



Business Services Division Memo

To: Measure G1 Commission
Shivani Grover, Chairperson

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From: Cliff Hong, Middle School Network Superintendent
Karen Lozano, Middle School Network Program Manager

Subject: Measure G1 Commission Letter

Date: September 17, 2023

Dear Chair Grover and the members of the Measure G1 Commission,

This memo outlines how OUSD and charter school staff are trained on their regular and carryover proposals to provide complete information and reduce errors.

Regular Application Cycle

1. September - The new cycle's regular application form is developed. The Program Manager creates the form, the Middle School Network Superintendent double-checks for accuracy.
2. October/November - OUSD Business Office calculates site allocations.
3. January - District and charter schools receive their regular G1 allocation, the new application form, and the early March deadline.
4. Schools can consult with Karen if they have questions.
5. As regular applications are submitted, OUSD staff review plans and give feedback for revisions before submitting to the Commission for review.
6. At January through March Commission meetings, the Commission reviews carryover plans for approval.
7. Any funds unspent by the end of the fiscal year will be swept up and reallocated the following year as carryover.

Carryover Application Cycle

1. September - The new cycle's carryover application form is developed. The Program Manager creates the form, the Middle School Network Superintendent double-checks for accuracy.
2. Early October - District and charter schools receive carryover allocation, the carryover application form, and the November 1 submission deadline.
3. Early October - Zoom held for OUSD and charter site leaders on the process of completing applications.
4. As carryover applications are submitted, OUSD staff review carryover plans and give feedback for revisions before submitting to the Commission for review.
5. At October through December Commission meetings, the Commission reviews carryover plans for approval.
6. Any carryover funds unapproved or unspent by the end of the fiscal year will be swept up and reallocated the following year.