

Administrative Guidelines for Loading of Measure N Funds

Measure N Funding Information

Schools that have submitted an *Education Improvement Plan (SPSA)* that has been approved for “Full Funding” by the Measure N Commission are allocated approximately \$850 per pupil depending on tax receipts calculations. The per pupil amount will be determined based on the anticipated Measure N parcel tax revenues, after the submission of parcels for taxation in August, and on the Projected Enrollment** of eligible students.

The Purpose of Measure N

The Oakland College & Career Readiness For All Fund is established to pay for the implementation of a comprehensive approach to high school education in Oakland that integrates challenging academics with career-based learning and real-world work experiences. This comprehensive approach creates small learning communities of career-oriented pathways, and offers intensive, individualized support to create the conditions for all students to graduate high school prepared to succeed in college and career.

The Goals of Measure N

- *Decrease the high school dropout rate*
- *Increase the high school graduation rate*
- *Increase high school students’ readiness to succeed in college and career*
- *Increase middle school students’ successful transition to high school*
- *Reduce disparities in student achievement and student access to career pathways based on race, ethnicity, gender, socioeconomic status, English Learner-status, special needs status, and residency*

Calculation and Distribution of Measure N Funds

Measure N funds will be dispersed in two payments based on the following formula:

<i>Payment 1</i>	<i>Projected Enrollment* x Measure N allocation per pupil x 85%</i>	<i>July</i>
<i>Payment 2</i>	<i>(Confirmed Enrollment** x Measure N allocation per pupil)-Payment 1</i>	<i>November</i>

** Key Definitions Definitions:

- **Projected Enrollment = CALPADS enrollment data from the prior year**
- **Confirmed Enrollment by School Type**
 - OUSD High Schools - **20 Day Count**
 - OUSD Alternative Education High Schools - **Highest Reported Attendance from previous year**
 - Charter schools - **First Attendance Report** that is submitted to the Office of Charter Schools during September

For Budget Planning purposes, sites should use the CALPADS counts of the prior year to do budget planning.

- Prior to **CALPADS** data release, school planning for budgeting should be based on the prior year “Confirmed Enrollment” or previous year’s CALPADS data. Sites can use their local context in order to identify the enrollment that will be used for instructional program development to do long term planning.

Calculation and Distribution of Measure N Funds to Site

Payment 1 - Issued July 1st

- The first payment will be 85% of the Measure N funds allocated to school sites based on their Projected Enrollment
- Projected Enrollment calculations will be finalized for the upcoming school year using the previous year’s **CALPADS enrollment data**.
 - OUSD High Schools will have their funding loaded into their Budget Development Tool for planning purposes and then loaded into the school budget in the 1st week of July.
 - Charter schools will be issued a check to the school.

Payment 2 - Issued November 1st

- The second payment will consist of the remaining 15% of the Measure N funds allocated to school sites based on their Confirmed Enrollment.
- OUSD High Schools will have their funding loaded into their site budgets
- Charter schools will be issued a check once they have Confirmed Enrollment and submitted a Financial Report to the High School Linked Learning Office

Special Circumstances in Enrollment

If enrollment decreases by more than 15%, the school district will address the enrollment decrease to create the least impact to the academic program by:

- a. Reducing carryover from the previous fiscal year to account for the decline in enrollment
- b. Dispersing funding from the “School Reserve Fund” to cover the difference
- c. Reduce Measure N funding allocation for the next fiscal year if both options above are not feasible

If a school does not have CALPADS enrollment data due to adding a grade level then the school must undergo an appeal process and present the logic by which they are requesting the funding.

Planning Grant Funds

Schools that have submitted a *Measure N Planning Grant Application* that has been approved for “Full Funding” by the Measure N Commission are allocated \$200 per pupil and the remaining funds (~\$650 per student) will be held in balance for the school as a School Reserve Fund. The School Reserve Fund is a holding account that is holding the remaining first year allocation. These funds can be drawn on by the 11th year or to address any of the possible needs outlined in the “Contingency” criteria outlined below.

Allowable Uses of the “School Reserve Fund”

Any Measure N Funding that is allocated to the “School Reserve Fund” can be used to support:

- Negative financial impact to high schools based on decreased enrollment
- Measure N revenue short falls that would impact instructional program that has proven effective for meeting the Measure N outcomes.
- Expiration of Measure N

In addition, if recommended by the Measure N Commission and Approved by the OUSD School Board these school funds can be used to support

- Innovative programs and pilots that will continue to improve students outcomes outlined by the measure

Measure N Carry Over

High schools can rollover all unexpended Measure N budget allocations from one fiscal year to the next fiscal year, for a period not to exceed three consecutive fiscal years.

If funds are to be carried over from one year to the next, sites must complete a [“Carryover Justification”](#) form that identifies why the funds were not expended (barriers to progress) and identifies a clear use of the funds in the next fiscal year that are linked to the Measure N Outcomes that addresses the root causes or builds on the strategies that the school is hoping to leverage for change.

Any unexpended funds at the end of the 3-Year Education Improvement Plan cycle will be added into the Measure N “Contingency Fund.”

Carry Over Disbursement:

All unexpended Measure N budget allocations that are carried over from the previous year will be dispersed as follows:

- 15% of the total carry over amount of each school site will be set aside for planning and reflective tactics that support deeper learning at the school site which could include but is not limited to site visits, conference attendance, staff retreats, etc..
- The remaining carryover amount will be dispersed to the whole school and pathways based on previous year’s allocations and must be aligned to the school’s Measure N strategies or specifically target the root causes.

Measure N “Contingency Fund”

All Measure N revenue not allocated to schools and administration shall be held in reserve and maintained as a “Contingency Fund” that the Measure N Commission can recommend to the Board to support:

- Stepdown Funding due to the expiration of the Measure N’s 10 year term.
- Negative financial impact to high schools based on rising overall enrollment
- Measure N revenue short falls.
- Increases in funding based on changing high school enrollment.

In addition, if recommended by the Measure N Commission and Approved by the OUSD School Board these funds can be used to support:

- Multi-site Innovative programs and pilots that will continue to better students outcomes and can be applied across the system or deepen the learning of Oakland's network of schools.
- Site Visits

Special Expenditures

Student Internships:

Schools may pilot the use of Measure N Funds for student internship stipends during the summer if following conditions are met:

- No more than 10% of a school's Measure N allocation can be spent on student internship stipends.
- Schools ensure that internship experiences stipended by Measure N are monitored, integrated into the pathway program of study, are supported by curriculum, and staffed to ensure that they are meaningful experiences that promote the development of social emotional, academic, and career-specific skills.
- Internship experiences must be leveraged as a **key design feature** to develop pathway culture and maximize student learning through a public presentation which can include visual displays, student presentations, blogs etc of internship-based learning.
- Time spent at internships **during regular school hours are not stipended**. Stipends are only used as an incentive for internship hours that occur outside of the regular school day, or outside of the regular school year.

Administrative Funds:

The Measure N Administrative Funds will be used to support the development, implementation, and progress monitoring of Measure N strategies to ensure that the students in Oakland meet the goals of the initiative outlined above. The Office of Postsecondary Readiness, will present a yearly report to the commission after the completion of the audit explaining how the Administrative 10% were expended.