

**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: ARISE High School

**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 ARISE High School to reduce \$2,362.50 Conference and Site Visit Travel by \$2,362.50 to \$0.00, and establish a new strategic action \$2,362.50 Clerical, Technical, and Office Compensation: Hire an Academic Mentor for the Public Health Pathway, 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?)*

ARISE High School would like to reduce \$2,362.50 Conference and Site Visit Travel by \$2,362.50 to \$0.00, and establish a new strategic action \$2,362.50 Clerical, Technical, and Office Compensation: Hire an Academic Mentor for the Public Health Pathway. This modification request is to increase the FTE for this position by an additional .06 FTE for a new FTE of .86.

**Competitively Bid**

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

**Fiscal Impact**

Funding resource(s): Measure H

**Attachments**

**ARISE-Clerical, Technical, and Office Compensation \$2,362.50**



## 2025-26 Measure H Budget Modification Form Charter Schools (Single Modification Only)



Date:	10-30-25	Principal Name:	Karla Gandiaga
School Name:	ARISE High School	Program #:	9121
Pathway Name: (Required for multiple pathway schools)	Public and Community Health/Education	Requested By:	Karla Gandiaga

### 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 Budget Approved Strategic Action (Budget complete justification)	Total Amount being Transferred
Whole School Tab	123	\$2,362.50	<p><b>Conference and Site Visit Travel</b> - aligned with our goal of expanded pathway professional development, this line item will cover travel, accommodations, and registration fees for ARISE staff to attend and present at the Linked Learning Alliance, which will take place in Oakland in the Fall of 2025</p> <p>Linked Learning Conference Fees: \$700 x 3 staff = \$2100 (we can cover the remainder with LCFF) Meals and Transportation: \$262.50 (Connects to all Pathway strategic priorities with the goal of enhanced professional learning and training for Pathway teachers, staff, and academic mentors)</p>	\$2,362.50

**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.

**c. Enter the Object Code and Expenditure Type for the Original Approved Strategic Action:**

*(Ensure the codes entered match your Financial Reports or General Ledger.)*

**5210 Conference Expenses**

**d. Total amount being transferred: \$2,362.50**

➤ 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 creates a new position or changes the FTE percentage of an existing position. If so, please attach a Measure H Duty Statement form to 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 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
Whole School Tab	N/A	N/A	<p><b>Clerical, Technical, and Office Compensation: Hire an Academic Mentor for the Public Health Pathway at .80 FTE.</b>  Measure N funds will cover the cost of AcMentor to provide support to classroom teachers and students as tutors, mentors, dual enrollment liaisons, WBL coordination, including internship placements, and industry certification programs. AcMentors will support students in both the Public Health and Education for the People CTE pathway and dual enrollment courses, and mentor and guide ARISE students on career and college paths. This aligns with our 3-year Strategic Goal of Expanding and strengthening the Pathway Academic Mentor Program and will support all ARISE students.  (.80 FTE is approved in their Health pathway tab, at \$33,032.00)  <b>This modification request is to increase the FTE for this position by an additional .06 FTE for a new FTE of .86.</b></p>	\$2,362.50

Justification Status: Fully Approved = Complete Justification, BMF suffice ▾

**b. Enter the Object Code and Expenditure Type for the New or Revised Approved Strategic Action:** *(Ensure the codes entered match your Financial Reports or General Ledger.)*

**2400 - Clerical, Technical, and Office Compensation**

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

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

\_\_\_\_\_  
Date

Karla Gandiaga  
Name:  
Principal Signature **Required**

11/5/2025  
Date

**FOR MEASURE H STAFF USE ONLY**

Date the BMF was accurately completed & received: 11/5/2025

Program Manager, Approval Signature: *Nancy Gomez*

Date: 11/5/2025

Deputy Chief of Post-Secondary Readiness, Approval Signature: *Vanessa Sifuentes*

Vanessa Sifuentes (Nov 5, 2025 18:39:02 PST)

Date: 11/05/2025



## 2025-26 MEASURE H DUTY STATEMENT

- The Duty Statement is an essential legal document that justifies using Measure H funds.
- The Duty Statement must identify supplemental duties that strengthen the pathway program and the academic integration of the pathway in the school.
- Duty Statements are required for FTE positions **not pre-approved**<sup>1</sup> and FTE positions partially funded from Measure H.

Please make a copy and complete one form for each FTE position proposed in your Measures H EIP, SCO, or Carryover Plans and submit the Duty Statement form via [Google Form](#)  
Upon completion, the Measure H team will route it for signatures via Adobe Sign.

<b>School Name:</b>	ARISE High School	<b>Site #:</b> (Program # for Charters)	9121
<b>Requestor's Name:</b>	Karla Gandiaga	<b>Requestor's Title:</b>	Head of School
<b>Name of Employee to be hired:</b>	Elsy Huidor	<b>FTE % funded out of Measure H:</b>	0.8 FTE
<b>Position Title and PCN#:</b> (Employee ID# for Charters)	Public Health Pathway Academic Mentor	<b>Term:</b> (Start & End Dates)	July 1, 2025-June 30th, 2026

Is this a new position at your school? No

If this is **not** a new position, please indicate how this position is currently being funded:  
Resource # 1: Measure N/H FTE %1.0

### DESCRIPTION OF RESPONSIBILITIES *(Include duties related explicitly to Pathways):*

- Support Community Learning Team with any Pathway initiatives
- Support the Enrichment Team on Wednesdays
- Support the Enrichment Team to ensure that internships and enrichment opportunities run smoothly and students are support
- Being alert and monitor classroom and notice if any students might need support
- Facilitating, supporting, and monitoring small group discussion and work time
- Providing individual support to students in one-on-one format when necessary
- Helping to grade completion of basic assignments on the Core Values learning targets

<sup>1</sup> Pre-Approved Measure H positions in OUSD include Work-Based Learning Liaison, Pathway Coach, College & Career Readiness Specialist, Career Transitions Specialist and Administrative Assistant (not to exceed 40% FTE).



- Providing one on one and small group support and mentorship, during Enrichment time, for students struggling in their classes
- Providing feedback on student projects, essays, and other work
- Provide support to help students as they learn through the education and public health pathway
- Other tasks as communicated by your teacher

**FOCAL STUDENT POPULATION:**

- All students in Education for the People Pathways
- All Students in Public and Community Health for the People Pathways

**FREQUENCY OF SERVICES:** *(Include hours, periods, or days worked specifically related to Pathways):*

- Ongoing, daily, throughout the school year (Mon-Friday from 8am-4pm)

**ANTICIPATED OUTCOMES:**

- Rigorous academics, aligned to admissions requirements for state colleges and universities
- Work-based learning, providing students with exposure to real-world workplaces through job shadowing, apprenticeships, internships, and more

I have reviewed this Duty Statement and determined that it accurately reflects the position and demonstrates that the services provided are supplemental and aligned with Measure H.

  
Karla Gandiaga (Apr 15, 2025 09:14 PDT)

Principal Signature

04/15/2025

Date

**FOR HIGH SCHOOL LINKED LEARNING OFFICE, USE ONLY**

Measure H Staff or Linked Learning Director:   
Jannevince Quijada (Apr 15, 2025 10:22 PDT)

Date: 04/15/2025

HS Network Superintendent:   
Vanessa Sifuentes (Apr 15, 2025 12:57 PDT)

Date: 04/15/2025