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

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Memo

To Measures N and H – College and Career Readiness Commission

From Vanessa Sifuentes
High School Network Superintendent

Board Meeting Date January 14,2025

Subject Services For: High School Linked Learning Office

Action Requested and Recommendation

Adoption by the Measures N and H Commission of a 2024-2025 Plan/Budget modification for High School Linked Learning Office reducing \$180,000.00 Consultant Contract: Hiring a Fulltime Pathway Coach by \$2,500 to \$177,500 and establishing a new strategic action for \$2,500 Clerical Salaries overtime, 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 would like to reduce \$180,000.00 Consultant Contract: Hiring a Fulltime Pathway Coach to \$177,500 and establish a new strategic action \$2,500 Clerical Salaries overtime. This will pay for clerical salaries overtime/extra time for additional work provided by the HSLLO Administrative assistant who provided training and support to the new Measures N and H Administrative Assistant regarding Measures N and H and OUSD processes and required documents.

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

Fiscal Impact Funding resource(s): Measure H

Attachments 24-2914 - High School Linked Learning Office 912- BMF - Admin 10% - Clerical Salaries Overtime - \$2,500.00



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



Date:	10/18/2024	Principal:	Rebecca Lacocque
School Name:	HSLLO	Site #:	912
Pathway Name: <small>(required for multiple use of programs)</small>	2024-25 Measure H Administrative Budget 10%	Requested By:	Rebecca Lacocque

Step 1:

a. Add the Original Approved Strategic Action from the Measures N and 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.

Measures N/H Plan or Pathway/Tab Name	Budget Action - Line Item #	Original Amount Approved	Measures N and H Budget Original Strategic Action <i>(proper & full justification)</i>	Total Amount being Transferred
2024-25 Measure H Administrative Budget 10%	4	\$180,000.00	Consultant Contract: Hire a full-time Pathway Coach to work across the ten Charter Schools that receive Measure N/H funding. The Pathway Coach will support the alignment of the Charter High School pathways to the 2023-26 College and Career for All and Linked Learning Quality Standards. Additional duties include: increasing the instructional capacity of pathway teams to build quality collaboration that focuses on the instructional core and 3 domains of Linked Learning; and addressing systemic solutions on site and across the network of Measures N and H charters to support continued pathway development.	\$2,500.00

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)

No impact - The Consultant was over budgeted for this contract.

c. Enter the Account String for the Original Approved Strategic Action:

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
01	9339	0	3800	1000	5825	912	9120	1690	0101	99999

d. Total amount being transferred: \$ 2,500.00

Please check this box if this is a **NEW** expenditure and it's not in the approved Measures 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 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	<p align="center">New or Revised Measure N and H Strategic Action <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 2024-25 pathway goals and strategic actions?</p> <p>-Please also answer the additional questions by Object Code linked in this document to provide a proper justification for your new or revised strategic action.</p>	New or Amended Amount
2024-25 Measure H Administrative Budget 10%	N/A	N/A	<p>Clerical Salaries Overtime: Funds will be used to pay for Clerical Salaries Extra Time or Over Time, and additional work provided by the HSLLO Administrative Assistant. The HSLLO Administrative Assistant will provide training and support to the new Measures N and H Administrative Assistant on the Measures N and H and OUSD processes and required documents for approval. Some of the duties include, but are not limited to training and support with:</p> <ul style="list-style-type: none"> ● Pre-Approval of Special Events ● Travel or Conference packets ● Employee Reimbursement requests ● Retreats or Professional Development requests ● Contracts Online <p>Measures N and H are restricted funding sources that require significant documentation and annual audits. Proper training for the Admin 3 Bilingual is critical to allow the Measures N and H team to meet its goal of effective management and meet deliverables. This expenditure allowed the newly hired Admin 3 Bilingual to learn the procedures and policies required for effective processing of Measures N and H. ET/OT varies on the number of hours worked per day/week and the compensation is based on the employees' hourly rate (ET= regular hourly rate. OT= hourly rate x 1.5). This expenditure is not to exceed \$2,500.00, through June 30, 2025.</p>	\$2,500.00

b. Enter the New or Revised Account String:

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
01	9339	0	3800	1000	2425	912	9120	1690	0101	99999

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

 Name: _____ Date _____
 Teacher Leader/Pathway Director
 Signature

Rebecca Lacocque 10/21/24
 Name: _____ Date _____
 Principal Signature Required

FOR MEASURES N and H STAFF USE ONLY

Date BMF Received: 10/21/24

Escape Budget Transfer or Journal Entry Link No.: _____

Program Manager, Approval Signature: Nancy Gomez Date: 10/21/24

H.S. Network Superintendent, Approval Signature: VSfto Date: 10/29/2024