

MEASURE N AND H – COLLEGE AND CAREER READINESS COMMISSION

1016 Union Street, #940
Oakland, CA 94607-

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

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

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Board Office Use: Legislative File Info.	
File ID Number	25-0806
Introduction Date	4/23/2025
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 Services For: High School Linked Learning Measure H Administrative 10%

Action Requested and Recommendation

Adoption by the Measures N and H Commission of High School Linked Learning's Measure N and H Administrative 10% proposed 2025-2026 Educational Improvement Plan, with a base allocation of \$1,100,000.00, and a strategic carryover 2024-2025 plan and budget of \$229,536.71 in a total amount not to exceed \$1,329,536.71.

Background (<i>Why do we need these services?</i> <i>Why have you selected this vendor?</i>)	N/A
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Competitively Bid	Was this contract competitively bid? No If no, exception: N/A
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Fiscal Impact	Funding resource(s): Measure H
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Attachments	1. 25-26 Proposed EIP Administrative 10%
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2025 -2026 - Measure H Administrative 10% Budget								
Effective: July 1, 2025 - June 30, 2026								
Funding Allocation for FY 2025-2026 (10% of the Projected Total Measure H Revenue Collected)				\$1,100,000.00	Allocation		\$1,100,000.00	
					Amount Expended		\$1,100,000.00	
<i>*The 2025-2026 Measure H Total Allocation for the Administrative 10% Budget is based on an estimate of the anticipated 2025-2026 Total Revenue Collected. The final allocation is determined once the total revenue is confirmed later in the fiscal year.</i>					Remaining Budget		\$0.00	
BUDGET JUSTIFICATION For All Budget Line Items, enter 3-5 sentences to create a Proper Justification that answers the below questions. Reference the Measures N and H Permissible Expenses document when developing the justification. For Object Codes 1120, 5825, and all FTE, please also make sure to respond to the additional Budget Justification questions outlined in the Measures N and H Instructions for a Proper Budget Justification . - What is the specific expenditure or service type? Please provide a brief description (no vague language or hyperlinks) and quantify if applicable. - How does the specific expenditure impact students in the pathway? We encourage you to refer to this list of OUSD's Object Codes if you have questions about which object codes to use. <i>Please note that this is NOT a comprehensive list of all OUSD's object codes; not all are permissible uses of Measures N and H funds. Please refer to the Measures N and H Permissible Expenses document to confirm permissibility.</i> <i>**If the justification is adequately detailed to be deemed a proper justification and permissible use of funds, it will be Fully Approved. If additional details are needed, the justification will be conditionally approved and require a justification form.</i>								
BUDGET ACTION NUMBER	BUDGET JUSTIFICATION	COST	OBJECT CODE	OBJECT CODE DESCRIPTION	POSITION TITLE & NUMBER	FTE %	Fully Approved (Fully approved means your justification is complete; therefore, a Measure H Justification Form is not required. However you still need to submit any other OUSD form that is required for approval) <i>(protected cells below are to be completed by MN/H staff only)</i>	Conditionally Approved (Conditionally approved means that your justification is incomplete; therefore a Measure H Justification Form is required along with any other OUSD form that is required for approval) <i>(protected cells below are to be completed by MN/H staff only)</i>
1	Supervisor, Administrative, Instruction Coaches Salaries: Hire 9 College and Career Pathway Coaches, at .25 FTE each, to work at 13 School Sites for a total of 2.25 FTE. The Pathway Coaches will support aligning the 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 at the district level that support continued pathway development. <i>These are full-time positions split-funded with other resources, including .50 FTE from the assigned school site Measure H funds and .25 FTE from Central Grant funding, for a total of 1.0 FTE per Pathway Coach.</i> PCN 1292 - R. Sallee - Oakland Tech (\$46,303.68 at .25 FTE) PCN 1584 - M. Boomer - Castlemont (\$46,300.51 at .25 FTE) PCN 1672 - S. Elliott - Skyline (\$52,991.76 at .25 FTE) PCN 2472 - B. Wilkinson - MPA (\$45,144.35 at .25 FTE) PCN 3513 - T. Jordan - Oakland High (\$50,776.34 at .25 FTE) PCN 3520 - A. Garcia - Fremont High (\$50,264.34 at .25 FTE) PCN 10309 - C. Green - Life Academy (\$45,182.62 at .25 FTE) <i>These are full-time positions split-funded with other resources, including funds from the assigned school site (FTE & Resource varies) and .25 FTE from Central Grant funding, for a total of 1.0 FTE per Pathway Coach.</i> PCN 0277 - L. Jensen - McClymonds (\$55,862.11 at .25 FTE) PCN 2803 - L. Hulburd - Bunche, Dewey, Street Academy, Rudsdale and Sojourner Truth (\$50,898.66 at .25 FTE) (Salary & Benefit Costs Included)	\$443,724.37	2305	Supervisor, Administrative, Instruction Coaches Salaries	College and Career Pathway Coach	2.25 FTE	Approved	

