



**College &
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All Fund**

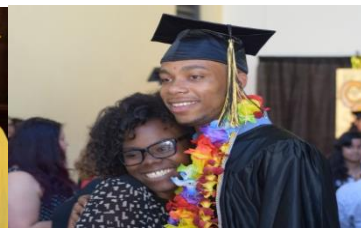
Established by Measure N



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Update on Measures N and H Administrative Procedures for 2025-2026



**Presented by Vanessa Sifuentes,
Deputy Chief of Post-Secondary Readiness
To the Measures N and H Commission
September 2, 2025**



Objective

- Provide the Commission updates on the progress toward implementing proposed changes to alleviate administrative burden on Measures N and H school sites and gather additional input to inform implementation.



Adjustments for 2025-2026: Recap from June 2025

1. Develop a Digital Resource Hub

- Create a centralized site (e.g., Google Site) with the Measures N & H Handbook, updated forms, procedures, and guidance on spending permissibility.

2. Offer Regular Training Sessions

- Host ongoing trainings to build understanding and consistency across school sites.

3. Update Permissibility Guidelines

- Reflect recent shifts in allowable expenditures—e.g., reconsider restrictions on items like printers and iPads.

4. Align Forms with OUSD Systems

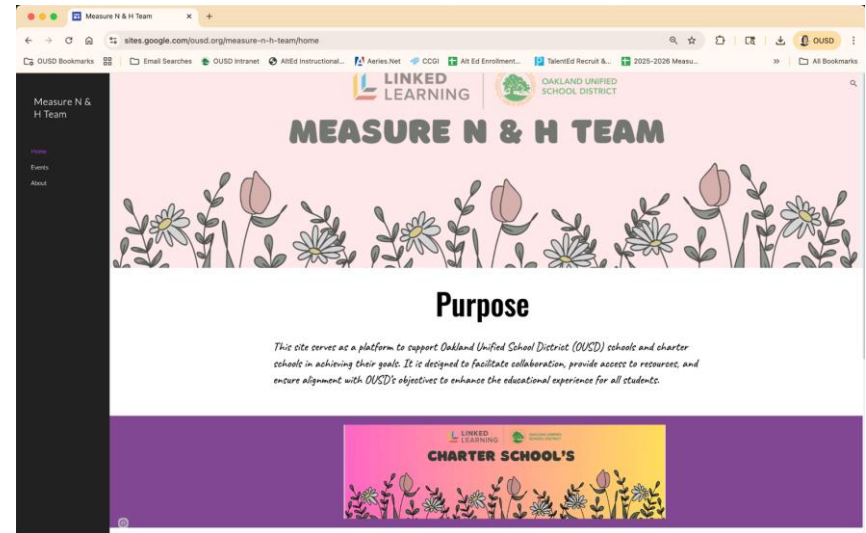
- Revise justification and modification forms to be consistent with broader OUSD templates and expectations.



August 2025 Updates

1. Develop a Digital Resource Hub

- Content Categories:
 - Updated policies, guidelines, and forms
 - Slides and resources from training sessions
 - Budget information and resources
- To be published by September 2025 and included in Measure H Newsletter.





August 2025 Updates

2. Offer Regular Training Sessions

- First trainings for the year scheduled for September, and at least once per semester
 - Audience will include site-based Administrative Assistants, Pathway Coaches, and Site Administrators from OUSD and Charter schools
 - Trainings will be held virtually
 - Content will include Measure H forms and procedures, including charter-specific processes like reimbursement





August 2025 Updates

Revisions to Permissibility Guidelines were informed by OUSD Legal. Updated Permissibility Guidelines to be distributed to school sites in September, 2025 for phased implementation.

