

Measure N - College & Career Readiness - Commission

David Kakishiba, Chairperson
kakishiba@gmail.com

Marc Tafolla, Vice Chair
marctafolla@gmail.com

Katy Nuñez-Adler, Secretary
katynunez.adler@gmail.com

James. Harris, Member
james@510media.com

Gary Yee, Member
Yeega125@gmail.com

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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

November 5,2024

Subject

Services For: High School Linked Learning Office

Action Requested and Recommendation

Adoption by the Measures N and H Commission of a 2024-2025 Measures N and H Budget Modification for High School Linked Learning Office reducing \$5,700.00, Measure N and H Administrative 10% Supplies and Materials by \$6.88 to \$5,693.12 and establishing a new strategic action for \$6.88 to transfer funds to Advertising-Legal, increasing it from \$300.00 to \$306.88, 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 transfer \$6.88 from Supplies and Materials and increase Advertising - Legal to \$306.88 for the advertising fee used for posting an RFP to recruit candidate for RFP #24-152: HSLLO Pathway Development, Measure H-funded Charter Schools for Linked Learning.

Competitively Bid

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

Fiscal Impact

Funding resource(s): Measure H

Attachments

24-2631 - HSLLO - 912- Admin 10% - BMF - Advertising-Legal - \$6.88



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



Date:	09/23/2024	Principal:	Rebecca Lacocque
School Name:	Linked Learning	Site #:	912
Pathway Name: (required for multiple use of programs)	2024-25 Measure H 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
2024-2025 Administrative 10% Budget	9	Was \$6,000.00. New total amount after approval of prior BMFs \$5,700.00	Supplies and Materials: Materials & Supplies for the Measures N and H staff to carry out specific tasks for commission meetings, pathway site visits, events, and office operations	\$6.88

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. Materials and Supplies were over budgeted.

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

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
01	9339	0	3800	1000	4310	912	9120	1690	0101	99999

d. Total amount being transferred: \$ 6.88

- ☐ 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	New or Revised Measure N and H Strategic Action Enter one to two sentences to create a Proper Justification using the questions below. No acronyms or hyperlinks. -What is the specific expenditure or service type? Please provide a brief description - (no vague language) and quantify when applicable. -How does the specific expenditure impact students in the pathway and support your 2024-25 pathway goals and strategic actions? -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.	New or Amended Amount
2024-2025 Administrative 10% Budget	N/A	\$300.00	Advertising - Legal: Advertising fee used for the RFP. A Request for proposal (RFP) is a solicitation for proposals from vendors to provide services,equipment, or material to an organization. The RFP is to recruit candidates for: Request for Proposal (RFP)#24-152 HSLLO. PATHWAY DEVELOPMENT, MEASURE H - FUNDED CHARTER SCHOOL FOR LINKED LEARNING OAKLAND UNIFIED DISTRICT Procurement Department 900 High Street, 2nd Floor OAKLAND, CA 94601 Email:procurement@ousd.org Phone:(510)879-2990	\$306.88


b. Enter the New or Revised Account String:

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
01	9339	0	3800	1000	5810	912	9120	1690	0101	99999

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

Name: _____
Teacher Leader/Pathway Director

Date _____


REBECCA LACOCQUE (Sep 30, 2024 07:24 PDT)
Name: _____
Principal Signature Required

Sep 30, 2024
Date

Signature

FOR MEASURES N and H STAFF USE ONLY

Date BMF Received: 9/30/24

Escape Budget Transfer or Journal Entry Link No.: _____

Program Manager, Approval Signature: Nancy Gomez

Date: 9/30/24

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

Date: 9/30/24