2	Supervisor & Administrative Salaries: Hire a Coordinator of Action Research at 1.0 FTE. The Coordinator will develop and manage the systems and supports for Measures N and H implementation. The work completed by the Coordinator positively impacts all students currently enrolled in OUSD and Charter Measure H sites. PCN 6504 - Jannevince Quijada (Salary & Benefit costs)	\$218,367.53	2305	Supervisor & Administrative Salaries	Coordinator, Action Research	1.0 FTE	Approved	
3	Supervisor & Administrative Salaries: Hire a Program Manager of High School Operations, at 1.0 FTE. The Program Manager will ensure compliance-of Measures N and H allocations and budgets throughout Measures N and H funded sites. The work completed by the Program Manager positively impacts all students currently enrolled in OUSD and Charter Measure H sites. PCN 6505 - Nancy Gomez (Salary & Benefit costs)	\$217,948.87	2305	Supervisor & Administrative Salaries	Program Manager, High School Operations	1.0 FTE	Approved	
4	Classified Support Salaries: Hire an Administrative Assistant Bilingual 3, at 1.0 FTE. The Administrative Assistant will support with clerical administrative duties (including but not limited to reporting, budgeting/Escape, supporting document preparation for Commission and Board). The work completed by the Administrative Assistant positively impacts all OUSD and Charter Measure H sites. PCN 10327 - Francisca Diaz-Gatica (Salary and benefits included)	\$159,900.20	2205	Classified Support Salaries	Administrative Assistant Bilingual 3	1.0 FTE	Approved	
5	Consultant Contract: Consultant Contract with Eide Bailly, LLP to conduct the Measure H Annual Audit Report. The auditor will manage the audit and produce the 2024-25 Measure H Audit Report.	\$13,000.00	5809	Audit Expenses			Approved	
6	Clerical Salaries Overtime: Funds to compensate via ET/OT, the OUSD Research Assessment and Data team. The staff will be compensated for extra hours worked in support of charter school data collection for the annual report and Education Improvement Plans.	\$1,100.00	2425	Clerical Salaries Overtime				Conditionally Approved
7	Supplies and Materials: Funds to purchase materials & supplies for the Measures N and H staff to carry out specific tasks for commission meetings, pathway site visits, events, and office operations.	\$1,500.00	4310	Supplies & Materials				Conditionally Approved
8	Computer: Funds to purchase computers for the Measures N and H staff to carry out deliverables. This expenditure also includes funding for computers/equipment for any staff member funded partially or entirely by Measure N/H.	\$3,000.00	4420	Computer				Conditionally Approved
9	Mileage Reimbursements: Funds to reimburse the Measures N and H staff for mileage to attend site visits or Commission meetings or Measure N and H specific events.	\$500.00	5210	Mileage / Personal Expense Reimbursement				Conditionally Approved
10	Meeting Refreshments: Funds to purchase meeting refreshments for Measures N and H events. The events include but are not limited to, the Measures N and H Commission retreat, Commission meetings or presentations, and staff retreats.	\$3,000.00	4311	Meeting Refreshments				Conditionally Approved
12	Correcting Negatives in Measure H accounts: These funds are to offset all of the negatives in Measure H - Resource 9339. The negatives are usually the result of cost differences between what the site initially budgeted and the actual Salary and benefit Costs, as well as Mid-Year Salary Adjustments. This justification is to cover negatives in the 1xxx-3xxx object codes only, throughout the 2025-26 fiscal year.	\$37,959.03	1xxx-3xxx	Salary & Benefit Costs Negatives			Approved	

