



Oasis Charter Public School

1135 Westridge Parkway, Salinas, CA 93907

T: (831) 424-9003

F: (831) 424-9005

Agenda for Under Construction Educational Network Inc. (UCEN) Governing Board

(*includes materials furnished to Board Members)

Regular Meeting of the Board of Directors

Tuesday, June 29, 2021

Time: 6pm

Place: via Zoom Teleconference

Join Zoom Meeting

<https://us02web.zoom.us/j/9394277463?pwd=TVpmZIRRVElYMXdJYW9UVUJBNTY0QT09>

Meeting ID: 939 427 7463

Password: oasis

PERSONS WISHING TO ADDRESS THE BOARD OF DIRECTORS

INFORMATION TO THE PUBLIC: All persons are encouraged to attend and participate (where designated) in meetings of the UCEN Board. Please fill out the form available at the door, and submit to the Secretary of the Board of Trustees prior to the meeting and you will be called during the comment period. When the President of the Board recognizes a member of the public for oral comment, such comment will be limited to (2) minutes in accordance with law. Your comments will be heard (with no action taken) under the designated section of this agenda. For the record: state your name, title, whom you represent, and the agenda item you are addressing. The Board will not respond to your comments at this time. Your questions, concerns and/or input will be referred to the appropriate person.

Note: The Oasis Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lucy Zepeda at (831) 424-9003 at least 72 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132))

*PARA TODAS AQUELLAS PERSONAS QUE DESEAN HABLAR O DIRIGIRSE A LOS MIEMBROS DE LA MESA DIRECTIVA *

INFORMACION PARA EL PUBLICO: El público está invitado a asistir y participar en las juntas (donde se indica en la agenda) de la Mesa Directiva de Oasis. Rellene el formulario disponible en la puerta y entréguelo al Secretario de la Mesa Directiva antes de que comience la reunión y lo llamarán durante el período de comentarios. Sus comentarios serán escuchados (sin tomarse acción) durante la sección correspondiente de esta agenda. Cuando el Presidente de la Mesa Directiva reconoce a un miembro del público para comentarios orales, dicho comentario se limitará a (2) minutos de acuerdo con la ley. Para el archivo, diga su nombre, título, a quien representa y el artículo de la agenda a que se quiere referir. Los miembros de la Mesa Directiva no responderán a sus comentarios en ese momento. Sus preguntas, preocupaciones y comentarios serán referidas al departamento correspondiente.

Nota: La Mesa Directiva de Oasis anima a las personas con discapacidades a participar plenamente en el proceso de reuniones públicas. Toda persona con necesidades especiales que requiera alguna modificación o arreglo especial puede llamar a la Lucy Zepeda al (831) 424-9003 dentro de 72 horas de una junta regular, o dentro de 24 horas de una junta especial para hacer todo nuestro mejor esfuerzo razonable de satisfacer sus necesidades. (Código Governamental § 54954.2; Americanos con Discapacidades del 1990, § 202 (42 U.S.C. § 12132))

A. REGULAR AGENDA:

1. OPENING BUSINESS

1.1 Call Meeting to Order and Roll Call- Board President

Time called to order: ____:____

Roll Call of Members Present:

Jacqueline Vasquez-President	Yes _____	Absent _____
Margie Wiebusch-Vice President	Yes _____	Absent _____
Maria Alvarez - Member	Yes _____	Absent _____
Steve Duran - Treasurer	Yes _____	Absent _____
Jamie Stracuzzi- Member	Yes _____	Absent _____

2. PUBLIC COMMENT PERIOD (Concerning items on the agenda)

Individuals wishing to address agenda items, and/or other items, may do so at this time, or wait until the agenda item comes up. There will be a limit of 2 minutes per person on public comments.

3. CLOSED SESSION

a. none

Roll Call of Members Present:

Jacqueline Vasquez-President	Yes _____	Absent _____
Margie Wiebusch-Vice President	Yes _____	Absent _____
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Steve Duran - Treasurer	Yes _____	Absent _____
Jamie Stracuzzi- Member	Yes _____	Absent _____

4. PUBLIC COMMENT PERIOD (Concerning items on the agenda)

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5. CONSENT AGENDA

*5.1 Adoption of the Agenda

ACTION/RECOMMENDATION

“That the Governing Board adopt the Agenda as presented/amended”.

