



## 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 Meeting of Directors

Tuesday July 26, 2022

**Time: 5:15pm**

**Place via Zoom Teleconference**

### Join Zoom Meeting

<https://us02web.zoom.us/j/85143852391?pwd=bTUxVlpuK3ZkWkNKZnNtTEVuRzdZZz09>

**Meeting ID: 851 4385 2391**

**Passcode: 593644**

### \*\*\*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. For virtual meetings, members of the public are welcome to make comments during the virtual meetings with the Board chair opens the item on the agenda for the public. When the President of the Board recognizes a member of the public for oral comment, such comment will be limited to (3) 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 Briana Sanford 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 Briana Sanford 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 _____

**DISCUSSION/ACTION/RESOLUTION**

**Board findings pursuant to Government Code Section 54953(e)**

The Charter School Board of Directors determines, in accordance with Government Code Section 54953(e)(1)(B), that meeting in person would present imminent risks to the health or safety of attendees. Pursuant to Government Code Section 54953(e)(3), the Board has also reconsidered the circumstances of the State of Emergency declared by the Governor on March 4, 2020, and finds the State of Emergency continues to directly impact the ability of the Directors to meet safely in person and/or that State or local officials continue to impose or recommend measures to promote social distancing.

**RECOMMENDATION/ACTION: UCEN President**

“That the Board of Directors adopts the finding as written and approves to continue to have virtual meetings via Zoom.”

**2. CONSENT AGENDA/ACTION/RECOMMENDATION**

2.1 Adoption of the Agenda & Approval of Minutes

“That the Governing Board approve the consent agenda as presented and that the Governing Board approve the minutes of July 5, 2022”

**3. 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 3 minutes per person on public comments (double that time for individuals utilizing an interpreter).

**4. CLOSED SESSION**

4.1 Public Employment

Title: Interim Executive Director

“Pursuant to Government Code Section 54953, the following will be publicly reported before the Board approves the item. Specifically, pursuant to the proposed employment agreement, the Executive Director would be entitled to fringe benefits and compensation in the amount of \$110,998.00 effective August 1, 2022 through June 30,2023.

**PUBLIC COMMENT PERIOD (Concerning items on the agenda)**

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**5. BUSINESS SERVICES AND PRESENTATIONS**

5.1 Review of 2022/2023

5.2 Review new state mileage reimbursement from .58 per mile to .625 per mile as of July 1, 2022

## 6. ACTION ITEMS

### 6.1 DISCUSSION/RECOMMENDATION/ACTION: Governing Board

#### Renewal of Board Terms & Officer Positions

“That the Board of Directors renew Board Terms and officer positions for 22/23 SY”

### 6.2 DISCUSSION/RECOMMENDATION/ACTION: Administration

#### Discuss and recommend the allocation of 202-2023 Universal Pre-K grant funds

“That the Governing Board approve the recommendation and allocation of the 2022-2023 Universal Pre-K grant of \$30,214.00”

### 6.3 DISCUSSION/RECOMMENDATION/ACTION: Administration

#### Discuss and recommend the allocation of Kitchen infrastructure grant funds.

“That the Governing Board approve the recommendation and allocation of the 2022-2023 Kitchen Infrastructure grant of \$25000.00”

### 6.4 DISCUSSION/RECOMMENDATION/ACTION: Administration

#### Discuss and recommend the allocation of Educator Effectiveness grant funds..

“That the Governing Board approve the recommendation and allocation of the 2022-2023 Educator Effectiveness grant of \$61,603.00”

### 6.5 DISCUSSION/RECOMMENDATION/ACTION: Governing Board

#### Discuss and recommend the allocation of Taylor Farms donation of \$200,000.

“That the Governing Board approve the recommendation and allocation of the 2022-2023 Taylor Farms donation of \$ 200,000.00”

### 6.6 DISCUSSION/RECOMMENDATION/ACTION: Governing Board

#### Discuss, recommend and approve the Employment contract to Natalie Zayas as Executive Director for the 22/23 School Year.

“Pursuant to Government Code Section 54953, the following will be publicly reported that the Governing Board approves the proposed employment agreement, to Natalie Zayas as the Executive Director of Oasis Charter Public School would be entitled to fringe benefits and compensation in the amount of \$110,998 effective August 1, 2022 through June 30,2023.”

## 7. ADMINISTRATION AND STAFF REPORTS

7.1 Enrollment Update: Erika

7.2 Staffing Update: Erika

## 8. BOARD REPORTS

8.1 Board Retreat Saturday August 6th

## 10. NEXT MEETING DATE:

10.1 Next Board Meeting August 30, 2022

## 11. ANNOUNCEMENTS

11.1 Staff returns August 1, 2022

11.2 School starts Tuesday August 9, 2022

**12 ADJOURNMENT**

**unapproved**



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

(\*includes materials furnished to Board Members)

**UCEN Board Meeting of Directors**

Tuesday July 5, 2022

**Time: 9am**

**Place via Zoom Teleconference**

**Join Zoom Meeting**

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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: 9:00

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 _____	Absent <u>  x  </u>
Steve Duran - Treasurer	Yes <u>  x  </u>	Absent _____
Jamie Stracuzzi- Member	Yes <u>  x 9:02am  </u>	Absent _____

**DISCUSSION/ACTION/RESOLUTION**

**Board findings pursuant to Government Code Section 54953(e)**

The Charter School Board of Directors determines, in accordance with Government Code Section 54953(e)(1)(B), that meeting in person would present imminent risks to the health or safety of attendees. Pursuant to Government Code Section 54953(e)(3), the Board has also reconsidered the circumstances of the State of Emergency declared by the Governor on March 4, 2020, and finds the State of Emergency continues to directly impact the ability of the Directors to meet safely in person and/or that State or local officials continue to impose or recommend measures to promote social distancing.

