

**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**

**David Kakishiba**, Chair  
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

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	24-1285
Introduction Date	5/21/2024
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: High School Linked Learning Office 912

**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 reducing \$5,535.00 Supervisor & Admin Salaries Stipend: 10% Additional Compensation Stipend for Tiffany Jordan to perform as the Senior Pathway Coach by \$5,000.00 to \$535.00 and modifying an existing expenditure of \$20,000.00 Professional contracted services: Consultant Contract with Amy Crudo by \$5,000 for a total of \$25,000.00, 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 wants to reduce \$5,535.00 Supervisor & Admin Salaries Stipend: 10% Additional Compensation Stipend for Tiffany Jordan to perform as the Senior Pathway Coach by \$5,000.00 to \$535.00 and modify an existing expenditure of \$20,000.00 Professional contracted services: Consultant Contract with Amy Crudo by \$5,000 for a total of \$25,000.00.

**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:	4/30/2024	Principal:	n/a
School Name:	High School Linked Learning Office	Site #:	912
Pathway(s): (required for multiple use of programs)	Measure N Admin-2022-23 Carryover Plan	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
Measure N Admin-2022-23 Carryover Plan	23	\$5,535.00	<p><b>Supervisor &amp; Admin Salaries Stipend: 10% Additional Compensation Stipend for Tiffany Jordan to perform as the Senior Pathway Coach.</b></p> <p>Additional duties include support of Pathway Quality Team and Pathway Coach planning and facilitation; Measure N/H EIP Updates for 2023-24; revising of existing resources for Linked Learning (e.g., guidance on how to develop pathway student learning outcomes).</p> <p>Budget: 10% Additional Compensation Stipend for FY 2023-24, full cost is ~\$11,070, however we intend to use the MN Admin Carryover funds to cover costs from January through June 2024, so half, which is \$5,535.00.</p>	\$5,000.00

#### 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)

No impact, as the stipend will be paid through a different funding source.

#### 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	2490	2305	912	9120	1414	9999	99999

d. Total amount being transferred: \$ 5,000.00

- 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 Admin 10% Budget	(via BMF)	\$20,000.00	<p><b>Professional contracted services:</b>  <b>Consultant contract with Amy Crudo</b> to provide expert technical support in the customization of the Education Improvement Plans required by the Measures N and H commission.            The High School Linked Learning Office will provide detailed instructions and all related files to allow the contractor to complete this project. Ms. Crudo will also provide copy review and document preparation for Commission meetings. Ms. Crudo will assist with projects required for the administration of Measures N and H, including the Annual Report and updating key forms and documents for the 2024-25 academic year.            The terms for this contract is not to exceed 200 hours at \$100 per hour from January 23 through June 30, 2024.  <b>Outcomes:</b>            Measures N and H Education Improvement Plans will be customized for all OUSD high schools receiving these funding sources. Contractor will review commission documents for consistent language and prepare documents for public presentation at commission meetings. The materials, Annual Report, key forms and documents will be prepared with high attention to detail and will be public-ready for commission meetings in collaboration with the High School Linked Learning Office.</p> <p><b>Amendment</b></p>	\$25,000.00

			<p>The contract amendment will reflect an additional \$5,000, which is 40 hours. The additional hours are for document preparation for the Measures N and H commission.</p> <p>The contract total is a "not to exceed," and the consultant will continue to bill, at the hourly rate of \$125 for hours and work completed only.</p> <p>The term for this amendment is not to exceed 40 hours at \$125 per hour from May 7, 2024 through June 30, 2024.</p>	
--	--	--	---	--

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

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9333	0	3800	1000	5825	912	9120	1690	0101	99999

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

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

Rebecca Lacocque \_\_\_\_\_ 5/3/2024  
 Name: \_\_\_\_\_ Date \_\_\_\_\_  
 Principal Signature Required

**FOR MEASURE N/H STAFF USE ONLY**

Date BMF Received: 5/3/24

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

Program Manager, Approval Signature: Dawny Jimes

Date: 5/3/24

H.S. Network Superintendent, Approval Signature: VSifto

Date: 5/6/24