*5.2 Minutes

ACTION/RECOMMENDATION

“That the Governing Board approve minutes from: 6/25/21”

6. BUSINESS SERVICES AND PRESENTATIONS

- 6.1 OCC Update- Romina Zavala
- 6.2 Sylvan Learning- Cary, Director

7. DISCUSSION ITEMS

- 7.1 Compliance Monitor Job Description
- 7.2 Governance Committee Recommendations for UCEN Members

8. ADMINISTRATION

- 8.1 MapGrowth Data- Briana Sanford
- 8.2 LCAP Plan Summary 21-22

9. UNFINISHED BUSINESS, ACTION ITEMS AND RESOLUTIONS

9.1 UCEN Board Members *“Recommend that the Board of Directors approve the recommendations from the Governance Committee meeting”*

9.2 LCAP. *“Recommend that the Board of Directors approve the LCAP for SY 2021-2022”*

9.3 Compliance Monitor Job Description *“Recommend that the Board of Directors approve the job description for Compliance Monitor”*

10. ANNOUNCEMENTS

10.1 UCEN Working Meeting Retreat 7/6/21 at 4-7pm

10.2 Oasis Summer Pop-Up Event 7/18/21 from 11-4pm

UNAPPROVED MINUTES



Oasis Charter Public School

1135 Westridge Parkway, Salinas, CA 93907

T: (831) 424-9003

F: (831) 424-9005

Minutes for Under Construction Educational Network Inc. (UCEN) Governing Board

(*includes materials furnished to Board Members)

Special Meeting of the Board of Directors

Friday, June 25, 2021

Time: 9am

Place: via Zoom Teleconference

Join Zoom Meeting

<https://us02web.zoom.us/j/9394277463?pwd=TVpmZIRRVElYMXdJYW9UVUJBNTY0QT09>

Meeting ID: 939 427 7463

Password: oasis

*****PERSONS WISHING TO ADDRESS THE BOARD OF DIRECTORS*****

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***PARA TODAS AQUELLAS PERSONAS QUE DESEAN HABLAR O DIRIGIRSE A LOS MIEMBROS DE LA MESA DIRECTIVA ***
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UNAPPROVED MINUTES

esfuerzo razonable de satisfacer sus necesidades. (Código Governamental § 54954.2; Americanos con Discapacidades del 1990, § 202 (42 U.S.C. § 12132))

A. REGULAR AGENDA:

1. OPENING BUSINESS

1.1 Call Meeting to Order and Roll Call- Board President

Time called to order: __09:04__ :__

Roll Call of Members Present:

Jacqueline Vasquez-President	Yes <u> X </u>	Absent _____
Margie Wiebusch-Vice President	Yes _____	Absent <u> X </u>
Maria Alvarez - Member	Yes <u> X </u>	Absent _____
Steve Duran - Treasurer	Yes <u> X </u>	Absent _____
Jamie Stracuzzi- Member	Yes _____	Absent <u> X </u>

2. PUBLIC COMMENT PERIOD (Concerning items on the agenda)

Individuals wishing to address agenda items, and/or other items, may do so at this time, or wait until the agenda item comes up. There will be a limit of 2 minutes per person on public comments.

3. CLOSED SESSION

None

4. PUBLIC COMMENT PERIOD (Concerning items on the agenda)

Individuals wishing to address agenda items, and/or other items, may do so at this time, or wait until the agenda item comes up. There will be a limit of 2 minutes per person on public comments.

5. CONSENT AGENDA

*5.1 Adoption of the Agenda

Motion to adopt Jackie maria 2nd

Jacqueline Vasquez-President	Yes <u> X </u>	Absent _____
Margie Wiebusch-Vice President	Yes _____	Absent <u> X </u>
Maria Alvarez - Member	Yes <u> X </u>	Absent _____
Steve Duran - Treasurer	Yes <u> X </u>	Absent _____
Jamie Stracuzzi- Member	Yes _____	Absent <u> X </u>

ACTION/RECOMMENDATION

“That the Governing Board adopt the Agenda as presented/amended”.

