

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

1016 Union Street, #940  
Oakland, CA 94607-

**OAKLAND UNIFIED  
SCHOOL DISTRICT***Community Schools, Thriving Students*

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**Measure N - College & Career  
Readiness - Commission**

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Board Office Use: Legislative File Info.	
File ID Number	25-0677
Introduction Date	04/24/2025
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**

**Subject** Services For: Oakland High School

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**Action Requested and Recommendation**

Adoption by the Measures N and H Commission of a 2024-2025 Education Improvement Plan/Budget modification for Oakland High School to the following three line items: (1)reduce \$1,200.00 Meeting Refreshments: to purchase meals for PHA students attending the overnight Trip to Sacramento by \$1,200.00 to \$0 (2) reduce \$1,028.40 Rental-Facility: Rent a facility or meeting venue for the PHA Teacher Team Retreat by \$1,028.40 to \$0 and establish a new strategic action for \$2,228.40 Meeting Refreshments for the Public Health Academy Senior Poster Session and Exhibition, 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 to the following three line items: (1)reduce \$1,200.00 Meeting Refreshments: to purchase meals for PHA students attending the overnight Trip to Sacramento by \$1,200.00 to \$0 (2) reduce \$1,028.40 Rental-Facility: Rent a facility or meeting venue for the PHA Teacher Team Retreat by \$1,028.40 to \$0 and establish a new strategic action for \$2,228.40 Meeting Refreshments for the Public Health Academy Senior Poster Session and Exhibition. Meeting refreshments are for the approximately 100 attendees of the Poster Session exhibition event for all Public Health Academy seniors as part of their graduate capstone projects.

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

**Fiscal Impact** Funding resource(s): Measure N

**Attachments** 25-0677 - Oakland High 304 BMF Meeting Refreshments \$2,228.40



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



College &  
Career for  
All Fund  
Established by Measure N

Date:	2/13/25	Principal:	Pamela Moy
School Name:	Oakland High	Site #:	304
Pathway Name: (required for multiple use of programs)	Public Health Academy	Requested By:	Tiffany Jordan

### Step 1:

#### a. Enter the Original Approved Strategic Action from the Measures 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!*

Measures N/H Plan or Pathway/Tab Name	Budget Action - Line Item #	Original Amount Approved	Measures N and H Budget Original Strategic Action (proper & complete justification)	Total Amount being Transferred
2023-2024 Measure N Strategic Carryover Plan	N/A (new expenditure from a prior BMF)	\$1,200.00	<b>Meeting Refreshments: to purchase meals for PHA students attending the overnight Trip to Sacramento.</b> The PHA pathway makes an annual overnight trip to Sacramento, where students learn about the legislative process, tour the capitol, and meet with representatives to discuss legislation related to public health topics. This field trip impacts about 60 students in 12th grade. The assigned teacher(s) will purchase the meal for the students on the second day of the trip so that the whole group can have a meal together while on the trip. The teacher(s) will submit an itemized receipt to the school admin for reimbursement by OUSD. Per OUSD Policy, tips are not reimbursable. Per Measures N and H guidelines, meals are only allowed for students (not chaperones) on the second day and beyond and not to exceed \$20 per student per day. Budget Calculation: 60 students x \$20.00 = \$1,200.00.	\$1,200.00
2023-2024 Measure N Strategic Carryover Plan	N/A (new expenditure from a prior BMF)	\$1,028.40	<b>Rental-Facility: Rent a facility or meeting venue for the PHA Teacher Team Retreat.</b> The retreat is to work on curriculum development, develop shared practices, and plan interventions and support for students of concern. This expenditure supports pathway development by allowing the team to spend significant time together to collaborate and plan. It is essential 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, teachers will have more shared practices and a greater understanding of our students, creating greater	\$1,028.40

			alignment of and connections across classes for students. All PHA students will benefit. The retreat addresses the need for the teacher team to have a long, uninterrupted time to plan and work on implementing Measure H goals and strategic actions. The facility or venue must meet OUSD guidelines.	
The total amount being transferred from the 2 different actions above is \$2,228.40				

**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. \*If taking from multiple actions - respond to each of the overall impacts*)

No impact. The original strategic actions might still happen, but we'll use other funding sources secured for those specific purposes.

**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	4311	304	3040	3912	0101	99999
010	9333	0	3800	1000	5624	304	3040	3912	0101	99999

**d. Total amount being transferred: \$ 2,228.40**

- ☒ Please check this box if this is a **NEW** expenditure and it's not in the approved Measures 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 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	<b>New or Revised Measures N and H Strategic Action</b> <i>Enter one to two sentences to create a Proper Justification using the questions below: no acronyms or hyperlinks.</i>	New or Amended Amount
			<p>-What is the specific expenditure or service type? Please briefly describe (no vague language) and quantify it 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>	

			-Please also answer the additional questions using the Object Code linked in this <a href="#">document</a> to justify your new or revised strategic action adequately.	
2023-2024 Measure N Strategic Carryover Plan	N/A	N/A	<b>Meeting Refreshments for the Public Health Academy Senior Poster Session and Exhibition.</b> Meeting refreshments for the Poster Session exhibition event for all Public Health Academy seniors as part of their graduate capstone projects. Students have completed a research paper, conducted their own research on the topic, connected with experts, and created an industry-aligned scientific poster to summarize their project. Students present their findings at the event and share their ideas for possible solutions to the problem they researched with community and industry partners, families, peers, and teachers. This exhibition is a key component of the pathway's program of study, and with industry and community partners participating, we'll be able to get feedback and input from them, which is an element of our 24-25 strategic actions. This event will have around 100 participants, including students, families, and teachers.	\$2,228.40

**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	3912	0101	99999

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

Tiffany Jordan  
Name:  
Teacher Leader/Pathway Director  
Signature

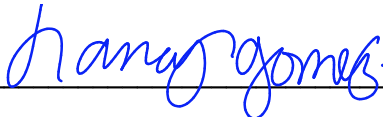
2/13/25  
Date

Pamela Moy  
Name:  
Principal Signature Required

2/17/2025  
Date

**FOR MEASURES N and H STAFF USE ONLY**

Date the BMF was accurately completed & received: 2/21/2025

Program Manager, Approval Signature: 

Date: 2/21/2025

H.S. Network Superintendent, Approval Signature:   
Vanessa Sifuentes (Feb 21, 2025 14:47 PST)

Date: 02/21/2025