2024-25 MEASURE H STRATEGIC CARRYOVER PLAN									
For Fiscal Year: July 1, 2025 - June 30, 2026									
Name of School Site Measures N and H Administrative 10%							Site #	912	
Approved Strategic Carryover (from prior years - Carryover Plan)	\$229,536.71	In the box below, please indicate why you decided to allocate Strategic Carryover.							
Total Budgeted Amount	\$229,536.71	Strategic priorities for Oakland Unified School District's are represented in this budget. High School Linked Learning set aside Strategic Carryover in order to support OUSD and Charter schools with pathway improvement in multiple ways, from Getting to Gold (Gold Certification for Linked Learning Pathways) to the Linked Learning Conference in Oakland in 2025, and beyond.							
Remaining Amount to Budget	\$0.00								
NOTE: Measure H funds are to be expended during the fiscal year for which the Measure H Education Improvement Plan was approved. Expenses from previous fiscal years cannot be paid for from Carryover funds.									
Directions: Please provide a detailed explanation as to how the carryover amount will be used to help you achieve your theory of action, address your root cause analysis, and how it supports and aligns to specific parts of your Measure H Education Improvement Plan (EIP) to support students and pathway development. **Proper justification is required below and should be used when creating an Escape Purchase Order request, Budget Transfer, Journal Entry request, HRA request, Consultant Contracts online, etc. Examples that can be used are available in the Measure H Proper Budget Justification Examples - A Resource for EIP, SCO, C/O, and Budget Modification Development document linked below.									
Resources: Measures N and H 2025-2026 Permissible Expenses Measure H Proper Budget Justification Examples - A Resource for EIP, SCO, C/O and Budget Modification Development									
BUDGET JUSTIFICATION For All Budget Line Items , enter 3-5 sentences to create a Proper Justification that answers the below questions. For Object Codes 1120, 5825, and all FTE , please also respond to the additional Budget Justification questions outlined in the Measure H Instructions for a Proper Budget Justification . - What is the specific expenditure or service type? Please provide a brief description (no vague language or hyperlinks) and quantify if applicable. - How does the specific expenditure impact students in the pathway? (Consider how the expenditure supports your 3-year goals or 2025-26 strategic actions.) If you have questions about which object codes to use, we encourage you to refer to this list of OUSD's object codes. Please note that this is NOT a comprehensive list of all OUSD's object codes, and not all are permissible uses of Measure H funds. Please refer to the Measures N and H Permissible Expenses document to confirm permissibility.									
COST	OBJECT CODE	OBJECT CODE DESCRIPTION	POSITION TITLE & NUMBER	FTE %	WHOLE SCHOOL OR PATHWAY NAME	Which Linked Learning domain does this support?	Fully Approved (Fully approved means your justification is complete; therefore, a Measure H Justification Form is not required. However you still need to submit any other OUSD form that is required for approval) (protected cells below are to be completed by MN/H staff only)	Conditionally Approved (Conditionally approved means that your justification is incomplete; therefore a Measure H Justification Form is required along with any other OUSD form that is required for approval) (protected cells below are to be completed by MN/H staff only)	
Printing: Funds to pay for photocopies through an outside OUSD vendor for the Measures N and H commission meeting agendas. We must comply with the Brown Act, including providing paper copies of materials the commission will review. • Goal Alignment: Supports administrative and operational functions needed for pathway programs. • Efficiency: Ensures staff can perform tasks efficiently, leading to better student support. • Engagement: Equips staff to create interactive and engaging programs, improving student participation and success.	\$1,300.00	5870	Printing			Enabling Conditions	Approved		
Consultant Contracts: Consultant Contract with Alcian Lindo to plan the College & Career for All Practice-Sharing Event. Alcian will support with logistics, invitations, program, venue identification, etc. Up to 200 pathway teachers (OUSD and Charter) will participate in the practice-sharing event, which is designed to support the continuous improvement of pathways through the High-Quality Linked Learning Standards. Several thousand pathway students in Measure H-funded schools will benefit from this event. Budget Calculation: \$85.00 per hour for 45 hours. (Independent consultant; no administrative fee)	\$3,825.00	5825	Consultant Contracts			Enabling Conditions	Approved		

