



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)

UCEN Board Special Meeting of Directors

Tuesday, September 14, 2021

Time: 5:30pm

Place: via Zoom Teleconference

Join Zoom Meeting

<https://us02web.zoom.us/j/9394277463?pwd=TVpmZlRRVElyMXdJYW9UVUJBNlY0QT09>

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.

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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

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 for 6/29/21, 8/31/21”

6. UNFINISHED BUSINESS ACTION ITEMS

6.1 Unaudited Actuals

RECOMMENDATION/ACTION: Lucy Zepeda

“That the Board of Directors approve the Unaudited Actuals as presented”

6.2 Access to PRA Policy

RECOMMENDATION/ACTION: Lucy Zepeda

“That the Board of Directors approve the policies as presented”

7. UNFINISHED BUSINESS NON-ACTION ITEMS

7.1 None

INFORMATION/DISCUSSION:

8. ADMINISTRATION AND STAFF REPORTS

8.1 None

9. BUSINESS SERVICES AND PRESENTATIONS

9.1 Brown Act Training- Wayne Stumpfer

10. BOARD REPORTS

10.1 None

11. NEXT MEETING DATE:

11.1 Next Meeting: 9/28/21

12. ANNOUNCEMENTS

12.1 Back to School Nights 9/20 and 9/27 at 5:30pm

13. ADJOURNMENT



Oasis Charter Public School

1135 Westridge Parkway, Salinas, CA 93907

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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=TVpmZIRRVElyMXdJYW9UVUJBNTY0OT09>

Meeting ID: 939 427 7463

Password: oasis

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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: __: __

Roll Call of Members Present:

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

Motion to approve the agenda as presented

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

*5.2 Minutes

ACTION/RECOMMENDATION

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

Motion to approve minutes as presented

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

UNAPPROVED MINUTES

Steve Duran - Treasurer	Yes <u> X </u>	Absent _____
Jamie Stracuzzi- Member	Yes <u> X </u>	Absent _____

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: see attached description presented
- 7.2 Governance Committee Recommendations for UCEN Members: at the governance meeting applications were reviewed and recommendations were made for new board members

8. ADMINISTRATION

- 8.1 MapGrowth Data- Briana Sanford: see presentation
- 8.2 LCAP Plan Summary 21-22: See presentation

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”*
Motion to bring on Maria Alvarez as a UCEN board member

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

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

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

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

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

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

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

(*includes materials furnished to Board Members)

UCEN Board Regular Meeting of Directors

Tuesday, August 31, 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

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UNAPPROVED BOARD MINUTES

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A. REGULAR AGENDA:

1. OPENING BUSINESS

1.1 Call Meeting to Order and Roll Call- Board President
Time called to order: 6:14 pm

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>

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NONE

3. CLOSED SESSION

a. 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.

NONE

5. CONSENT AGENDA

5.1 Adoption of the Agenda

ACTION/RECOMMENDATION

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

Maria motions to adopt agenda Jackie seconds - Motion passes-agenda is adopted

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>

5.2 Minutes

ACTION/RECOMMENDATION

“That the Governing Board approve minutes for 7/27/21”

Steve Motions to approve the minutes, Jackie seconds-Motion passes

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>

UNAPPROVED BOARD MINUTES

6. UNFINISHED BUSINESS ACTION ITEMS

6.1 Memorandum of Understanding (MOU) for Oasis Charter and MCOE

RECOMMENDATION/ACTION: Lucy Zepeda

“That the Board of Directors approve the MOU for Oasis Charter and MCOE as presented”

Steve motions to accept MOU(began motion, not carried out)

Maria asks about #6 complaints section Clarifying question-Is this the process we’ve had in the past?

Lucy:Not in Alisal MOU, but added to MCOE MOU

Maria-another question about page 7, financial audit-when does that take place?

Lucy; Closer to EOY, we select auditor committee and then submit that to MCOE

Maria-Quarterly budget reviews

Lucy-1st interim budget, 2nd interim budget and 3rd

Jackie-Our treasurer could help with this

Steve: Definitely would

Maria-Discussion on it, community input

Jackie-Anyone motion

Steve-motions

Maria-Seconds

All voted, motion passes

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>

6.2 Provisional Internship Permit for Sharon Agduyeng

RECOMMENDATION/ACTION: Lucy Zepeda

“That the Board of Directors approve the application of a Provisional Internship Permit for Sharon Agduyeng”

PIP for Sharon

Sharon completed program but delay in clearing her credential

MCOE advised that we apply for the PIP for Sharon

Steve-Why was this delayed?

