

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 | 25-0511 |
| Introduction Date | 3/4/2025 |
| 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: 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 reduce \$145,000.00 Consultant Contract: Hiring a Fulltime Pathway Coach by \$24,000.00 to \$121,000.00 and to establish a new strategic action by increasing an existing expenditure \$15,000.00 Consultant Contracts: Hire Consultant Amy Crudo to \$39,000.00, 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 \$145,000.00 Consultant Contract: Hiring a Fulltime Pathway Coach by \$24,000.00 to \$121,000.00 and increase an existing expenditure \$15,000.00 Consultant Contracts: Hire Consultant Amy Crudo to \$39,000.00. This will increase the amount and services rendered by the consultant, including timely and comprehensive submissions of Charter school reimbursement documents.

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

Fiscal Impact Funding resource(s): Measure H

Attachments 25-0511 - HSLLO 912 - Admin 10% BMF Consultant Contract \$24,000.00



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



| | | | |
|--|--|---------------|------------------|
| Date: | 1/15/2025 | Principal: | Rebecca Lacocque |
| School Name: | HSLLO | Site #: | 912 |
| Pathway Name: (required for multiple use of programs) | 2024-2025 Measure H Administrative 10% Budget | 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 10% | 4 | Was \$156,000.00. The new total after approval of the prior BMF is \$145,000.00. | Consultant Contract: Hire a full-time Pathway Coach to work across the ten Charter Schools that receive Measure N/H funding. 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 3 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. | \$24,000.00 |

b. What will impact 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: \$24,000.00

Please check if this box is a **NEW** expenditure 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>New or Revised Measure N and H Strategic Action <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 document to justify your new or revised strategic action adequately.</p> | New or Amended Amount |
|---|-----------------------------|--------------------------|--|-----------------------|
| 2024-2025 Measure H Administrative 10% Budget | N/A | \$15,000.00 | <p>Consultant Contract: Funds are needed to amend the consultant contract with Amy Crudo to increase the amount and services. Amy will process the Charter Schools and Street Academy Reimbursements for Measure N and H, including the set-up of appropriate files and related documents, communication with Charter and Street fiscal contacts, and the design and delivery of training for those contacts. Ms. Crudo will communicate with Measures N and H funded Charters and Street Academy to ensure timely and comprehensive document submission for reimbursement every quarter. Ms. Crudo will review submitted documents to ensure compliance with all requirements stipulated in the Measures N and H Permissible Guidelines and Memorandum of Understanding. Crudo will communicate with schools with missing or incorrect documents and, once complete, submit expense reports and required documentation to the Manager of Charter School Accounting in the Charter School Office in OUSD. Ms. Crudo will also support customizing EIP templates per school for accurate and timely release in the Spring. Scope of work: Schools funded through Measures N and H via a Memorandum of Understanding (Charters and Street Academy) will make timely and comprehensive submissions of required documents to Ms. Crudo, who will submit these to the Charter Office in Fiscal to process invoices. OUSD will have all the necessary documents to ensure compliance with the 2024-25 audit.</p> | \$39,000.00 |

| | | | | |
|--|--|--|--|--|
| | | | <p>Specific outcomes: Ms. Crudo will ensure compliant documentation and reimbursement of Measures N and H funded Charter Schools and Street Academy.</p> <p>How does this service benefit the student's needs? Timely and accurately completing the EIP customization and the Charter reimbursement process will allow staff to receive what they need to continue supporting our students.</p> <p>New Budget Calculation: Increase the existing contract amount of \$15,000 by an additional \$24,000.00 to extend the scope of work, hours of service, and contract total amount not to exceed \$39,000.00. The consultant is paid by the hour at the hourly rate of \$125.</p> | |
|--|--|--|--|--|

b. Enter the New or Revised Account String:

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

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

| | | | |
|--|-------|--|------------|
| _____ | _____ |  | 01/31/2025 |
| Name: _____ | Date | REBECCA LACOCQUE (Jan 31, 2025 12:24 PST) | _____ |
| 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: 01/31/2025

[Vanessa Sifuentes \(Jan 31, 2025 15:54 PST\)](#)