

**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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# Memo

**To** Board of Education

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

**Board Meeting Date** October 3, 2023

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

**Action Requested and Recommendation**

Adoption by the Board of Education, upon recommendation of the Measures N and H Commission, of a 2023-2024 Education Improvement Plan/Budget Modification and Duty Statement for ARISE High School reducing from \$75,000.00 to \$50,000.00, Non-Certified Staff - Dean of Linked Learning & Development; and establishing Non-Certified Staff - Director of Community Engagement & Learning for \$25,000.00, 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?)*

ARISE High School would like to modify their Measure N/H Educational Improvement Plan to decrease the approved strategic action, Non-Certified Staff – Dean of Linked Learning & Development, by \$25,000.00, and use that money to establish a new strategic action, Non-Certified Staff – Director of Community Engagement & Learning.

**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
- Measure N/H Duty Statement



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



Date:	8/17/23	School Name:	ARISE High School
Requested By:	Kei'sha Pearson		
Pathway(s): (required for multiple use of programs)	Public and Community Health and Education	Principal Name:	Karla Gandiaga

### 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.*

Measure N/H Plan & Pathway	Budget Action Item #	Original Amount Approved	Measure N/H Budget Original Strategic Action (proper & full justification)	Total Amount Transferred
2023-24 Whole School	9121-7	\$75,000.00	<b>Dean of Linked Learning and Development (75% FTE)</b> - The Dean of Linked Learning (Pathway Coordinator) works to ensure that all students at ARISE successfully achieve the pathway outcomes of college and career readiness for ARISE's Public Health and newly created Education Pathways. The Pathway Coordinator supports all students and teachers, especially CTE teachers, with implementation of CTE , academic, and Linked Learning standards in their classroom. In coordination with school administration, this position oversees all pathway strategic planning related to the Linked Learning 4 Pillars and leads/co-leads all Measure N and Linked Learning initiatives. Cultivates and builds partnerships with industry professionals. Manages the Work Based Learning Liaison to support students to complete the work based learning continuum. Designs and implements professional learning around linked learning and our pathway, works directly with the Pathway Advisory Board, and manages the Measure N grant, quarterly expenditures and reconciliations, site visits, and reports. Other duties include: Co-produce monthly Linked Learning newsletter, Execute MOU's and partnership agreements with partnership organizations, manage and oversee Linked Learning certifications. (Pathway Strategic Goals: Going for Gold Certification, Education Pathway Development, Expanded WBL and Dual Enrollment). [Salary only].	\$25,000.00

#### 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)

There will be no impact to students. Our Dean of Linked Learning and Development has transitioned to a new role and we are distributing their job duties among 3 pathway staff members who will provide linked learning support and pathway development.

**c. Enter the Object Code and Expenditure Type for the Original Approved Strategic Action:**

2100 Non-Certified Staff

**d. Total amount being transferred: \$ 25,000.00**

- 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 Item #	Original Amount Approved	<p align="center"><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
2023-24 Whole School	N/A	N/A	<p><b>Director of Community Engagement and Learning at 25% FTE-</b> The individual in this position works to ensure that all students at ARISE successfully achieve the pathway outcomes of college and career readiness for ARISE's Public Health and newly created Education Pathways. The Director supports all students and teachers, especially CTE teachers, with implementation of CTE, academic, and Linked Learning standards in their classroom. In coordination with school administration, this position oversees pathway strategic planning related to the Linked Learning 4 Pillars and co-leads all Measure N/H and Linked Learning initiatives. Cultivates and builds partnerships with industry professionals. Manages the Work Based Learning Liaison to support students to complete the work based</p>	\$25,000.00

			learning continuum. Designs and implements professional learning around linked learning and our pathway, works directly with the Pathway Advisory Board, and manages the Measure N EIP and site visits. Supports College and Career counselors for all students. Other duties include: Execute MOU's and partnership agreements with partnership organizations, manage and oversee Linked Learning certifications. (Pathway Strategic Goals: Going for Gold Certification, Education Pathway Development, Expanded WBL and Dual Enrollment) [Salary only]	
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**b. Enter the Object Code and Expenditure Type for the New or Revised Approved Strategic Action:**

Director of Community Learning and Engagement - 2200 Salary - Non Certified Staff
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**Signature of Approvals:** *(Please insert the team member's name below the signature line)*



Name: John Warren  
Teacher Leader/Pathway Director  
Signature

8/25/23  
Date

*Karla Gandiaga*  
Name: Karla Gandiaga  
Principal Signature Required

8/25/23  
Date

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

Date BMF Received:   9-13-2023  

Quarterly Expenditure: 1st Qtr.:   X   2nd Qtr.:   X   3rd Qtr.:   X   4th Qtr.:   X  

Coordinator, Approval Signature:   *Stacy Black*   Date:   9-13-2023  

H.S. Network Superintendent, Approval Signature:   *VS*   Date:   9/18/23

## 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-approved<sup>1</sup> 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](mailto:Stacey.Blankenbaker@ousd.org).

School Name:	ARISE High School	Site #:	9121
Requestor's Name:	Keisha Pearson	Requestor's Title:	Dean of Operations & Development
Position Title and OUSD PCN#	Director of Community Engagement & Learning	FTE % funded from Measure N/H:	25%
Employee to be hired:	John Warren	Term: (Start & End Dates):	July 1, 2023 - June 30, 2024

Is this a new position? No \_\_\_X\_\_\_ Yes \_\_\_\_\_

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

Resource # 1: \_\_\_ Community Schools \_\_\_ FTE % \_\_ 100 \_\_\_\_\_

Resource # 2: \_\_\_\_\_ FTE % \_\_\_\_\_ (if applicable)

Resource # 3: \_\_\_\_\_ FTE % \_\_\_\_\_ (if applicable)

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

- Lead Community Leadership Team (CLT) in development of pathways structure and community based learning opportunities, including integration of Career Technical Education and Work Based Learning components into school model
- Co-Lead industry Advisory Council meetings
- Coordinate inclusion of Linked Learning elements on enrichment days, including internships, certifications, college & career readiness curriculum, and academic support
- Lead weekly pathway team meetings to address linked learning pathway needs, work-based learning, student supports and dual enrollment
- Lead efforts to achieve Gold Certification in Linked Learning
- Supervise and evaluate Community Learning & Engagement staff
- Participate in monthly Charter School Community of Practice meetings for Measure N/H-funded charter schools (coordinated by Oakland Unified School District)

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

- Coordinate alignment of Measure N/H efforts, including collaborating with ARISE fiscal staff on grant compliance

**TARGET STUDENT POPULATION:**

- All students in Education for the People Pathways
- All students in Health for the People Pathways

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

- Ongoing, daily, throughout the school year (Mon-Friday from 8am-4pm)

**ANTICIPATED OUTCOMES:**

- Work-based learning, providing students with exposure to real-world workplaces through job shadowing, apprenticeships, internships, and more.
- Comprehensive support services, including counseling and supplemental instruction in reading, writing, and math to address the individual needs.
- Career technical education

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.

\_\_\_\_\_  
*Karla Gandiaga*  
Karla Gandiaga  
Principal

\_\_\_\_\_  
9/14/23  
Date

**FOR HIGH SCHOOL LINKED LEARNING OFFICE USE ONLY**

Measure N/H Coordinator or Program Manager:           *Stacy Black*                Date: 9-15-23

HS Network Superintendent:           *VS*                Date: 9/16/23