

MEASURES N AND H – COLLEGE AND CAREER READINESS COMMISSION

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**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Measures N and H – College & Career Readiness Commission

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Board Office Use: Legislative File Info.	
File ID Number	25-2852
Introduction Date	December 16, 2025
Enactment Number	
Enactment Date	

Memo

To Measures N and H – College and Career Readiness Commission

From Vanessa Sifuentes, Deputy Chief of Post-Secondary Readiness

Board Meeting Date

Subject Services For: High School Linked Learning

Action Requested and Recommendation

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

Henry 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