Consultant Contracts: Consultant Contract with Robert Curtis to design the College and Career for All Practice-Sharing Event. Robert will support the design of the program to accomplished mutually agreed-upon event outcomes. Staff from Measures N and H funded schools will be invited to participate, impacting up to hundreds of practitioners across OUSD and Charter schools and thousands of students in pathways. Budget Calculation: \$200 per hour for 25 hours = \$5,000. (Independent consultant; no administrative fee)	\$5,000.00	5825	Consultant Contracts					Approved	
Meeting Refreshments: Funds will be used to purchase meeting refreshments from Ann's Catering for the College & Career for All Fund Practice-Sharing Event, which will take place for approximately 200 people in the Spring of 2026. Staff from Measures N and H funded schools will be invited to participate, impacting up to hundreds of practitioners across OUSD and Charter schools and thousands of students in pathways. Budget Calculation: \$15.00/person x 200 guests = \$3,000.00.	\$3,000.00	4311	Meeting Refreshments				Enabling Conditions	Approved	
Rentals - Facility: Funds to rent the Newton Seale Room at Merritt College, a facility to host the Measures N and H College & Career for All Fund Practice-Sharing event, Spring 2026. This event will allow for school sites and pathways to share best practices.	\$1,800.00	5624	Rentals - Facility				Enabling Conditions	Approved	
Materials & Supplies: Funds to purchase materials and supplies for the College & Career for All Practice-Sharing Event for OUSD and Charter Educators. The Practice-Sharing Event will have up to 200 pathway teachers (OUSD and Charter), staff, and guests. Staff from Measures N and H funded schools will be invited to participate, impacting up to hundreds of practitioners across OUSD and Charter schools and thousands of students in pathways. This event is designed to support the continuous improvement of pathways through the High-Quality Linked Learning Standards.	\$4,916.71	4310	Materials & Supplies				Enabling Conditions		Conditionally Approved
Clerical Salaries Overtime: Funds will be used to pay for Extra or Overtime Clerical Salaries and additional work provided by the HSLLO Administrative Assistant, as requested and approved by the Supervisor. Budget Calculation: ET/OT varies depending on the number of extra hours worked, and compensation is based on the employees' hourly rate (ET = regular hourly rate. OT = hourly rate x 1.5).	\$2,000.00	2425	Clerical Salaries Overtime				Enabling Conditions	Approved	
Licensing Agreement: Funds to purchase a license agreement with Grammarly for Education, a comprehensive AI-powered writing assistant specifically tailored for educational institutions. To support consistent and professional communication with Measures N and H funded sites and stakeholders. Measures N and H requires significant public-facing writing, and Grammarly will support professional writing standards for all materials. Licences for up to 5 Measures N and H and High School Linked Learning staff. Budget Calculation: Annual subscription is \$144 per user.	\$720.00	5846	Licensing Agreements					Approved	
Consultant Contract: Contract with Lead by Learning to build internal capacity of site-based Pathway Coaches, Pathway Directors and Pathway leads to lead site-based communities of practice. Lead by Learning will facilitate a Design Team to plan a monthly (September - May) community of practice for pathway leads from Measure H-funded schools. The community of practice will increase capacity of pathway lead teachers to facilitate pathway team collaboration toward improved student outcomes via high-quality linked learning pathways. Budget Calculation: \$25,000.00 (No administrative fee)	\$25,000.00	5825	Consultant Contracts				Enabling Conditions	Approved	

