

**MEASURES N AND H – COLLEGE AND CAREER READINESS COMMISSION**

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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** \_\_\_\_\_

**Subject** Process and Timeline for Conditionally Approved Sites  
Services For: All High Schools

**Action Requested and Recommendation** Adoption by the Measures N and H – College and Career Readiness Commission of Process and Timeline for Conditionally Approved Sites.

**Background**

*(Why do we need these services? Why have you selected this vendor?)*

**Competitively Bid**

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

**Fiscal Impact**

Funding resource(s): Measure N  
Measure H

**Attachments**

- [revised] Process and Timeline for Conditionally Approved Sites

## Measures N and H *Conditionally Approved* Schools Proposed Process and Timeline

**Overview of Proposed Process and Timeline:** The High School Linked Learning Office (HSLLO) proposes the below process for *Conditionally Approved* sites.

- In Fall of the **first year**, sites participate in a **Context-Building Site Visit** that provides an opportunity for HSLLO staff to develop a deep understanding of each site's areas of strength and growth.
  - After the site visit, Measure N/H staff collaborate with *Conditionally Approved* sites to develop individualized Quality Improvement Plans.
  - Sites have *just over a full year* to implement their Quality Improvement Plan.
- During Fall of the **second year**, sites participate in a **Quality Review Site Visit** similar to the probationary site visits we have conducted in the past.
  - If the site *has made sufficient progress* on its Quality Improvement Plan, the HSLLO will recommend that the site be removed from *Conditionally Approved* status for the following year.
  - If the site *has not made sufficient progress*, the HSLLO will recommend that the site continue to be on *Conditionally Approved* status **and** receive a reduction in its per pupil funding allocation for the following year.
  - The Measures N and H Commission is responsible for approving recommendations made by the HSLLO.

### Rationale for Changes to Process and Timeline:

- Conducting a *Context-Building Site Visit* during the first year allows:
  - HSLLO to understand each school's context at a deeper level than afforded by reviewing written Education Improvement Plans (EIPs) and hearing EIP presentations.
  - Development of a clear Quality Improvement Plan, which we have not had in the past. Some probationary schools were not clear on the changes they needed to make to get off of probation or the criteria by which they would be evaluated.
- Implementing change takes time. In prior years, sites were placed on probationary status in May and then participated in a *Quality Review Site Visit* in October/November. This allowed them just over 4 months to understand and implement changes, with most of that time occurring during the summer.

### Support for *Conditionally Approved* Schools

Throughout all years of being on *Conditionally Approved* status:

- Oakland Unified School District Sites receive support from their Pathway Coach, High School Supervisor, and other High School Linked Learning Office staff.
- Charter Schools receive support from the Linked Learning Consultant for Charter Schools (funded centrally) and a consultant they pay for with their school site funds (at least \$5,000 per year.)

## CONDITIONALLY APPROVED TIMELINE BY SCHOOL YEAR

### Year One of Conditionally Approved Status (2023-24)

Month	Activity
September 2023	Site Consultation <ul style="list-style-type: none"> <li>Review of Commission Feedback from Prior Year (EIP Assessments)</li> <li>Overview of Conditionally Approved Timeline</li> <li>Expectations for Context-Building Site Visit</li> </ul>
October 2023	Context-Building Site Visit  <i>Purpose: Develop a deeper understanding of the site's areas of strength and growth related to Linked Learning implementation. Site visit to include:</i> <ul style="list-style-type: none"> <li>Meeting with Principal and Pathway Leads to review Program of Study, Master Schedule, Outcome Data, Measures N/H Education Improvement Plan, and other relevant information</li> <li>Meetings with teachers and students (as necessary) to more deeply understand how the school is implementing Linked Learning</li> <li>Classroom observations (as necessary)</li> </ul>
November 2023	Measure N/H Team develops and shares Quality Improvement Plan with Site
December 2023	HSLLO presents Quality Improvement Plans to Measure N and H Commission
February-May 2024	HSLLO conducts check-ins with Conditionally Approved sites to assess progress, make course corrections on the Quality Improvement Plan, and update the Quality Improvement Plan for the following year.

### Year Two of Conditionally Approved Status (2024-25)

Month	Activity
September 2024	Site Consultation <ul style="list-style-type: none"> <li>Review progress on Quality Improvement Plan</li> <li>Overview of Year 2 Timeline</li> <li>Expectations for Quality Review Site Visit</li> </ul>
October 2024	Quality Review Site Visit  <i>Purpose: Assess progress on Quality Improvement Plan in order to recommend next steps and develop funding recommendation for the following year. Site visit to include:</i> <ul style="list-style-type: none"> <li>School Site Presentation</li> <li>Review of Program of Study</li> <li>Classroom Visits</li> <li>Staff Panel Interview (CTE Teachers, Core Academic Teachers)</li> <li>Student Panel Interview (students selected from list submitted to Measures N/H staff)</li> </ul>

November 2024	Measure N/H Team develops Quality Review Site Visit Report
December 2024	School Sites present progress to Commission
January 2025	Measure N/H Team presents Site Visit Report and Funding Recommendation to Commission  Commission approves Funding Level for subsequent year
February-May 2025	HSLLO conducts check-ins with sites to assess progress and update the Quality Improvement Plan for the following year if the site continues on as Conditionally Approved.

### Year Three of Conditionally Approved Status (2025-26)

- Sites that continue on as Conditionally Approved into a third year (and beyond) have a reduced funding allocation. Sites in Year 3 follow the same process outlined for Year 2 of Conditionally Approved Status (with a Quality Review Site Visit in the Fall and a presentation to the Commission in December).