



LINKED LEARNING HIGH SCHOOL OFFICE

To: Measure N Commission
From: Lucia Moritz, Network Superintendent
Subject: **Recommendations for Measure N Budget Modification Process**
Date: February 13, 2020

OVERVIEW & OBJECTIVE

Schools submit a Measure N Education Improvement Plan and budget for review in April, which the Measure N Commission approves, and moves on to OUSD Board approval. Once the OUSD Board approves the Measure N plan and budget, the funds are to be expended in the following fiscal year.

As the fiscal year progresses and schools spend down their Measure N allocation, schools engage in reflection and continued strategic planning that sometimes leads to schools sites requesting for the opportunity to appropriate funds in different ways than originally planned. For some schools it might be a new opportunity that requires funding, not being able to hire for a specific position and needing to develop a different strategy, or becoming clearer on how to better use funds in support of pathway development.

Staff have determined the importance of recommending a process that would allow schools to adjust their Measure N budget while balancing the need for efficient review, approval, and transparency.

SUMMARY

Staff recommendations are as follows:

The Measure N Commission authorizes OUSD's High School Network Superintendent to review and approve budget modification requests.

The High School Network Superintendent will review budget modification requests to ensure that expenditures follow all compliance requirements and continue to be within the permissible uses of Measure N funds. The budget modification form will include, but not be limited to, the following information:

- (a) the approved original expenditure and justification
- (b) the approved original budgeted amount
- (c) the new expenditure and justification
- (d) the new budgeted amount
- (e) an explanation of the impact of the modification on strategies, services, and pathway work

The High School Network Superintendent will update the Measure N Commission at every Commission meeting as to which budget modification requests have been submitted and approved.

ATTACHMENTS

Staff have provided budget modification requests that schools have submitted to provide tangible examples.



Measure N Budget Modification Form

School & Site #:	309 / Bonehe	Principal:	Dwayne Bartholomew
Pathway(s):	HTR	Requested By:	Evelyn Delgado

1. From: Original Approved Strategic Action (copy from the approved SPSA Measure N 2019-20 budget)

Original Strategic Action
To hire a .20 CTE Culinary Teacher.

Original Escape Account Code Structure

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9333	0	3800	1000	5825	309	3090	1690	0103	99999

Amount being transferred: \$ 30,000

☒ Please check this box if this is a new expenditure that is not in the approved Measure N budget.
Request to increase FTE from .2 to .5

2. To: New/Revised Strategic Action

New/Revised Strategic Action
To hire a .50 CTE Culinary Teacher - increasing FTE by .30.

New/Revised Escape Account Code Structure

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9333	0	3800	1000	1105	309	3090	1690	0103	99999

3. How does this shift support the overall planning process and pathway design work for your team?

It ensure all students have access to CTE courses as part of the HTR pathway.

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

Name: _____
Teacher Leader/Pathway Director

Date

Name: _____
Principal

Date

7/26/19

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Program Manager Signature:

Nancy Gomez

Date:

7/25/19

Budget Transfer No:

HRA # 9190

BT Amount:

\$30,000.-

Network Superintendent:

[Signature]

Date:

7/26/19

CTE Culinary Teacher ✓

EXAMPLE

DRAFT



OAKLAND UNIFIED
SCHOOL DISTRICT
Community Schools. Thriving Students

Measure N Budget Modification Form

School & Site #:	Madison Park Academy 215	Principal:	Lucinda Taylor
Pathway(s):	Engineering and Graphic Design	Requested By:	Annie Hatch

1. From: Original Approved Strategic Action (copy from approved SPSA Measure N 2018-19 budget)

Original Strategic Action
Pathway collaboration time for teachers to develop curriculum, lessons, plan for pathway event such EXPO, and building out of additional CTE aligned courses to support development of additional pathway courses

Original Escape Account Code Structure

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9333	0	3800	1000	1120	215	2150	1690	0101	99999

Amount being transferred: \$36,997.02

2. To: New/Revised Strategic Action

New/Revised Strategic Action
WBL .050FTE (Lorenz) to support in developing relationships with industry partners, and internship options for students aligned to our pathways. <i>(TO increase the .5 FTE to a .8 FTE)</i>

New/Revised Escape Account Code Structure

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9333	0	3800	2490	2205	215	2150	1690	0101	99999

3. How does this shift support the overall planning process and pathway design work for your team?

"To increase work based learning activity/opportunities at MPA."

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

Name:

Teacher Leader/Pathway Director

Date

Name:

Principal

Date

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Program Manager Signature:

Date:

Budget Transfer No:

Network Superintendent:

Date:

EXAMPLE



Measure N Budget Modification Form

School & Site #:	Oakland High School, 304	Principal:	Matin Abdel-Qawi
Pathway(s):	all school SPSA.	Requested By:	Mayra Lopez

1. From: Original Approved Strategic Action (copy from the approved SPSA Measure N 2019-20 budget)

Original Strategic Action										
Stipends for teachers (Object 1120) to develop project based learning units aligned to pathway.										
Original Escape Account Code Structure										
Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9333	0	3800	1000	1120	304	3040	1690	0101	99999

Amount being transferred: \$ 26,000

☒ Please check this box if this is a new expense that is not in the approved Measure N budget.

2. To: New/Revised Strategic Action

New/Revised Strategic Action										
Out of state Conference/study visit (Nashville). The academies of Nashville study visit demonstrates how Nashville has transformed its high schools into personalized learning communities that offer rigor, relevance, relationships, and readiness for all students. Conference travel expenses.										

New/Revised Escape Account Code Structure

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9333	0	3800	1000	5220	304	3040	1690	0101	99999

3. How does this shift support the overall planning process and pathway design work for your team?

During the Academies of Nashville study visit, participants explore and learn about strategies, structures, and tactics that are producing real progress in high school reform. The agenda is structured to bring high-level view of the systematic and broad-based transformation taking place in Nashville.

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

Name: _____

Teacher Leader/Pathway Director

Date _____

Name: _____
Principal

Mariam Abdel-Sami 8/30/19
Date

FOR HIGH SCHOOL LINKED LEARNING OFFICE USE ONLY

Program Manager Signature: _____

Date: _____

Budget Transfer No: _____

BT amount: _____

Network Superintendent: _____

Date: _____

EXAMPLE