3. Update Permissibility Guidelines

- Newly permissible expenses, or updates to permissibility guidance:
 - Teacher salaries for Advanced Placement classes that are part of an approved program of study and that *all* pathway students are required to take.
 - Extended contracts for Instructional Leadership Teams and Case Management if work is related to pathway/internship implementation and/or improvement
 - Staff retreat costs if majority of the content is focused on pathway implementation and/or improvement
 - Elimination of limits to the number of hours daily that staff can be compensated for via Extra or Overtime
 - Professional development costs for Work-Based Learning and Career Technical Education
 - Expansion of permissible expenses within Supplies, Materials, or Equipment category, including more specialized equipment such as printers that are industry-standard, or iPads utilizing industry-standard software
 - Addition of pathway/Linked Learning-enabling furniture
 - Testing, licensing, or certification costs associated with career pathways
 - Advanced Placement testing fees for CTE-aligned AP classes required for all students in the pathway
 - Career/industry-aligned uniforms or professional attire that enhance real-world learning in the pathway



August 2025 Updates

4. Align Forms (and specific spending limits) with OUSD Systems

- Travel expense reports no longer required for overnight travel
- Elimination of meeting refreshment spending cap of \$75 per meeting
- Vendor agreements on letterhead in addition to consultant contract information in ContractsOnline platform no longer required.



2025-26 Measures N and H Permissible Expenses

Revised 1-21-25

Documents Required for Submission - OUSD District Schools

Please submit it to Nancy Gomez for pre-approval. Please keep a copy at your site for your records for auditing purposes:

Permissible Expenses	OUSD & Measures N and H Documents Required
School Site Visits (local, same-day travel & reimbursements are required)	<ul style="list-style-type: none">● Travel Request Pre-Approval Form● Measures N and H Justification Form● Agenda / Itinerary● Other Anticipated Expense - Post Travel (paid via reimbursement) Original Itemized Receipt(s) Required:<ul style="list-style-type: none">○ Mileage print-out from MapQuest○ Uber/Bridge Toll receipts○ Meals are not applicable for same-day visits, only reimbursed for overnight travel○ Travel Expense Report○ All forms must be attached to the request in Escape
School Site Visits (that require travel overnight)	<ul style="list-style-type: none">● Travel Request Pre-Approval Form● Measures N and H Justification Form● Agenda / Itinerary● Transportation Confirmation & Invoice

Current version above (shared in Spring 2025); new version to be finalized and shared with sites in Fall 2025 for phased implementation.



Additional Supports

5. Launch of Measure H Newsletter 2.0

- Monthly starting September 2025
- Target audience to include Administrators, Pathway Coaches, Pathway Teachers, Administrative Assistants
- Content Categories:
 - Updated policies, guidelines, and forms
 - Upcoming deadlines
 - Pathway highlights
 - Linked Learning professional development opportunities
 - Upcoming training sessions
 - Budget information and resources

MEASURE H NEWSLETTER

DRAFT



LINKED
LEARNING
ALLIANCE



OAKLAND
UNIFIED
SCHOOL DISTRICT



Additional Shifts for Fiscal Year 2026

6. Measure H Expense Submission Process

- Move from email submissions to Google Form process
- Ensures all expense approvals are captured in a centralized location outside of email
- Ability for sites to see in real-time where their request is in the approval process

Measure H - Expense Pre-Approval Process (OUSD Sites)

This form allows sites to submit all Measure H expenditure **pre-approval forms** in one request. You will submit one request at a time, and the Google Form will allow you to return to the beginning after a request has been submitted to follow the same steps per request.

THIS NEW TOOL WILL MOVE THE APPROVAL REQUEST PROCESS OUT OF EMAIL AND INTO AN EASY TO TRACK SYSTEM THAT ALLOWS SCHOOL SITES TO SEE THE STATUS OF THEIR REQUEST IN REAL-TIME.

Step 1: Verify your expenditure is allowed. If you have questions about permissibility, please review the [Permissible Expenses](#) to ensure all expenses are **ALLOWED under the guidelines.** You will submit one request at a time, and the form will allow you to return to the beginning after **EACH** request has been completed.

Step 2: Complete the Google Form and submit all supporting documentation.

Step 3: Respond to any communications from the Measures N and H team regarding your expenditure as soon as possible. Delays in responding may cause a delay in review and approval of your expenditure.

Step 4: Once you receive approval, create a requisition in Escape and prepare for submission. Upload the District-required documents to the "Attachments" tab in Escape. In the "Notes" tab, please also include the plan and cell row number (Example: Whole School Tab, Row 153).

Discussion