

MEASURE N COMMISSION

1016 Union Street, #940
Oakland, CA 94607-



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Measure N - College & Career Readiness - Commission

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Board Office Use: Legislative File Info.	
File ID Number	24-2114
Introduction Date	9/3/2024
Enactment Number	
Enactment Date	

Memo

To Measures N and H – College and Career Readiness Commission

From Vanessa Sifuentes
High School Network Superintendent

Board Meeting Date September 3, 2024

Subject Services For: High School Linked Learning Office

Action Requested and Recommendation Adoption by the Measures N and H Commission of a 2024-2025 Education Improvement Plan/Budget modification for High School Linked Learning Office reducing \$202,640.59 Measure N and H Administrative 10% Supervisor and Administrative Salaries: Hire a Coordinator of Action Research by \$12,000 to \$190,640.59 and establishing a new strategic action for \$12,000, Consultant Contract to hire Stacey Blankenbaker to train the new Measures N and H team members, 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?)

High School Linked Learning Office would like to reduce \$202,640.59 Supervisor and Administrative Salaries: Hire a Coordinator of Action Research, at 1.0 FTE, by \$12,000.00, and create a new strategic action of \$12,000.00 Consultant Contract to hire Stacey Blankenbaker to train new Measures N and H team members, including but not limited to Francisca Diaz Gatica and Jannevince Quijada.

Competitively Bid

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

Fiscal Impact

Funding resource(s): Measure H

Attachments

24-2114 - High School Linked Learning Office - 912 - BMF - Consultant Contracts - \$12,000.00



2024-25 Measures N and H Budget Modification Form OUSD Schools



Date:	7/28/2024	Principal:	Rebecca Lacocque
School Name:	HSLLO	Site #:	912
Pathway Name: (required for multiple use of programs)	2024-25 Administrative 10% Budget	Requested By:	Rebecca Lacocque

Step 1:

a. Add the Original Approved Strategic Action from the Measures N and 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.

Measures N/H Plan or Pathway/Tab Name	Budget Action - Line Item #	Original Amount Approved	Measures N and H Budget Original Strategic Action (proper & full justification)	Total Amount being Transferred
2024-25 Administrative 10% Budget	1	\$202,640.59	Supervisor & Administrative Salaries: Hire a Coordinator of Action Research, at 1.0 FTE to develop and manage the systems and support for Measures N and H implementation including site visits, developing key policies and convening stakeholders for Measures N and H High Schools. Other duties include: serving as the liaison to the Measures N and H Commission, including uploading required documents to the Board of Education, managing the reimbursement process and fiscal accountability for Charter schools, and managing the process for development and approval of site Education Improvement Plans and Carryover Plans. (Salary & Benefit costs)	\$12,000.00

b. What will be the impact on your Measures N and H plan, pathway development, and students for not doing your original strategic action? (*Do not insert links or use Acronyms)

No impact. The salary and benefits were over budgeted for this position.

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

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9339	0	3800	2490	2305	912	9120	1414	9999	99999

d. Total amount being transferred: \$ 12,000.00

- Please check this box if this is a **NEW** expenditure and it's not in the approved Measures 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 Measures N/H Duty Statement form to the Budget Modification Form request.

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.*

Measures N/H Plan or Pathway/Tab Name	Budget Action - Line Item #	Original Amount Approved	<p align="center">New or Revised Measure N and H Strategic Action <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 2024-25 pathway goals and strategic actions?</p> <p>-Please also answer the additional questions by Object Code linked in this document to provide a proper justification for your new or revised strategic action.</p>	New or Amended Amount
2024-25 Administrative 10% Budget	N/A	N/A	<p>Consultant Contract: Hire Stacey Blankenbaker to train the new Measures N and H team members.</p> <p>Scope of work: Ms. Blankenbaker will provide timely systems development support for the Measures N and H team, including but not limited to Fran Diaz-Gatica and Jan Quijada. Systems development will include Measures N and H Commission staffing, Charter reimbursement processing, Conditionally-approved site visits, audit, Duty Statements, EIP and Carryover Plan, and file management. Ms. Blankenbaker will work with Measures N and H staff to design and set up efficiency systems for Commission staffing, charter reimbursement, conditionally approved site visits, audits, duty statements, EIP and Carryover Plans, and file management.</p> <p>Specific Outcomes: Measures N and H staff members will have improved efficiencies for Measures N and H processes.</p> <p>Why are the services needed: With the transition to Measure H and the hire of two new staff members, the opportunity for efficiency is significant. Ms. Blankenbaker holds significant expertise in these areas, given her experience with Measures N and H.</p> <p>How does this service benefit the students needs:</p>	\$12,000.00

			<p>Measures N and H significantly benefit students with special needs via Dual Enrollment, Work-Based Learning, and other college and career readiness activities.</p> <p>Budget Calculation:</p> <p>The contract total is a "not to exceed," and the consultant will continue to bill, at the hourly rate of \$150 for hours and work completed only.</p> <p>The term for this agreement is not to exceed 80 hours at \$150 per hour from August 1, 2024 through June 30, 2025.</p>	
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b. Enter the New or Revised Account String:

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9339	0	3800	1000	5825	912	9120	1690	0101	99999

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

 Name:
 Teacher Leader/Pathway Director
 Signature

 Date

Rebecca Lacocque
 Rebecca Lacocque
 Director | Linked Learning
 High School Linked Learning

7/28/2024
 Date

FOR MEASURES N and H STAFF USE ONLY

Date BMF Received: 8/19/24

Escape Budget Transfer or Journal Entry Link No.: _____

Program Manager, Approval Signature: *Darcy Gomez*

Date: 8/19/24

H.S. Network Superintendent, Approval Signature: *V. Siffo*

Date: 8/19/24