

MEASURE N AND H – COLLEGE AND CAREER READINESS COMMISSION

1016 Union Street, #940
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**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

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

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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 September 5, 2023

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

Action Requested and Recommendation Adoption by the Measures N and H Commission of a 2023-2024 Education Improvement Plan/Budget Modification for High School Linked Learning Office reducing from \$27,000.00 to \$0.00, Professional Contracted Services and establishing Supervisor & Administrator Salaries for \$27,000.00, 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?)

High School Linked Learning Office would like to modify their Measure N/H Educational Improvement Plan to decrease the approved strategic action, Professional Contracted Services, by \$27,000.00, and use that money to establish a new strategic action, Supervisor & Administrator Salaries.

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
- Duty Statement



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



Date:	8/24/2023	Principal:	N/A
School Name:	Measure N & H Administrative 10% Plan	Site #:	912
Pathway(s): <small>(required for multiple use of programs)</small>	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 <i>(proper & full justification)</i>	Total Amount Transferred
Measure N & H Administrative 10% Plan	17	\$27,000.00	Professional Contracted Services: Contract with the organization Mind Growers , to lead Cognitive Coaching training for individuals in coaching roles across the network of schools funded by Measure N/H. Quality implementation of pathways requires highly skilled coaches. Students benefit from pathways when they are cohesive and integrated. This happens when adults work together closely to coordinate and align expectations, instructional practice and content.	\$27,000.00

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: We will fund these same training services with 2022-23 Carryover funds.

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

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9333-9339	0	3800	1000	5825	912	9120	1690	0101	99999

d. Total amount being transferred: \$ 27,000.00

- 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	<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
Measure N & H Administrative 10% Plan	N/A	N/A	<p>Supervisor & Administrator Salaries: Hire an Executive Director of Counseling, at .4 FTE, to provide interim support during the leave of absence of the Measure N/H Coordinator (Coordinator of Action Research). Duties may include supporting development and implementation of processes and deliverables including the 2022-23 Measure N Annual Report, Conditionally Approved Schools, 2022-23 Carryover Plans, 2024-25 Education Improvement Plans, and the 2024-25 Permissible Expenses. <i>(Employee to be hired at 0.4 FTE for services to be provided between September 1 - December 31, 2023.)</i></p> <p>This expenditure supports the 2023-24 Measures N and H Commission Work Plan as well as administrative duties outlined in the 2023-24 Education Improvement Plan for the Administrative 10%. The Coordinator of Action Research is responsible for developing and managing the systems and supports for Measure N/H implementation including site visits, developing key policies, and convening stakeholders for Measure N/H High Schools. Other duties include: serving as the liaison to the Measure N/H Commission, managing the reimbursement process and fiscal accountability for Charter schools, and managing the process for development and approval of site Education Improvement Plans and Carryover Plans. To meet these key Commission and Measure N/H deliverables typically managed by the Coordinator of Action Research, additional support must be hired.</p>	\$27,000.00

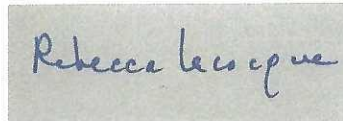
b. Enter the New or Revised Account String:

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9333	0	3800	2490	2305	912	9120	1414	9999	99999
010	9339	0	3800	2490	2305	912	9120	1414	9999	99999

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

Name: _____
Teacher Leader/Pathway Director
Signature

Date _____




8-28-2023
Date

Name: Rebecca Lacocque
Director, Linked Learning

FOR MEASURE N/H STAFF USE ONLY

Date BMF Received: 8/29/2023

Escape Budget Transfer or Journal Entry Link No.: _____

Program Manager, Approval Signature: 

Date: 8/29/2023

H.S. Network Superintendent, Approval Signature: 

Date: 8/29/23

2023-24 MEASURES N & H DUTY STATEMENT

The Duty Statement is an essential legal document that justifies the use of Measure N/H funds. The Duty Statement must identify supplemental duties that strengthen the pathway program and the academic integration of the pathway in the school. Duty Statements are required for FTE positions that are **not** pre-approved¹ and for FTE that are partially funded. Please copy and complete the form for each FTE proposed in your EIP and return forms to Stacey.Blankenbaker@ousd.org.

School Name:	High School Linked Learning Office Administrative 10%	Site #:	912
Requestor's Name:	Rebecca Lacocque	Requestor's Title:	Director of Linked Learning
Position Title and OUSD PCN#	Executive Director of Counseling PCN 7955	FTE % funded from Measure N/H:	.40 FTE
Employee to be hired:	Lucia Moritz	Term: (Start & End Dates):	September 1, 2023 - January 31, 2024

Is this a new position? Yes

If not a new position, please indicate how this position is currently funded:

Resource # 1: _____ FTE % _____

Resource # 2: _____ FTE % _____ (if applicable)

Resource # 3: _____ FTE % _____ (if applicable)

DESCRIPTION OF RESPONSIBILITIES *(Include duties specifically related to Pathways):*

- During the absence of the Measures N/H Coordinator of Action Research, support the development and implementation of key Measure N/H processes and deliverables including
 - 2022-23 Measure N Annual Report
 - Conditionally Approved Schools
 - 2022-23 Carryover Plans
 - 2024-25 Education Improvement Plans
 - 2024-25 Permissible Expenses.

TARGET STUDENT POPULATION:

- This position indirectly supports all high school students across the Oakland Unified School District and Charter Schools funded by Measures N and H

¹ Pre-Approved Measure N positions in OUSD include Work-Based Learning Liaison, Pathway Coach, College & Career Readiness Specialist, and Career Transitions Specialist.

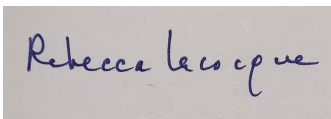
FREQUENCY OF SERVICES: *(Include hours worked and/or periods specifically related to Pathways):*

- 7.5 hours per week (Monday-Friday)

ANTICIPATED OUTCOMES:

- Key Measures N/H processes and deliverables will be maintained during the absence of the Coordinator of Action Research

I have reviewed this Duty Statement and have determined that it accurately reflects the position and demonstrates that the services provided are in alignment with Measure N/H and are supplemental.



8-28-2023

Director of Linked Learning

Date

FOR HIGH SCHOOL LINKED LEARNING OFFICE USE ONLY

Measure N/H Coordinator or Program Manager: _____



Date: 8-29-2023 ____

HS Network Superintendent: _____



Date: 8/29/23
