

**MEASURES 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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<b>Board Office Use: Legislative File Info.</b>	
File ID Number	24-0751
Introduction Date	4/24/2024
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**

**Subject** Budget Modification Form  
Services For: HSLLO High School Linked Learning Office

**Action Requested and Recommendation** Adoption by the Measures N and H Commission of a 2022-2023 Education Improvement Plan/Budget modification for High School Linked Learning Office (HSLLO) reducing \$9,000.00 Supplies and Materials by \$3,000.00 to \$6,000.00, and creating a new expenditure of \$3,000 for Printing/Copy Services, 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?)*

HSLLO wants to reduce \$9,000.00 Supplies and Materials by \$3,000.00 to \$6,000.00, and create a new expenditure of \$3,000 for Printing/Copy Services.

**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 HSLLO

## 2023-24 Measures N & H Budget Modification Form OUSD Schools

Date:	3/8/2024	Principal:	Rebecca Lacocque
School Name:	High School Linked Learning	Site #:	912
Pathway(s): (required for multiple use of programs)	n/a	Requested By:	Rebecca Lacocque

### 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
2023-2024 Measure N Admin 10% Budget	8	\$9,000.00	<b>Supplies and Materials:</b> For Measure N/H staff to carry out specific tasks for commission meetings, pathway site visits, events, and office operations.	\$3,000.00

#### 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)

There will be no impact. The budget modification is to pull funds from central supplies to enable outsourcing of Xerox copies for commission meetings.

#### 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	4310	912	9120	1690	0101	99999

d. Total amount being transferred: \$ 3,000.00

- 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?):**

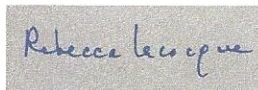
*This will become the new proper justification for this expenditure. \*Only one justification is allowed. \*You'll use this new or revised justification for all future applicable requests connected to this modification.*

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
2023-2024 Measure N Admin 10% Budget	N/A	N/A	<p><b>Printing/Copy Services:</b>                      To pay the vendor for xerox, copies of all materials presented to the Measures N and H Commission must be provided for commissioners and members of the public. This budget item will allow the Measures N and H staff to send copy projects to the vendor to provide these printing/copy services.</p>	\$3,000.00

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

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9333	0	3800	1000	5870	912	9120	1690	0101	99999

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



3/8/2024

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name: Rebecca Lacocque  
 Director Signature Required

\_\_\_\_\_  
 Date

FOR MEASURE N/H STAFF USE ONLY

Date BMF Received: 3/8/24

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

Program Manager, Approval Signature: Marcy Gomez

Date: 3/8/2024

H.S. Network Superintendent, Approval Signature: VS

Date: 3/11/24