

**MEASURE N AND H – COLLEGE AND CAREER READINESS COMMISSION**

1016 Union Street, #940  
Oakland, CA 94607-

**OAKLAND UNIFIED  
SCHOOL DISTRICT***Community Schools, Thriving Students*

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Enactment Date	6/11/2025 os

# Memo

**To** Board of Education

**From** Measure N and H – College and Career Readiness Commission

**Board Meeting Date:** June 4, 2025

**Subject** Services For: Bunche Academy

**Action Requested and Recommendation**

Adoption by the Board of Education, upon recommendation by the Measures N and H Commission of a 2024-2025 Education Improvement Plan/Budget modification for Bunche Academy to the following two line items: (1)reduce \$5,000.00 Consultant Contract: contract with Leticia Rivera to serve as the Internship Coordinator by \$5,000.00 to \$0.00 (2) reduce \$2,000.00 Consultant Contract with Oakland Public Ed Fund to payout stipends for guest speakers in the industry of HTR+Culinary by \$2,000.00 to \$0.00, and establish a new strategic action \$7,000.00 Equipment: Funds are needed to purchase 1 Hobart Centerline Dishwasher, 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?)*

Bunche Academy would like to the following two line items: (1)reduce \$5,000.00 Consultant Contract: contract with Leticia Rivera to serve as the Internship Coordinator by \$5,000.00 to \$0.00 (2) reduce \$2,000.00 Consultant Contract with Oakland Public Ed Fund to payout stipends for guest speakers in the industry of HTR+Culinary by \$2,000.00 to \$0.00, and establish a new strategic action \$7,000.00 TEquipment: Funds are needed to purchase 1 Hobart Centerline Dishwasher. The program needs a dishwasher to meet these standards and build student knowledge and familiarity with professional safety and cleanliness procedures.

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

**Fiscal Impact** Funding resource(s): Measure N

**Attachments** 2nd - 25-0691 - Bunche 309 BMF Equipment \$7,000.00



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



College &  
Career for  
All Fund  
Established by Measure N

Date:	3/20/25	Principal:	Ana Vasquez
School Name:	Ralph J. Bunche	Site #:	309
Pathway Name: (required for multiple use of programs)	HTR+Culinary	Requested By:	Ana Vasquez

### Step 1:

#### a. Enter the Original Approved Strategic Action from the Measures 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.*

*\*You can enter up to 3 different actions below, as long as the New or Revised Strategic Action in Step 2 is the same!*

Measures N/H Plan or Pathway/Tab Name	Budget Action - Line Item #	Original Amount Approved	Measures N and H Budget Original Strategic Action (proper & complete justification)	Total Amount being Transferred
2023-24 Measure N Carryover Plan	15	\$5,000.00	<b>Consultant Contract: contract with Leticia Rivera to serve as the Internship Coordinator to supervise on-campus interns participating in the HTR internship program, through May 2025.</b> This individual will provide mentorship and case management of assigned interns, facilitate orientation for internship programs and perform administrative tasks such as distributing participating students' stipends. This individual will run a full-scale on-campus Work Based Learning internship program to include check-ins and regular workplace support. Leticia will serve as the contracted internship coordinator. Bunche does not have a full-time WBL so the work will be shared between this position and the Case Manager. The internship program will run from January 2025 - May 2025. Each student will perform 3 hours per week over a 12-week marking period. 7-10 students will be impacted as this is the size of the intended intern cohort in its inaugural year. This total includes admin fees.	\$5,000.00
2023-24 Measure N Carryover Plan	16	\$2,000.00	<b>Consultant Contract with Oakland Public Ed Fund to payout stipends for guest speakers in the industry of HTR+Culinary, through June 30, 2025.</b> Our HTR hospitality course will partner with local HTR centered businesses to host guest speakers for students to learn from industry experts. This expenditure supports Strategic Goals 1 & 2 to build strong HTR centred partnership that can lead to a strong advisory board. Budget formula is \$500 total for 4 hours of their time. 50 total students will benefit from this expenditure (estimated 25 per	\$2,000.00

			remaining timesters between January 2025 - May 2025). OPEF can only invoice schools for student stipends with 100% participation and completion and the admin fees for those funds. OPEF can not invoice for the full contract amount prior to the program ending. Under no circumstances can OPEF hold unspent Measures N or H funds for the schools.	
The total amount transferred from the three actions above is \$7,000.00.				

**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. \*If taking from multiple actions - respond to each of the overall impacts)

No impact.

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

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9333	9	3800	1000	5825	309	3090	1690	9999	99999
010	9333	9	3800	1000	5825	309	3090	1690	9999	99999

**d. Total amount being transferred: \$7,000.00**

☒ Please check this box if this is a **NEW** expenditure and it's not in the approved Measures N/H Budget.

☐ 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 a 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	<b>New or Revised Measure N and H Strategic Action</b> Enter one to two sentences to create a Proper Justification using the questions below: no acronyms or hyperlinks.  -What is the specific expenditure or service type? Please briefly describe (no vague language) and quantify it when applicable.  -How does the specific expenditure impact students in the pathway and support your 2024-25 pathway goals and strategic actions?	New or Amended Amount
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			Please also answer the additional questions using the Object Code linked in this <a href="#">document</a> to justify your new or revised strategic action adequately.	
2023-24 Measure N Carryover Plan	N/A	N/A	<b>Equipment:</b> <b>Funds are needed to purchase 1 Hobart Centerline Dishwasher, undercounter high temperature. - CUH-1</b> Regular unit price \$5,303.99 USD  California's CTE Standards for Hospitality, Tourism, and Recreation focus on Health and Safety (Standard 6.0) and Technical Knowledge and Skills (Standard 10.0) regardless of the specific pathways within the HTR designation. Our program needs a dishwasher to meet these standards and build student knowledge and familiarity with professional safety and cleanliness procedures. The dishwasher we have chosen is industry-standard, from a restaurant-supply store. Currently, we do not have sinks with sufficient capacity, nor do they reach the proper temperature to maintain health and safety standards. As students often complete hands-on activities and projects that require using dishes and many HTR-related fields will see students encounter safety/cleanliness standards and equipment, we must acquire this industry-standard equipment. This expenditure is also aligned with the third goal of our strategic actions/3-year goals, which is meant to increase the integration of CTE standards in our curriculum as we rebuild our pathway/academy. Finally, much of Ralph J Bunche's original culinary equipment is now being used at the Central Kitchen by the District and, therefore, is not always readily or easily accessible to us.	\$7,000.00

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

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9333	9	3800	1000	6410	309	3090	1690	9999	99999

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

Miriam Hennig  
 Name:  
 Teacher Leader/Pathway Director  
 Signature


3/21/25  
 Date

Ana Vasquez  
 Name:  
 Principal Signature Required

3/21/25  
 Date

**FOR MEASURES N and H STAFF USE ONLY**

Date the BMF was accurately completed & received: 4/8/2025

Program Manager, Approval Signature: 

Date: 4/8/2025

H.S. Network Superintendent, Approval Signature:   
Vanessa Sifuentes (Apr 8, 2025 13:08 PDT)

Date: 04/08/2025



6/12/2025

Jennier Brouhard, President, BOE



6/12/2025

Kyla Johnson-Trammell, Superintendent & Secretary, BOE