*5.2 Minutes

ACTION/RECOMMENDATION

“That the Governing Board approve minutes from: 6/18/21”

Steve motioned to approve Maria 2nd

Jacqueline Vasquez-President	Yes <u> X </u>	Absent _____
Margie Wiebusch-Vice President	Yes _____	Absent <u> X </u>
Maria Alvarez - Member	Yes <u> X </u>	Absent _____
Steve Duran - Treasurer	Yes <u> X </u>	Absent _____
Jamie Stracuzzi- Member	Yes _____	Absent <u> X </u>

6. BUSINESS SERVICES AND PRESENTATIONS

6.1 None

7. ADMINISTRATION

UNAPPROVED MINUTES

None

8. DISCUSSION ITEMS

7.1 Changes of Title for administrative positions

Changes to change titles for the following

Executive Director to Principal

Instructional Coordinator to Vice Principal

Office manager to continue the same

Drafting job description for a compliance officer to take on compliance across the board

7.2 Admin Salary Schedules for 2021-2026

Looked at different salary schedules throughout the schools in the area and developed an average salary outline.

12 month for all admin staff, this allows for flexibility for admin

215 days for Principal and Office manager

205 for the rest of the admin staff

As a board they would like to see an increase in students

7.3 July 1 Preliminary Budget for SY 2021-2022

Attached budget to review

Board would like to see more recruitment asap to increase the number of students

Increase in students would allow us to have

Jamie Stracuzzi Joined the meeting 9:34am

Steve would like clarification on a jump on capitalized expenses

Clarification was on allocation of funds

Maria: salaries are reflected changes

Next meeting Sylvan will be here next meeting to show data

What is SEL: Lucy gave description of Social and Emotional Learning

Instructional coordinator: Will change to Vice Principal

7.4 OCC Member Changes and training for 2021-2022

Added to the agenda per Jackie

Member changes: Ruthie and Kitty have moved on and Romina has taken on the role of President, Michelle is her Secretary and is actively looking for more members to OCC. Suggests adding Brown Act Training for the OCC before school starts.

Will schedule the training for the board and OCC together.

7.5 OCC Bank account removal and addition of members for 2021-2022

Removal of Ruth Sandoval along with another member

Michaelle Mowery to be added

Jackie to be added to all accounts as board president

Romina agrees that Katrina Garcia and Michaelle Mowery should be sufficient to have bank cards

Steve recommends that Romina has access to account online

9. UNFINISHED BUSINESS, ACTION ITEMS AND RESOLUTIONS

9.1 Change of Job Titles for Administrative Positions “Recommend that the Board of Directors approve the change of title for Executive Director to Principal, Assistant Director to Vice Principal, and recommend other administrative titles to remain unchanged”

Motion to approve the change in titles above by Steve 2nd Jackie

Jacqueline Vasquez-President	Yes <u> X </u>	Absent _____
Margie Wiebusch-Vice President	Yes _____	Absent <u> X </u>
Maria Alvarez - Member	Yes <u> X </u>	Absent _____
Steve Duran - Treasurer	Yes <u> X </u>	Absent _____

UNAPPROVED MINUTES

Jamie Stracuzzi- Member Yes X Absent _____

Motion passed

Jamie Stracuzzi has left the meeting 10:02

9.2 Admin Salary Schedules for 2021-2026 “Recommend that the Board of Directors approve the revised admin salary schedule as presented”

Motion to approve salary changes Jackie 2nd Steve

Jacqueline Vasquez-President	Yes <u> X </u>	Absent _____
Margie Wiebusch-Vice President	Yes _____	Absent <u> X </u>
Maria Alvarez - Member	Yes <u> X </u>	Absent _____
Steve Duran - Treasurer	Yes <u> X </u>	Absent _____
Jamie Stracuzzi- Member	Yes _____	Absent <u> X </u>

Motion passed

9.3 July 1 Preliminary Budget 2021-2022 “Recommend that the Board of Directors approve the July 1st Budget for 2021-2022 as presented”

