



2015: Intensive School Support

3/20/15

Proposal Writing Team Resources

Category	Code	Amount	Unit	Rate	Total	Description
PERSONNEL SERVICES	850	20	15	\$2,149.00	\$42,980.00	PERSONNEL SERVICES - 2015
PERSONNEL SERVICES	850	20	15	\$2,149.00	\$42,980.00	PERSONNEL SERVICES - 2015
PERSONNEL SERVICES	850	20	15	\$2,149.00	\$42,980.00	PERSONNEL SERVICES - 2015
PERSONNEL SERVICES	850	20	15	\$2,149.00	\$42,980.00	PERSONNEL SERVICES - 2015
PERSONNEL SERVICES	850	20	15	\$2,149.00	\$42,980.00	PERSONNEL SERVICES - 2015
PERSONNEL SERVICES	850	20	15	\$2,149.00	\$42,980.00	PERSONNEL SERVICES - 2015
PERSONNEL SERVICES	850	20	15	\$2,149.00	\$42,980.00	PERSONNEL SERVICES - 2015
PERSONNEL SERVICES	850	20	15	\$2,149.00	\$42,980.00	PERSONNEL SERVICES - 2015
PERSONNEL SERVICES	850	20	15	\$2,149.00	\$42,980.00	PERSONNEL SERVICES - 2015
PERSONNEL SERVICES	850	20	15	\$2,149.00	\$42,980.00	PERSONNEL SERVICES - 2015

The District is committed to supporting Proposal Writing Teams comprised as a majority of site-based staff and parents. This support includes earmarking resources to provide for the following:

- Proposal Writer / Facilitator
- Extended Contract for Teachers
- School Visits Expenses
- Translation at meetings
- Childcare at meetings
- Security Services at meetings
- Materials reimbursements
- Light Refreshments

The process will involve reimbursements, ordering, contracting, etc. Kathlene Jones will be working with the identified Proposal Writing Team lead(s) and, as needed, the school site Administrative Assistant staff.

A DRAFT estimated budget tool is available for assisting with the planning of team resource needs. Each team will need to consider in detail what types of support it needs. Please use the tool to prepare to communicate with Kathy regarding what is needed.

Some suggested expenses that are not in our original list, such as T-shirts, have been introduced. While these expenses may be allowable, they cannot come at the expense of not providing adequate proposal writing support, school visits, translation, etc. that are listed above. Therefore a plan needs to consider how to maximize these activities, as well as consider alternate expenses.

Please prepare for a phone conference with Kathy, by prepping your team's needs in the attached Budget document. The expectation is not that the school is to expend all of the resources that have been earmarked, but to think about its needs and how these resources can meet those needs.

Kathy Jones
Administrative Assistant III
kathlene.jones@ousd.k12.ca.us

David Montes de Oca
Deputy Chief, Continuous School Improvement
david.montes@ousd.k12.ca.us