Lucy-Postponed due to testing site closures, timing

Steve-Was it a school oversight?

Maria-motions to approve

Jackie-asks is this something that is common?

Maria- yes, this is common. We just want to encourage her to clear her credential

Lucy-we do have that understanding, yes

Maria-motions to approve PIP

Steve seconds

Jackie takes vote-motion passes

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 _____

UNAPPROVED BOARD MINUTES

Steve Duran - Treasurer Yes X Absent _____
Jamie Stracuzzi- Member Yes _____ Absent X

6.3 Policy Review: Vaccine Policy, Independent Study Policy, Tobacco Free Policy

RECOMMENDATION/ACTION: Lucy Zepeda

“That the Board of Directors approve the policies as presented”

Vaccine policy-Oct 15th prove compliance

Monthly testing for employees visitors or OCC members

Lucy-have already started collecting vaccination cards or negative covid test results

Drafting a policy for this, will read 1st draft at the next UCEN meeting

Maria-communication will be key for this so parents are not caught off guard

Lucy-We will be communicating this as soon as we can.

Independent Study Policy-

Lucy-We worked with our law firm on this, AB130-new legislation for long term independent study, drafting documents for parental agreement-daily or weekly, work submission, attendance matter.

Maria-Who is the teacher in charge of this?

Lucy-We are thinking of having one of our in house subs for this.

Maria-How many current students want independent study?

Lucy-we haven't had any parents ask for this yet. The in house sub would have to collaborate with the classroom teacher on this. This would be situational. We did discuss modified quarantine, we would need another staff member to administer the covid testing for a modified quarantine situation.

Maria-We need to be proactive

Steve-Are you using rapid testing at your school site?

Maria-Yes, the covid positive child goes into independent study, others can stay at school if they do not have positive results.

Jackie-Does the parent have the option to just do the independent study instead of covid testing?

Maria-Yes, because some parents don't want the school testing their students.

Lucy-I'd love to connect about these protocols that your school is implementing

Steve-Going back to the policy, on the short term side of this-parents are keeping kids at home, kids are okay to do work but there's no credit for it.

Lucy-There is a verbal screening every morning, but we have some that would rather keep thier kids at home for the 10 days, some will take them to be tested.

Jackie-I think it's good that parents have a choice to either send them or choose the modified quarantine.

Lucy-That is something that we should consider, to keep the kids in school.

Maria-If parents think that kids will be out for longer than 3 days, Teachers need time to get the work together.

Tobacco Free Policy-

Lucy-we did have a tobacco free statement but was not a policy, we just changed the statement to now the policy.

Steve motions to approve policies as presented

Maria seconds

All vote-policies approved.

Jacqueline Vasquez-President Yes X Absent _____
Margie Wiebusch-Vice President Yes _____ Absent X
Maria Alvarez - Member Yes X Absent _____

UNAPPROVED BOARD MINUTES

Steve Duran - Treasurer Yes X Absent _____
Jamie Stracuzzi- Member Yes _____ Absent X

6.4 OCC Budget

RECOMMENDATION/ACTION: Lucy Zepeda

“That the Board of Directors approve the OCC Budget as presented”

From Sept to December- \$4800 with some wiggle room

Jackie would like to remind the board that OCC has raised this money so this is their money

From the summer, we have about 700 left over.

Steve-Does you have a treasurer, president, vice president.

Romina-After tomorrow, we will be fully staffed on OCC.

Steve-Is this budget presented to OCC - as well? Does your board have access to this budget as well? Do you have to get a check from the school?

Romina-We have one person that has access to the card, I will have access to the accounts

Steve-Do you present the statements to your board?

Romina-We haven't but I had been thinking that was a good idea. The last treasurer just told me what we had left

Lucy-I have access to those accounts as well.

Romina-We can compare what the banks shows and what the spreadsheet shows.

Steve-The public can see what is being withdrawn and all the eyes seeing those things can eliminate questions & explanation.

Maria-If you can show what the event is that is tied to the money, can you do that?

Jackie-The other one has all the detail

Romina-we can add to the account (fundraising), not just taking from the account

Maria-If you add events ahead of time, I think that'd be good.

Romina-We do have events for Sept through December

Jackie-Can you update us on expenditures?

Romina-Yes, I can present it next meeting.

Jackie-personal statement-at the end of the day, these ladies have raised this money on their own. These are hard-working parents.

Romina-

Steve-So you want us to look at Sept, Oct, Nov, Dec?

