

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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Enactment Number	
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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 \$124,932.63 Classified Support Salaries: Hire an Administrative Assistant Bilingual 3 at 1.0 FTE by \$23,533.35 to \$101,399.28, and establish a new strategic action \$23,533.35 Classified Support Salaries: Hire an Office Manager at .15 FTE, 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 \$124,932.63 Classified Support Salaries: Hire an Administrative Assistant Bilingual 3 at 1.0 FTE by \$23,533.35 to \$101,399.28, and establish a new strategic action \$23,533.35 Classified Support Salaries: Hire an Office Manager at .15 FTE. Duties include, but are not limited to, reporting, budgeting, and Escape.

Competitively Bid

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

Fiscal Impact

Funding resource(s): Measure H

Attachments

25-2618- HSLLO- Clerical Support Salaries \$23,533.35

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 N 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 \$159,900.20. The new total amount after approval of prior BMFs or expenses is \$124,932.63.	<p>Classified Support Salaries: Hire an Administrative Assistant Bilingual 3, at 1.0 FTE. The Administrative Assistant will support 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)</p>	\$23,533.35

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. Clerical and budget management duties formerly held by this position will be transferred to the Site 912 Office Manager (position approved by OUSD Fiscal on 10/3/25).

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

d. Total amount requesting to transfer: **\$23,533.35** _____

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	<p align="center">New or Revised Measure H Strategic Action <i>Enter one to two sentences using the questions below to create a Justification.</i> <i>(Do not insert hyperlinks or use acronyms.)</i></p> <p align="center">-What is the specific expenditure or service type? <i>(Please briefly describe (no vague language) and quantify it when applicable.)</i></p> <p align="center">-How does the specific expenditure impact students in the pathway and support your 2025-26 pathway goals and strategic actions?</p> <p align="center">-Please also answer the additional questions using the Object Codes linked in this document to create a proper & complete budget justification.</p> <p align="center">-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.</p>	New or Amended Total Amount
Measure H Admin 10% Budget	N/A	N/A	<p>Classified Support Salaries: Hire an Office Manager at .15 FTE The Office Manager will support clerical administrative duties related to the management of Resources 9333 and 9339 housed in the HSLLO Site 912. Duties include, but are not limited to, reporting, budgeting, and Escape. The work completed by the Office Manager positively impacts all OUSD and Charter Measure H sites. PCN TBD - Maria Valencia This is a multi-funded position, with .50 FTE funded by RSC 0000, .35 FTE funded by RSC 6387, and .15 FTE funded by RSC 9339, in HSLLO Site 912. (Salary and benefits included)</p>	\$23,533.35

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	2305	912	9120	1414	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 10/27/25
Name: Vanessa Sifuentes Date
Principal Signature **Required**

FOR MEASURE H STAFF USE ONLY

Date the BMF was accurately completed & received: 10/29/2025

Program Manager, Approval Signature: *Nancy Gomez* Date: 10/29/2025

Deputy Chief of Post-Secondary Readiness, Approval Signature: *Vanessa Sifuentes* Date: 10/29/2025
Vanessa Sifuentes (Oct 29, 2025 15:59:33 PDT)

2025-26 MEASURES N & H DUTY STATEMENT

- The Duty Statement is an essential legal document that justifies using Measures N and 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 that are **not pre-approved**¹ and for FTE positions that are partially funded from Measures N or H.

Please copy and complete the form for each FTE position proposed in your Measures N or H EIP, SCO, or Carryover Plans and return the form to Rebecca.Lacocque@ousd.org.

Upon completion, the Measures N and H team will route it for signatures via Adobe Sign.

School Name:	High School Linked Learning Office	Site #: (Program # for Charters)	Site 912
Requestor's Name:	Vanessa Sifuentes	Requestor's Title:	Deputy Chief of Post-Secondary Readiness
Position Title: (PCN # for OUSD)	Office Manager PCN to be determined	FTE %: (Funded from Measures N or H)	0.15 FTE
Name of Employee to be hired:	Maria Valencia	Term: (Start & End Dates)	TBD - 6/30/2026

Is this a new position? ____ Yes _____

If this is **not** a new position, please indicate how this position is currently being funded:

Resource # 1: _____ FTE % _____

Resource # 2: _____ FTE % _____ (if applicable)

Resource # 3: _____ FTE % _____ (if applicable)

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

- Entry and processing of budget transactions in Escape involving Resources 9333 and 9339, housed in the Site 912 budget, including, but not limited to, reimbursements, contracts, HRAs, budget transfers, requisitions, and other budget management activities.
- Creation and processing of consultant contracts in Integrify/Contracts Online

FOCAL STUDENT POPULATION:

- All students at OUSD and Charter Measures H Schools

¹ Pre-Approved Measures N and 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).

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

- 15% of this position's total hours will be dedicated to the processes associated with the financial management of Resources 9333 and 9339 housed in the HSLLO Site 912. (approximately 6 hours per week)

ANTICIPATED OUTCOMES:

- Efficient and effective management of Resources 9333 and 9339 in Site 912
- Timely processing of budget expenditures facilitates the effective management and implementation of high-quality linked learning pathways at Measure N and H-funded sites.

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 Measures N and H.

Vanessa Sifuentes
Deputy Chief of Post-Secondary Readiness

10/27/25
Date

FOR HIGH SCHOOL LINKED LEARNING OFFICE, USE ONLY

Measures N and H Staff or Linked Learning Director: hany gomes

Date: 10/29/2025

Deputy Chief of Post-Secondary Readiness: Vanessa Sifuentes
Vanessa Sifuentes (Nov 5, 2025 15:48:11 PST)

Date: 11/05/2025