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# Memo

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

**From** Vanessa Sifuentes  
High School Network Superintendent

**Board Meeting Date** November 5, 2024

**Subject** Services For: Skyline High School

**Action Requested and Recommendation**

Adoption by the Measures N and H Commission of a 2024-2025 Education Improvement Plan/Budget modification for Skyline High School to reduce the following three line items from their Visual and Performing Arts Academy Plan: (1) \$4,620.00 Teacher Salaries Stipends: Extended Contracts for the VAPA Academy Teachers/ Certificated Staff to attend Collaboration & Professional Development Time by \$1,000.00 to \$3,620.00, (2) \$3,000.00 Teacher Substitutes by \$1,000.00 to \$2,000.00, (3) \$5,500.00 Materials and Supplies by \$3,000.00 to \$2,500.00, and establishing a new strategic action for \$5,000.00 Contract with Youth Together to process and pay out internship stipends for students in the Visual and Performing Arts Pathway, 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?*)

Skyline High School would like to reduce \$1,000.00 from \$4,620.00 Teacher Salaries Stipends, \$1,000 from \$3,000.00 Teacher Substitutes, and \$3,000.00 \$5,500.00 Materials and Supplies, all from their Visual and Performing Arts Academy Plan, to create a new strategic action \$5,000.00 Contract with Youth Together to pay 5-10 student internship stipends plus 15% administrative fee to Youth Together. This provides students with real-world experience and increases access to industry partners.

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

**Fiscal Impact** Funding resource(s): Measure H

**Attachments** 24-2118 - Skyline High School - 306 - BMF - VAPA Consultant Contracts - \$5,000.00



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



Date:	8/13/24	Principal:	Huang
School Name:	Skyline	Site #:	306
Pathway(s): <small>(required for multiple use of programs)</small>	Visual & Performing Arts Academy (VAPA)	Requested By:	Kisasi Brooks

### 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
Visual & Performing Arts Academy (VAPA)	78	\$4,620.00	<b>Teacher Salaries Stipends: Extended Contracts for the VAPA Academy Teachers/Certificated Staff to attend Collaboration &amp; Professional Development Time.</b> Funding for staff to attend retreats to collaborate with colleagues to more deeply integrate core curriculum with the VAPA CTE standards and theme, facilitate pathway communities of practice, develop integrated pathway projects. This expenditure will improve student engagement by supporting teachers to be aligned, more deeply prepared and integrated into the pathway curriculum, which will build their capacity to engage students more deeply and effectively. Through this work we will support all students in the VAPA (approximately 350 students). Extra Duty pay will be for extra hours of service for pathway specific projects and/or outreach to more deeply align or develop pathways. "Budget Calculation: \$47.50 per hour x 12 hours = \$570 + 25% benefit costs = \$142.50 x8 Teachers = \$5,700. (Salary & Benefit Costs Included)	\$1,000.00
Visual & Performing Arts Academy (VAPA)	79	\$3,000.00	<b>Teacher Substitutes:</b> Substitute coverage for the VAPA Teachers to visit other teachers' classrooms, attend field trips, communities of practice, conferences and other Green Energy pathway specific activities to learn about the best pathway practices in order to integrate them back into their own classrooms and pathway. (Salary & Benefit Costs Included)"	\$1,000.00



Visual & Performing Arts Academy (VAPA)	81	\$5,500.00	<b>Materials and Supplies:</b> materials & supplies for the cohorted academic classes to support the design and implementation of student projects and project-based learning aligned with VAPA	\$3,000.00
<b>The total amount being transferred from the 3 different actions above is \$5,000.00</b>				

**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)

Reducing the amount allocated for teacher stipends and teacher substitutes means the VAPA pathway will need to plan strategically for which teacher-led projects and professional development will be immediately prioritized, and which to postpone for when sufficient funds become available. By the same token, teachers will determine which materials need to be prioritized for purchasing at the beginning of the year.

**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	1120	306	3060	3914	9999	99999
010	9339	0	3800	1000	1150	306	3060	3914	9999	99999
010	9339	0	3800	1000	4310	306	3060	3914	9999	9999

**d. Total amount being transferred: \$ 5,000.00**

- 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	<b>New or Revised Measure N/H Strategic Action</b> <i>Enter one to two sentences to create a Proper Justification using the questions below. No acronyms or hyperlinks.</i>	New or Amended Amount
			-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 2023-24 pathway goals and strategic actions?	

			-Please also answer the additional questions by Object Code linked in this <a href="#">document</a> to provide a proper justification for your new or revised strategic action.	
Visual & Performing Arts Academy (VAPA)	N/A	N/A	<p><b>Consultant Contracts: Contract with Youth Together as Fiscal Agent to process and pay-out the Student Internship Stipends for Visual &amp; Performing Arts Academy (VAPA) Pathway students (2024-2025 school year) through June 30, 2025.</b></p> <p>This funding directly benefits Pathway students by providing them with real world experience directly related to their pathway and increasing their access to industry partners. With these funds we hope to serve approximately 5 -10 students.</p> <p>We hope to excite and engage students to begin finding their passion and this is a strategy to continue our work-based learning work during the school year and not exclusively during the summer. Students have pursued opportunities based on their summer internship experiences and we would like to contribute and enrich the academic learning during the school year.</p> <p>Budget: This will serve 5 - 10 students (stipend amount depends on participation) +15% for admin fees. (Administrative Fees Included)</p>	\$5,000.00

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

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9339	0	3800	1000	5825	306	3060	3914	9999	99999

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

*Kisasi Brooks*  
Name:Kisasi Brooks  
Teacher Leader/Pathway Director  
Signature

8/13/24  
Date

*Rebecca Huang*  
Name: Rebecca Huang  
Principal Signature Required

8/13/24  
Date



FOR MEASURE N/H STAFF USE ONLY

Date BMF Received: 9/19/24

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

Program Manager, Approval Signature: Nancy Gomez

Date: 9/19/24

H.S. Network Superintendent, Approval Signature: VSifto

Date: 9/20/2024