Steve motion Jackie 2nd Steve

Jacqueline Vasquez-President	Yes <u> X </u>	Absent _____
Margie Wiebusch-Vice President	Yes _____	Absent <u> X </u>
Maria Alvarez - Member	Yes <u> X </u>	Absent _____
Steve Duran - Treasurer	Yes <u> X </u>	Absent _____
Jamie Stracuzzi- Member	Yes _____	Absent <u> X </u>

9.4 OCC Bank account removal and addition of members “Recommend that the Board of Directors approve the changes recommended by OCC”

Jackie motion to approve changes remove Ruth Sandoval and continue with changes of adding Katarina Garcia and Michaelle Mowery and Romina to oversee the account. 2nd Steve

Jacqueline Vasquez-President	Yes <u> X </u>	Absent _____
Margie Wiebusch-Vice President	Yes _____	Absent <u> X </u>
Maria Alvarez - Member	Yes <u> X </u>	Absent _____
Steve Duran - Treasurer	Yes <u> X </u>	Absent _____
Jamie Stracuzzi- Member	Yes _____	Absent <u> X </u>

Motion passed

10. ANNOUNCEMENTS

- 10.1 Next Board Meeting: 6/29/21 at 6pm
- 10.2 Oasis Summer Academy (Grades 1-6) 6/28-7/16/21
- 10.3 UCEN Working Retreat 7/6/21, time TBD

Adjourned: 10:07am



Oasis Charter Public School

A small school for kids with BIG ideas.

Compliance Monitor

Job Description

JOB TITLE:	Compliance Monitor	DATE:	June 2021
EXEMPT:	Yes	STATUS:	Part-time, 11-month contract
REPORTS TO:	Principal and UCEN Board	SALARY:	\$25,200-\$34,000 annually
APPROVED BY:	UCEN Board of Directors		

SUMMARY

Operates under the direct supervision of the Principal, and in the absence of the Principal, under the guidance of the Under Construction Educational Network, Inc. (UCEN) Board of Directors or designee. Under direction of the Superintendent, work with minimal supervision to manage all aspects of Title IX compliance, Uniform Complaint Procedures (UCP) regulations, formal complaint procedures, and informal complaint resolution. Collaborate with students, families, District employees, and state and federal agencies to ensure safe and welcoming learning and working environments for all members of our District community and actively support the District's positive school climate initiatives. To be successful in this role, you should be well-organized, have great time management skills and be able to act without guidance. Ultimately, you will contribute to the efficiency of our school by providing personalized and timely support in ensuring compliance to the principal and UCEN.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Manage compliance with Title IX of the Education Amendments of the 1972 Civil Rights Act which prohibits discrimination on the basis of gender (sex), sexual harassment, sexual assault, sexual misconduct, relationship (dating) violence, and stalking
- Manage compliance with Uniform Complaint Procedures (UCP) that involve discrimination on the basis of ethnic group identification, religion, age, sex, color, and/ or physical or mental disability, and state and federal programs that use categorical funds such as Adult Education, After School Education and Safety, Career Technical Education, Child Care and Development, Consolidated Categorical Aid, Foster Youth Services, Local Control Funding Formula and Local Control Accountability Plans, Nutrition Services, School Facilities, Special Education, Tobacco-Use Prevention Education, and Unlawful Pupil Fees
- Manage compliance with Williams Complaints related to instructional materials, teacher vacancies, teacher mis-assignments or facilities
- Manage compliance with all complaint policies and procedures, such as anti-bullying or complaints against policies, procedures, practices or personnel
- Receive, monitor, route, coordinate and track timely and complaint investigations of allegations and ensure prompt and fair resolutions
- As a neutral party, investigate complaints; notify and interview complainants, respondents, and witnesses; obtain and review relevant documents; mediate, as appropriate; and issue factual findings and recommendations, as necessary
- Design guidelines for staff to ensure that staff communicate and observe consistent and appropriate confidentiality protections for incident reporters and complainants
- Review and ensure all policies, procedures, protocols and practices are in compliance with Title IX and UCP regulations
- Provide technical expertise and support for the drafting and revision of policies and procedures
- Develop a case management database to organize, manage and track complaints
- Write comprehensive reports of investigation with findings of fact and recommendation(s)
- Perform other duties as assigned

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Employee is responsible for performing work accurately. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Required:

