

**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**

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# Memo

**To** Board of Education

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

**Board Meeting Date** January 14, 2026

**Subject** Services For: High School Linked Learning

**Action Requested and Recommendation**

Adoption by the Board of Education, upon recommendation by the Measures N and H Commission of a 2025-2026 Education Improvement Plan/Budget modification for the High School Linked Learning Office to reduce \$101,399.28 Classified Support Salaries: Hire an Administrative Assistant Bilingual 3 at 1.0 FTE by \$46,000.00 to \$55,399.28, and establish a new strategic action Consultant Contracts: Funds to amend the Consultant Contract with Amy Crudo to support the Measures N and H team on the Charter Schools Reimbursement Processing, 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?)*

The High School Linked Learning Office would like to reduce \$101,399.28 Classified Support Salaries: Hire an Administrative Assistant Bilingual 3 at 1.0 FTE by \$46,000.00 to \$55,399.28, and establish a new strategic action Consultant Contracts: Funds to amend the Consultant Contract with Amy Crudo to support the Measures N and H team on the Charter Schools Reimbursement Processing to ensure compliance with the Measures N and H audits.

**Competitively Bid**

Was this contract competitively bid? No

If no, exception: N/A

**Fiscal Impact**

Funding resource(s): Measure H

**Attachments**

**HSLLO-Consultant Contracts \$46,000**

## 2025-26 Measure H Budget Modification Form for OUSD Schools

(Single Modification only)

Date:	10/27/25	Principal Name:	N/A
School Name:	HS Linked Learning Office	Site #:	912
Pathway Name: (Required for multiple pathway schools)	Measure H Admin 10% Budget	Requested By:	Vanessa Sifuentes

### Step 1:

#### a. Enter the Original Approved Strategic Action from the Measure H EIP, SCO, or C/O Plan:

*Directions: Copy & paste the original strategic action below. The original strategic action is the justification you want to take money from to create a new or revised purpose. Whatever plan you enter in Step 1 must also be entered in Step 2.*

Name of the Measure H Plan or Pathway Tab	Plan or Pathway Tab, Line Item #	Original Amount Approved	Measure H Approved Strategic Action (Budget complete justification)	Total Amount being Transferred
Measure H Admin 10% Budget	4	Was \$124,932.63. The new total amount after approval of prior BMFs or expenses is \$101,399.28.	<p><b>Classified Support Salaries:</b>  <b>Hire an Administrative Assistant Bilingual 3, at 1.0 FTE.</b>                      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.  <b>PCN 10327 - Francisca Diaz-Gatica</b>                      (Salary and benefits included)</p>	\$46,000.00

#### b. What will be the impact on your Measure H Plan, pathway development, and students for not completing the original strategic action in Step 1? (Do not insert hyperlinks or use acronyms.)

No impact; this position will be closed. The repurposed funds will be used to increase the contract for Amy Crudo, enabling greater support for Measure H Charter sites throughout the reimbursement process in 2025-26.

#### c. Enter the Account String for the Original Approved Strategic Action: (Ensure it matches Escape)

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9339	0	3800	2490	2405	912	9120	1414	9999	99999

**2490249033**

d. Total amount requesting to transfer: \$ 46,000.00

- Check this box if this is a **NEW expenditure** that was not pre-approved in a Measure H Plan.
- Check this box if this is an **EXISTING expenditure** and you're only amending the original amount approved or the term. *(The purpose remains the same.)*
- Check this box if this modification is to create a new position or change the FTE percentage of an existing position. If so, please attach a Measure H Duty Statement form with the BMF request.

**Step 2.**

**a. Enter the New or Revised Strategic Action: (Explicitly name the expenditure type and how it supports pathway development.)**

*The description entered will become the new or revised justification for review and approval. **Only one justification is allowed in Step 2.** You'll use this new or revised justification for all future applicable requests connected to this modification.*

Name of the Measure H Plan or Pathway Tab	Plan or Pathway Tab Line Item #	Original Amount Approved	<p align="center"><b>New or Revised Measure H Strategic Action</b>            Enter one to two sentences using the questions below to create a Justification.  <i>(Do not insert hyperlinks or use acronyms.)</i></p> <p align="center"><b>-What is the specific expenditure or service type?</b>  <i>(Please briefly describe (no vague language) and quantify it when applicable.)</i></p> <p align="center"><b>-How does the specific expenditure impact students in the pathway and support your 2025-26 pathway goals and strategic actions?</b></p> <p align="center"><b>-Please also answer the additional questions using the Object Codes linked in this <a href="#">document</a> to create a proper &amp; complete budget justification.</b></p> <p align="center"><b>-If the new or revised justification is <b>incomplete</b>, it will be "Conditionally Approved", and a Justification Form will be required at the time of purchasing.</b></p>	New or Amended Total Amount
Measure H Admin 10% Budget	N/A	N/A	<p><b>Consultant Contracts:</b>  <b>Funds to amend the Consultant Contract with Amy Crudo to support the Measures N and H team on the Charter Schools Reimbursement processing for Quarters 1-4, for FY 2025-26.</b>            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.</p> <p><b>This modification increases the consultant's term and hourly rate.</b>            The original contract was for \$5,000.00.  <b>New Budget Calculation:</b>            75 hours per quarter x 4 QTRs = 300 hours at \$170.00 hourly rate = \$51,000.00  <b>The amendment will be for \$46,000.00.</b>            (No administrative fee)</p>	\$46,000.00

Justification Status: Conditionally Approved = Incomplete, Justification Form required ▾

**b. Enter the Account String for the New Approved Strategic Action:** *(Ensure it matches Escape)*

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9339	0	3800	2490	5825	912	9120	1690	9999	99999

**Signatures of Approval:** *(Please enter the team member's full name below the signature line.)*

\_\_\_\_\_  
 Name:  
 Pathway Coach or Director  
 Signature

\_\_\_\_\_  
 Date

Vanessa Sifuentes  
 Name: Vanessa Sifuentes  
 Principal Signature **Required**

10/27/25  
 Date

**FOR MEASURE H STAFF USE ONLY**

Date the BMF was accurately completed & received: 10/31/2025

Program Manager, Approval Signature: *Hany Gomez*

Date: 10/31/2025

Deputy Chief of Post-Secondary Readiness, Approval Signature: *Vanessa Sifuentes*  
Vanessa Sifuentes (Nov 13, 2025 14:54:06 PST)

Date: 11/13/2025