Admin 10% Budget	N/A	N/A	<p>Printing/Copy Services: To pay the vendor for xerox, copies of all materials presented to the Measures N and H Commission must be provided for commissioners and members of the public. This budget item will allow the Measures N and H staff to send copy projects to the vendor to provide these printing/copy services.</p>	\$3,000.00

b. Enter the New or Revised Account String:

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9333	0	3800	1000	5870	912	9120	1690	0101	99999

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



3/8/2024

 Name:
 Teacher Leader/Pathway Director
 Signature

 Date

 Name: Rebecca Lacocque
 Director Signature Required

 Date

FOR MEASURE N/H STAFF USE ONLY

Date BMF Received: 3/8/24

Escape Budget Transfer or Journal Entry Link No.: _____

Program Manager, Approval Signature: Marcy Gomez

Date: 3/8/2024

H.S. Network Superintendent, Approval Signature: VS

Date: 3/11/24

Benjamin Davis 6/13/2024
Benjamin Davis, President, BOE

Kyla Johnson-Trammell 6/13/2024
Kyla Johnson-Trammell, Superintendent & Secretary, BOE