Romina-

Steve-I wouldn't feel comfortable going past October

Maria-I know that fundraising takes a lot of time and I wouldn't want to minimize that. Maybe just coming back in October.

Lucy-I would hate to hold this back if you are working on something. I think monthly updates is a good idea. I just wouldn't want to halt something you're working on because you're waiting on approval .

Jackie-Asking for this much detail, to me-I feel a little wrong about it. I just don't think it's right.

Romina-I am okay with doing the two months, \$2400. I just need to make sure that we do have another meeting before we need the money.

Steve-We do have a meeting every month and that would suck to be held by this. I'm comfortable with approving Sept/Oct. We can do the rest of the calendar year. I'd like to see the actual bank statements,

UNAPPROVED BOARD MINUTES

Steve-Motions
Maria-seconds
Jackie opposes
Motion passes-2 month budget

7. UNFINISHED BUSINESS NON-ACTION ITEMS

7.1 None
INFORMATION/DISCUSSION:

8. ADMINISTRATION AND STAFF REPORTS

8.1 Updates on Reopening the school for SY 21-22
184 current enrollment 195 at the BOY, some dropped or went elsewhere
Everyone is on site
Added additional PPE-plexiglass trifold, snack will be in their classrooms
Making adjustments, aides with them during snack and then escorted to recess.
Parents have been awesome, staff has been awesome.
Jackie-Family meeting went well, having english & spanish worked really well.

8.2 Compliance Officer Status Report

Robert Costa has been looking closely at all our policies, he has developed a table of contents, board policies, staff policies. Will be presenting to MCOE to show progress.

9. BUSINESS SERVICES AND PRESENTATIONS

9.1 OCC Report and Update

Campout not cancelled, just postponed. Money will stay there for a future campout date. Tomorrow we get our new members. Then we decide what we'll do for the next 4 months.

10. BOARD REPORTS

10.1 Board Commitments

Added bullet points from board retreat notes. Typed up commitments so it is visible and we can continue working on this.

10.2 Community outreach project- Jamie Stracuzzi
tabled for next meeting

10.3 Committee Recommendations- Jackie Vasquez
Committee recommendations- things we can involve our stakeholders in.

11. NEXT MEETING DATE:

11.1 Brown Act Training in September- Date Options
September 14th? MCOE has a Sept 15th deadline.
Jackie-yes after 5pm
Steve-After 5pm
Maria-After 5pm
1 hr max if only brown act
5:30 pr 6pm

11.2 Next Meeting: 9/28/21

UNAPPROVED BOARD MINUTES

12. ANNOUNCEMENTS

12.1 DELAC Meeting 9/8/21 at 5:30pm

13. ADJOURNMENT



Access to Public Records Act Policy

Preface:

The following are suggested guidelines and extractions from **Government Code Gov. Title 1. General, (100 – 7914), Division 7, Miscellaneous (6000 – 7599.2) Chapter 3.5 Inspection of Public Records (6250 – 6276.48), General Provisions (6250 – 6270)**, as a means to guide person(s) responsible for responding to PRA requests submitted by a member of the public.

In the event there are any questions regarding these guidelines, or Sections of the Government Code noted in the guidelines, the person(s) responding to the PRA shall be responsible to reference the Government Code for purposes of further clarity or contact their legal counsel. (See attached Government Code)

Verbal request for a document

Members of the public may request a copy of a single document; Eg. school calendar for the following year.

If the document is in draft form or has not been approved by the board, you may simply respond to the person verbally or in a brief written response either electronically or by other written means. Such requests may not require the agency to comply with the PRA process to the fullest extent of the law.

Records requested to be copied on-site

Public records are open to inspection at all times during the office hours of the state or local agency and every person has a right to inspect any public record, except as provided. Any reasonably portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law.

Sect. 6253(a)

A requester who requests to copy records on site must submit their request in writing as to the records to be copied.

The agency should establish a reasonable date that would allow the requester to come to the site and copy records.

A requester who inspects a disclosable record on the premises of the agency has the right to use the requester's equipment on those premises, **without being charged any fees or costs** to photograph, copy or reproduce the record in a manner that does not require the equipment to make physical contact with the record, unless the means of copy or reproduction would result in;

(A) Damage to the record

(B) Unauthorized access to computer system(s), software, network capable of accessing,

altering, or compromising the agency's electronic records.

The agency may impose any reasonable limits on the use of the requester's equipment that are necessary to protect the safety of the records or prevent the copying of records from being unreasonable burden to the orderly function of the agency and its employees. In addition.....
Sect. 6253 (d), (1) (A), (B), (2).

