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Board Office Use: Legislative File Info.	
File ID Number	25-1188
Introduction Date	5/20/2025
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: High School Linked Learning

<p>Action Requested and Recommendation</p>	<p>Adoption by the Measures N and H Commission of a 2024-2025 Education Improvement Plan/Budget modification for the High School Linked Learning Office to reduce \$87,700.00 Consultant Contract: Hire a full-time Pathway Coach to work across the ten Charter Schools by \$2,500.00 to \$85,200.00, and establish a new strategic action to increase \$39,000.00 Consultant Contracts: Contract with Amy Crudo to support OUSD Measure N and H administrative tasks by \$2,500.00 to \$41,500.00, as stated in the justification section of the New or Revised Strategic Action Section of the Budget Modification Form."</p>
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Background *(Why do we need these services?
Why have you selected this vendor?)*

The High School Linked Learning Office would like to reduce the \$87,700.00 Consultant Contract:
Hire a full-time Pathway Coach to work across the ten Charter Schools by \$2,500.00 to \$85,200.00, and establish a new strategic action to increase \$39,000.00 Consultant Contracts:
Contract with Amy Crudo to support OUSD Measure N and H administrative tasks by \$2,500.00 to \$41,500.00. Ms. Crudo will ensure compliant documentation and Reimbursement of Measures N and H-funded Charter Schools and Street Academy.

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

Fiscal Impact Funding resource(s): Measure H

Attachments 25-1188 - HSLLO 912 BMF Admin 10% Consultant Contracts \$2,500.00



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



Date:	3/20/25	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 \$96,500.00. New total amount after approval of prior BMFs and contracts \$87,700.00.	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.	\$2,500.00

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	9333	0	3800	3800	5825	912	9120	1690	0101	99999

d. Total amount being transferred: \$ 2,500.00

☐ 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	New or Revised Measure N and H Strategic Action Enter one to two sentences to create a Proper Justification using the questions below: no acronyms or hyperlinks. -What is the specific expenditure or service type? Please briefly describe (no vague language) and quantify it when applicable. -How does the specific expenditure impact students in the pathway and support your 2024-25 pathway goals and strategic actions? Please also answer the additional questions using the Object Code linked in this document to justify your new or revised strategic action adequately.	New or Amended Amount
2024-2025 Measure H Administrative 10% Budget	Approved via BMF on 1/31/25	\$39,000.00	Consultant Contracts: Contract with Amy Crudo to support OUSD Measure N and H administrative tasks. The original contract was for \$39,000.00. The Scope of Work includes: <ul style="list-style-type: none"> Ms. Crudo 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 in Quarters 1 and 2 reimbursement cycles Ms. Crudo will communicate with Measures N and H funded Charters and Street Academy to ensure timely and comprehensive document submission for reimbursement in Quarters 1 and 2 reimbursement cycles. 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 in Quarters 1 and 2 reimbursement cycles 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 in Quarters 1 and 2 reimbursement cycles. Ms. Crudo will also support customizing EIP 	\$41,500.00

			<p>templates per school for accurate and timely release in the Spring.</p> <p>The contract amendment is for \$2,500.00 The new Scope of Work includes the following additional services:</p> <ul style="list-style-type: none"> • Ms. Crudo will support the processing of 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 in Quarters 3 and 4 reimbursement cycles • Ms. Crudo will communicate with Measures N and H funded Charters and Street Academy to ensure timely and comprehensive document submission for reimbursement in Quarters 3 and 4 reimbursement cycles • 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 in Quarters 3 and 4 reimbursement cycles • 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 in Quarters Quarters 3 and 4 reimbursement cycles <p>Specific outcomes in the amended contract: Ms. Crudo will ensure compliant documentation and reimbursement of Measures N and H-funded Charter Schools and Street Academy. Schools funded through Measures N and H via a Memorandum of Understanding (Charters and Street Academy) will timely and comprehensively submit 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> <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: To extend the service hours by 20 hours, increase the existing contract amount of \$39,000.00 by an additional \$2,500.00, and the total contract amount shall not exceed \$41,500.00. The consultant is paid by the hour at the hourly rate of \$125.</p>	
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b. Enter the New or Revised Account String:

Fund	Resource	Year	Goal	Function	Object	Site	Manager	Program	LCAP	Optional
01	9333	0	3800	1000	5825	912	9120	1690	0101	99999

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

Name:
Teacher Leader/Pathway Director
Signature

Date

Name:
Principal Signature Required

Date

FOR MEASURES N and H STAFF USE ONLY

Date the BMF was accurately completed & received: 4/4/2025

Program Manager, Approval Signature: *Nancy Gomez*

Date: 4/4/2025

H.S. Network Superintendent, Approval Signature: *Vanessa Sifuentes*
Vanessa Sifuentes (Apr 4, 2025 14:10 PDT)

Date: 04/04/2025