Consultant Contract: Consultant contract for Swanson & Cosgrave Consulting LLC to support pathway development across the ten Charter Schools that receive Measure N and H funding. Swanson & Cosgrave Consulting LLC will support the alignment of the Charter High School pathways to the 2023-26 College and Career for All and Linked Learning Quality Standards. Ten Charter schools, their pathway staff, and all students in pathways will benefit from this contract. \$150/hour * 600 hours = \$90,000 (No administrative fee)	\$90,000.00	5825	Consultant Contracts				Enabling Conditions	Approved	
Consultant Contracts: Consultant Contract with Amy Crudo to support the Measures N and H team on the Charter Schools Reimbursement processing for Quarters 1-2. Ms. Crudo will provide support to Measures N and H staff as they transition to fully processing the Charter Schools and Street Academy Reimbursements for Measures N and H, independently. OUSD will have all the necessary documents to ensure compliance with the Measures N and H audits. Budget Calculation: 20 hours per quarter x 2 QTRs = 40 hours at \$125.00 hourly rate = \$5,000.00 (No administrative fee)	\$5,000.00	5825	Consultant Contracts				Enabling Conditions	Approved	
Conference Expense: Conference expenses for the 2025 Linked Learning Alliance Conference. Registration fees for Measures N and H staff (3), High School Linked Learning leadership (2), Charter Leads (1 per school=10), and High School Linked Learning Department (15), and OUSD Site-Based Staff (10) to attend Annual Linked Learning Conference. Budget Calculation: Early Bird Registration: \$750 / person x 40 ppl = \$30,000.00	\$30,000.00	5220	Conference Expense				Enabling Conditions	Approved	
Certification Cost: Pathways going through Linked Learning Alliance Certification must pay \$2,395 for Gold Certification. Pathways approved by the High School Linked Learning Office for Linked Learning Alliance Certification candidacy will cover these fees through this budget. Budget Calculation: Up to 5 OUSD and Charter pathways for Gold Certification: \$2,395 * 5 = \$11,975.	\$11,975.00	5300	Dues and Membership				Enabling Conditions	Approved	
Consultant Contracts: Consultant Contract with ConnectEd to focus on building coherence within OUSD on the principles of Linked Learning and how central departments from a variety of areas can operate within a Linked Learning pathway structure. In order to ensure alignment of all OUSD departments supporting high schools, it is imperative that central and department leaders are grounded in the principles of Linked Learning and how their departments (e.g. <i>English Language Learning, Academics, Community Schools, Special Education, Office of Equity</i>) fit into OUSD's theory of action around Linked Learning as a tool for disrupting inequitable outcomes for our most marginalized students. ConnectEd will work with High School Linked Learning leadership to support systems development and improvement to support an integrated approach to high school reform. (Consultant Contract, No Admin Fees)	\$30,000.00	5825	Consultant Contracts				Enabling Conditions	Approved	
Linked Learning Technical Assistance, Robert Curtis: Contract services to support pathway development at Young Adult Program, MetWest High School, Oakland International, and/or Coliseum College Prep Academy Contract services will include virtual and in-person technical assistance to school leaders and designated staff at OUSD schools without a pathway coach to support the alignment of the schools' pathways to the 2023-26 College and Career for All and Linked Learning Quality Standards. Hourly rate is \$200 (Independent Consultant, no administrative fee).	\$15,000.00	5825	Consultant Contracts				Enabling Conditions	Approved	