- Work experience on similar role
- At least an AA for field
- Demonstrated knowledge of Title IX, Uniform Complaint Procedures, American with Disabilities Act, Rehabilitation Act of 1973 (specifically Section 504 compliance), and effective complaint resolution
- Ability to interpret and articulate relevant state and federal laws and regulations and policies and regulations
- Ability to manage multiple, on-going and complex caseload of complaints and projects
- Ability to guide, advise and support the training and learning process with respect to Federal and state law, Title IX and UCP compliance and complaint resolution
- Excellent mediation skills, analytical skills, problem-solving skills and organizational skills with attention to detail
- Ability to deal with confidential and sensitive information
- Ability to act independently, take initiative and exercise sound judgment
- Ability to maintain accurate and organized records and prepare timely, accurate, clear reports

Preferred:

- Associate or Bachelor of Arts Degree
- Bilingual/Bi-literate (English and Spanish)

OTHER SKILLS, ABILITIES, KNOWLEDGE REQUIRED:

- Plan, organize, supervise and evaluate the work of subordinates.
- Prepare material, programs and analysis.
- Compile and maintain records and reports.
- Establish and maintain friendly, cooperative and effective working relationships with all persons contacted in the course of work.
- Work in a dynamic team environment
- Maintain respectful and thoroughly professional working relationships with students, parents, colleagues, and communities.

GENERAL JOB PERFORMANCE STANDARDS

Employees must meet the following general job performance standards:

- **Knowledge Of Work** – Posses and utilizes knowledge of the job which is essential to perform the specific functions and related work.

- **Quality Of Work** – Consistently demonstrates accuracy, thoroughness, neatness and dependability to produce work within acceptable standards.
- **Quantity Of Work** – Accomplishes an appropriate volume of satisfactory work under normal conditions. Ability to produce results.
- **Timeliness** – Completes assignments on or ahead of schedule.
- **Ability To Learn New Duties** – Interprets, learns, and responds to instructions for new situations, procedures or methods.
- **Teamwork** – Places goals of Oasis Charter Public School foremost when interacting with others at all levels. Builds an environment that fosters teamwork and enhances task accomplishment through positive and supportive cooperation.
- **Communications** – Demonstrates relevance and clarity of written and oral expression. Expresses ideas clearly and demonstrates effective listening skills. Effective in exchanging ideas and information. Applies to communications with both co-workers and customers.
- **Job Commitment** – Shows initiative in willingly accepting responsibility. Performs expected and unexpected tasks, demonstrates tenacity in completing tasks. Willingly exerts extra effort when necessary to get the job done without being directed to do so.
- **Attendance & Punctuality** – Shows daily ability to be at work at scheduled time, including being prepared to work on time after breaks, meal periods and other authorized absences from work.
- **Decision Making & Judgment** – Gathers relevant data, sets clear objectives, evaluates alternatives, makes timely decisions and commits to courses of action. Uses sound judgment: does not act impulsively in reaching decisions.

WORKING ENVIRONMENT

Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

- Approximately 80% of the time performing job duties is spent indoors, within a standard office or classroom environment; 20% spent outdoors either at the school or at other locations in support of management efforts
- Approximately 60% of the time is spent on the computer.
- Noise level in the work environment is usually moderate to loud.
- The temperature of the work environment is moderate and ranges from 65 – 80 degrees.
- The work place is non-smoking with accommodations for smokers in outside locations.

PHYSICAL DEMANDS

- **Seldom (15 - 20%):** smell, taste, drive, and reach above shoulders
- **Occasionally (6-33%):** bend, twist, push, pull, climb, squat, crawl, kneel, and drive
- **Frequently (34-66%):** sit, reach with hands and arms; climb or balance; stand and walk; grasp with hands and fingers; and lift up to 20 lbs

- **Continuously (67-100%):** use hands to finger, handle or feel objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; key (i.e., computer, calculator, telephone); and lift (up to 10 lbs).

MACHINES, TOOLS AND EQUIPMENT

- **Seldom (5 - 8%):** automobile
- **Occasionally (6-15%):** copier, fax, and 10-key calculator
- **Frequently (34-66%):** computer
- **Continuously (67-100%):** writing instruments and telephone