

**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	10/25/2023 er

# Memo

**To** Board of Education

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

**Board Meeting Date** October 3, 2023

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

**Action Requested and Recommendation**

Adoption by the Board of Education, upon recommendation of the Measures N and H Commission, of a 2022-2023 Education Improvement Plan/Budget modification for Oakland High School reducing from \$4,000.00 by \$180.00 to \$3,820.00, Transportation Costs: for charter bus rentals for students to attend the RISE Business Course for Work Based Learning; and transferring to an existing expenditure of \$500.00, increasing it to \$680.00, for Meeting Refreshments for the RISE Teacher team retreat, 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?)*

Oakland High School would like to modify their Measure N/H Educational Improvement Plan reducing from \$4,000.00 by \$180.00 to \$3,820.00, Transportation Costs: for charter bus rentals for students to attend the RISE Business Course for Work Based Learning, and transferring to an existing expenditure of \$500.00, increasing it to \$680.00, for Meeting Refreshments for the RISE Teacher team retreat.

**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:	09/08/2023	Principal:	Pamela Moy
School Name:	Oakland High	Site #:	304
Pathway(s): (required for multiple use of programs)	RISE	Requested By:	Tiffany Jordan

### Step 1:

#### a. Add 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 - Line Item #	Original Amount Approved	Measure N/H Budget Original Strategic Action (proper & full justification)	Total Amount Transferred
RISE	35	\$4,000.00	<p><b>Transportation Costs: for charter bus rentals for students to attend the RISE Business Course for Work Based Learning.</b></p> <p>This expenditure is to cover the cost of transportation for career and college exploration trips for students in the CTE business courses, as well as transportation costs to public exhibition events for project-based learning culminating experiences. Charter bus rentals are usually about \$2,000.00 per day. These funds would allow for about 2 trips with approximately 50 students and 5 teachers/chaperones each trip. This expenditure is aligned with our goals to increase engagement in students and exposure to possible colleges, work places, etc. for post-high school planning while building out the scope and sequence of WBL events for the CTE business courses. This will improve student engagement by connecting students to mentors in the business profession as they learn more about the industry and what it is like to work in it. All CTE business students will have the opportunity to participate (about 70 students).</p>	\$180.00

#### 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)

The original strategic action will still happen, we are just taking a small amount and moving to a different action to cover the full cost. We also hope to add more money back into this original action through the carryover process.

#### 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	5826	304	3040	3920	0101	99999

d. Total amount being transferred: \$ 180.00

- Please check this box if this is a **NEW** expenditure and it's not in the approved Measure N/H EIP.
- 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 the 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"><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
RISE	37	\$500.00	<p><b>Meeting Refreshments for the RISE Teacher Team Retreat.</b>            Meeting refreshments for the teachers who attend the retreat to work on curriculum development, develop shared practices, and plan interventions and support for students of concern in the RISE pathway. This expenditure supports pathway development by allowing the teacher team to spend a significant amount of time together to collaborate and plan, something this team has never been able to do. With two new co-directors and several new teachers on the team, it is important to have time to work together in a deep and sustained way with minimal distractions. This retreat will improve student engagement because as a result of this, teachers will have more shared practices and a greater understanding of our students, therefore creating greater alignment of and connections across classes for students. All RISE students will benefit, around 115 students. The retreat addresses the need for the teacher team to have a long period of uninterrupted time to plan and work on implementing Measure N goals and strategic actions (as opposed to biweekly 1 hour meetings). Refreshments are not to exceed \$40 per teacher for 17 teachers, equaling \$680.00.</p>	\$680.00

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

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9333	0	3800	1000	4311	304	3040	3920	0101	99999

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

Tiffany Jordan\_  
 Name:  
 Teacher Leader/Pathway Director  
 Signature

9/08/23  
 Date

Pamela Moy  
 Name:  
 Principal Signature Required

9/8/2023  
 Date

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

Date BMF Received: 9/8/23

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

Program Manager, Approval Signature: *Daisy Gomez*

Date: 9/14/23

H.S. Network Superintendent, Approval Signature: *V. S. [Signature]*

Date: 9/18/23