

**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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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: Linked Learning High School

**Action Requested and Recommendation**

Adoption by the Measures N and H Commission of a 2024-2025 Budget modification for High School Linked Learning Office to reduce \$121,000.00 Consultant Contract: Hiring a Fulltime Pathway Coach by \$2,000.00 to \$19,000.00 and establish a new strategic action for \$2,000.00 Clerical Salaries Overtime, 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?)*

High School Linked Learning Office would like to reduce \$121,000.00 Consultant Contract: Hiring a Fulltime Pathway Coach by \$2,000.00 to \$19,000.00 and establish a new strategic action for \$2,000.00 Clerical Salaries Overtime. Funds will be used to pay for Clerical Salaries, Extra Time or Overtime, and additional work provided by the Measures N and H Administrative Assistant.

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

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

**Attachments** 25-0512 - HSLLO 912 - Admin 10% BMF Clerical Salaries Overtime \$2,000.00



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



Date:	1/22/2025	Principal:	Rebecca Lacocque
School Name:	HSLLO	Site #:	912
Pathway Name: (required for multiple use of programs)	2024-2025 Measure H Administrative Budget 10%	Requested By:	Rebecca Lacocque

### Step 1:

#### a. Add the Original Approved Strategic Action from the Measures N and 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.*

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
2024-2025 Measure H Administrative Budget 10%	4	Was \$145,000.00. The new total after approval of the prior BMF is \$121,000.00.	<b>Consultant Contract: Hire a full-time Pathway Coach to work across the ten Charter Schools that receive Measure N/H funding.</b> The Pathway Coach will support aligning the Charter High School 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 three domains of Linked Learning and addressing systemic solutions on-site and across the network of Measures N and H charters to support continued pathway development.	\$2,000.00

#### 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)

No Impact. The consultant was over budgeted for this contract.

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

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
01	9339	0	3800	1000	5825	912	9120	1690	0101	99999

d. Total amount being transferred: \$2,000.00

✓ Please check this box if this is a **NEW** expenditure that is not in the approved Measures N/H EIP.

- 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 the 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	<p><b>New or Revised Measure N and H Strategic Action</b>  <i>Enter one to two sentences to create a Proper Justification using the questions below: no acronyms or hyperlinks.</i></p> <p>-What is the specific expenditure or service type? Please briefly describe (no vague language) and quantify it when applicable.</p> <p>-How does the specific expenditure impact students in the pathway and support your 2024-25 pathway goals and strategic actions?</p> <p>-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.</p>	New or Amended Amount
2024-2025 Measure H Administrative Budget 10%	N/A	N/A	<p><b>Clerical Salaries Overtime:</b>            Funds will be used to pay for Clerical Salaries, Extra Time or Overtime, and additional work provided by the Measures N and H Administrative Assistant.            The Administrative Assistant will support the timely customization of the 20255-26 Education Improvement Plans (EIP).            Measures N and H parcel tax require every school receiving Measure N and H funding to submit their EIPs annually in the spring, and each template needs to be customized individually for every school.            Measures N and H are restricted funding sources that require significant documentation and annual audits. Proper support is critical to allow the Measures N and H team to meet its goal of effective management and meet deliverables.</p> <p><b>Budget Calculation:</b>            ET/OT varies depending on the number of hours worked per day/week, and compensation is based on the employees' hourly rate (ET = regular hourly rate; OT = hourly rate x 1.5).            This expenditure should not exceed \$2,000.00 through June 30, 2025.</p>	

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

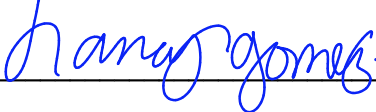
Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
010	9339	0	3800	1000	2425	912	9120	1690	0101	99999

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

_____	_____		02/02/2025
Name:	Date	<a href="#">REBECCA LACOCQUE (Feb 2, 2025 16:09 PST)</a>	_____
Teacher Leader/Pathway Director Signature		Name: Rebecca Lacocque Principal Signature Required	Date

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

Date the BMF was accurately completed & received: 1/31/2025

Program Manager, Approval Signature:  Date: 1/31/2025

H.S. Network Superintendent, Approval Signature:  Date: 02/03/2025  
[Vanessa Sifuentes \(Feb 3, 2025 15:28 PST\)](#)