PRA Request Submitted to Request Records from the Agency

If a member of the public submits in writing a request for record(s) regarding any issue accountable for by the agency, the following should be verified before responding to the request

The request should be in writing or a form used by the school

The request must include the date of the request

Shall include the name(s) of person(s) making such request

Should be specific (as possible) as to records being requested

School Review of Request

The request should be first reviewed by the local agency for a clear understanding as to what information the member of the public is requesting before responding.

If there are questions regarding the request, it is well to address those to the requester before applying the following steps. Clarifying any questions must be done within 10day requirement to respond.

The agency upon a request for copy of records shall within the 10 days of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reason therefore. **Sect. 6253(c)**

Shall include date and time of response and the name of the person providing the response

A "reasonable" date anticipated to complete the process

As used in this paragraph, "unusual circumstances", the time limit prescribed in the law (10 days) may be extended by written notice by the head of the agency or designee to the person making the request and the reasons for the extension and the date on which the information is expected to be dispatched **6253 Sect. (c), (1), (2), (3), (4)**

"Unusual circumstances" means the following, but only to the extent reasonably necessary to the proper processing of the particular request;

The need to search for, collect the requested records from field facilities or other establishments that are separate from the office processing the request.

The need to search for, collect and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.

The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein.

No notice shall specify a date that would result in an extension of more than 14 days. **Sect. 6253(c)**

In the event the local agency requires the services of another agency or agencies to provide necessary documentation to complete the request that may result in a delay to provide documentation to the member of the public, the Director or designee of the local agency should notify the member of the public to inform the member of the public of any delay due to outside agency timeliness to provide documentation.
Sect. 6253 (c), (1), (2), (3), (4).

Fees

Upon request for a copy of records that reasonably describes identifiable records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication.
Sect. 6253 (b)

Agency Obligations

When a member of the public requests to inspect or obtain a public record the agency, in order to assist the member of the public make a focused and effective request that reasonably describes an identifiable record(s) shall do the following to the extent reasonable under the circumstances. **Sect. 6253.1(a), (1), (2), (3)**

- (1) Assist the member of the public to identify records and information that are responsive to the request or to the purpose of the request.
- (2) Describe the information technology and physical location in which the record(s).
- (3) Provide suggestion for overcoming any practical basis for denying access to the record(s) or information sought.

****A state or local agency may not allow another party to control the disclosure of information that is otherwise subject to disclosure pursuant to this chapter. Sect. 6253.3**

The requirements stated in **Sect. 6253.1 (a)** shall be deemed to have been satisfied if the agency is unable to identify the requested information after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record or records. **Sect. 6253.1, Sect. (b). refer to legal counsel**

Unless otherwise prohibited by law, any agency that has information that constitutes an identifiable public record not exempt from disclosure that is in an electronic format shall make that information available in electronic format when requested by any person and when applicable, shall comply with the following; **Sect. 6253.9 (a),(1,2), (b 1, 2), (c), (d), (e), (f), (g)**

Except as provided in Sections 6254.7 and 6254.13 this chapter does require the disclosure of any of the following records; **Sect. 6254, (a), (b), (c), (d), (1), (2), (3), (4)**

The home addresses, home telephone numbers, personal cellular telephone numbers, and birth dates of all employees of a public agency shall not be deemed to be public records and shall not be open to public inspection, except that disclosure of that information may be made as follows:

Sect. 6254.3 (a), (1), (2), (3, 4), (b), (1), (2), (c)

Electronic Records

Unless otherwise prohibited by law, any agency that has information that constitutes an identifiable public record not exempt from disclosure pursuant to this chapter that is an electronic format shall make that information available in an electron format when requested by any person and, when applicable, shall comply with following; **Section 6253.9 (a), (1), (2), (b), (1), (2), (c), (d), (e), (f), (g).**

Exempted Information

Except as provided in Sections 6254.7 and 6254.13, this chapter does not require the disclosure of any of the following records; **Section 6254, (a), (b), (c), refer to legal counsel for other exempt records**

Denial of Records

Except with respect to public records exempt from disclosure by express provisions of law. **Sect 6253 (b)**

The notification of denial of any request for records required by Section 6255 shall set forth the names and titles or positions of each person responsible for the denial. **Sect. B (3) refer to legal counsel**

Reference:

Government Code Title I, General (100-7914 Division 7. Miscellaneous (6000- 7599.2 Chapter 3.5 Inspection of Public Records (6250—6276.48) Article 1 General Provisions (6250-6270.7). Article 1 General Provisions (6250-6270).