

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

1016 Union Street, #940  
Oakland, CA 94607



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

Community Schools, Thriving Students

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

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Enactment Date	

# Memo

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

**From** Vanessa Sifuentes, High School Network Superintendent

**Board Meeting Date** October 3, 2023

**Subject** Budget Modification Form  
Services For: Skyline High School

**Action Requested and Recommendation** Adoption by the Measures N and H Commission, of a 2023-2024 Education Improvement Plan/ Budget modification for Skyline High School transferring \$3,904.78 from 2 different strategic actions; reducing from \$5,105.03 to \$1,105.03 Conference Expenses: Travel Expenses for the Visual & Performing Arts Academy Teacher/Staff to attend conferences, reducing from \$2,799.75 to \$0.00 Teacher Substitutes: Substitutes coverage for the Visual & Performing Arts Academy; and establishing Supplies & Materials, at \$3,904.78, 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?)*

Skyline High School would like to modify their Measure N/H Educational Improvement Plan transferring \$3,904.78 from 2 different strategic actions; reducing from \$5,105.03 to \$1,105.03 Conference Expenses: Travel Expenses for the Visual & Performing Arts Academy Teacher/Staff to attend conferences, reducing from \$2,799.75 to \$0.00 Teacher Substitutes: Substitutes coverage for the Visual & Performing Arts Academy, and establishing Supplies & Materials, at \$3,904.78.

**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

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

Date:	8/8/23	Principal:	Huang
School Name:	Skyline	Site #:	306
Pathway(s): <small>(required for multiple use of programs)</small>	Visual and Performing Arts	Requested By:	Kisasi Brooks

### 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 &amp; full justification)</i>	Total Amount Transferred
VAPA	35	Was \$5,105.03. New total after approval of BMF is \$1,105.03	<b>Conference Expenses: Travel Expenses for the Visual &amp; Performing Arts Academy Teacher/Staff to attend conferences.</b> To learn about best practices in order to integrate them into their pathway (Educating for Careers, etc.). Funding will be used for travel expenses, registration fees, and applicable meals.	\$1,105.03
VAPA	36	\$2,799.75	<b>Teacher Substitutes: Substitute coverage for the Visual &amp; Performing Arts Academy Teachers</b> to visit other teachers' classrooms, attend field trips, communities of practice, conferences and other Visual & Performing Arts Academy specific activities to learn about the best pathway practices in order to integrate them back into their own classrooms and pathway. (Salary & Benefit Costs Included)	\$2,799.75

**The total amount being transferred from the 2 different actions above is \$3,904.78**

**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 intend to recoup this money when Measure N carryover funds are released.



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

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9333	0	3800	1000	5220	306	3060	3914	9999	99999
010	9333	0	3800	1000	1150	306	3060	3914	9999	99999

d. Total amount being transferred: \$ 3,904.78

- 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><b>New or Revised Measure N/H Strategic Action</b>  <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 <a href="#">document</a> to provide a proper justification for your new or revised strategic action.</p>	New or Amended Amount
VAPA	N/A	N/A	<p><b>Supplies &amp; Materials:</b> Purchase of supplies &amp; materials to support the implementation of CTE courses integrating the VAPA pathway and CTE standards. In order to successfully integrate the CTE standards and VAPA pathway into classes, it requires the purchasing of supplemental supplies &amp; materials that aligns to the pathway and CTE standards.</p> <p>The approval of supplies &amp; materials for the VAPA pathway is conditional pending review of the Measure N/H Justification form.</p>	\$3,904.78

**b. Enter the New or Revised Account String:**

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9333	0	3800	1000	4310	306	3060	3914	9999	99999

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

*Kasasi Brooks* \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Teacher Leader/Pathway Director  
 Signature

8/24/23  
 Date

*Rebecca Huang* \_\_\_\_  
 Name: \_\_\_\_\_  
 Principal Signature Required

8/24/23  
 Date

**FOR MEASURE N/H STAFF USE ONLY**

Date BMF Received: 9/13/23

Escape Budget Transfer or Journal Entry Link No.: \_\_\_\_\_

Program Manager, Approval Signature: *Danay Gomez*

Date: 9/14/23

H.S. Network Superintendent, Approval Signature: *VS*

Date: 9/18/23