**RECOMMENDATION/ACTION: UCEN President**

“That the Board of Directors adopts the finding as written and approves to continue to have virtual meetings via Zoom.”

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

Jamie arrived at 9:02am

**2. CONSENT AGENDA/ACTION/RECOMMENDATION**

**2.1** Adoption of the Agenda & Approval of Minutes

“That the Governing Board approve the consent agenda as presented and that the Governing Board approve the minutes of May 31, 2022”

Steve motioned to approve 2nd jackie

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 _____

**3. PUBLIC COMMENT PERIOD (Concerning items on the agenda)**

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**NONE**

**4. CLOSED SESSION**

**4.1 Public Employment**

Title: Interim Executive Director

Review and Possible Approval of Fixed Term Employment Agreement for Interim Executive Director

“Pursuant to Government Code Section 54953, the following must be publicly reported before the Board approves the item. Specifically, pursuant to the proposed employment agreement, the Interim Executive Director would earn each of the following amounts of compensation, contract for the Interim Executive Director Fernando Elizondo in the amount of \$140,196.81 effective July 1, 2022 through July 31, 2022. Addition to the contract a monthly stipend not to exceed \$1,772.43 for unused health and welfare benefits. Additional a stipend for mileage to and from work site and other job related responsibilities to be paid at \$0.63 per mile

Report out: unanimously agreed to extend for the month of July

Maria Alvarez arrived 9:14am

**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 3 minutes per person on public comments (double that time for individuals utilizing an interpreter).

**5. BUSINESS SERVICES AND PRESENTATIONS**

**5.1 1st Interim Budget Presentation: ARI/Erika**

**5.2 Medical Benefits: Erika**

Medical increase 16% Vision (no increase) Dental: Change from Humana to Met life with an increase of 1.3%

**5.3 Breakfast/Lunch Service: Erika**

Breakfast \$2.30 Lunch \$3.84

**5.4 CharterSafe: Erika**

Additional insurance of “Deadly Weapons Protection”

**6. ACTION ITEMS**

**6.1 RECOMMENDATION/ACTION: Governing Board**

Interim Executive Director contract for July 1, 2022 to July 31, 2022

Review and Possible Approval of Fixed Term Employment Agreement for Interim Executive Director

“Pursuant to Government Code Section 54953, the following must be publicly reported before the Board approves the item. Specifically, pursuant to the proposed employment agreement, the Interim Executive Director would earn each of the following amounts of compensation, contract for the Interim Executive Director Fernando Elizondo in the amount of \$140,196.81 effective July 1, 2022 through July 31, 2022. Addition to the contract a monthly stipend not to exceed \$1,772.43 for unused health and welfare benefits. Additional a stipend for mileage to and from work site and other job related responsibilities to be paid at \$0.63 per mile.

**motion to approve jackie 2nd steve**

Roll Call of Members Present:

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

**unapproved**

Jamie Stracuzzi- Member

Yes   x  

Absent \_\_\_\_\_

**6.2 RECOMMENDATION/ACTION: Administration**

**Approval of Medical Benefits Stipend for SY 2022-2023**

Medical benefits had an increase of 16% from last year. Current stipend is \$440, Currently only have 2 employees who are utilizing this stipend benefit recommendation to increase at least 16% or more if the board sees fit.

“Recommend that the Board of Directors increase the current medical stipend to account for the increase of medical benefits on dependents with full coverage”

motion to approve increase of 16% to medical benefits 2nd steve

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 _____

**6.3 RECOMMENDATION/ACTION: Administration/ARI**

**Approval of 1st Interim Budget 22/23 SY**

“That the Board of Directors approve the 1st Interim Budget as presented”

motion to approve steve 2nd jackie

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 _____

**6.4 RECOMMENDATION/ACTION: Governing Board**

**Board Policy**

“That the Board of Directors approve the submitted Board Policies and Administrative Regulations as listed below”

Head lice

Motion to table jackie 2nd steve

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 _____

**6.5 RECOMMENDATION/ACTION: Governing Board**

**Renewal of Board Terms & Officer Positions**

“That the Board of Directors renew Board Terms and officer positions for 22/23 SY”

motion to Table jackie 2nd

**6.6 RECOMMENDATION/ACTION: Administration**

**Consultant Contract**

“That the Board of Directors approve Consulting contract for Robert Costa for 2022/2023 SY”



# unapproved

Contract not to exceed \$25,000 and to be paid at the rate of \$105 an hour without prior authorization and Board approval. Services requested by the Oasis Administration and the Board of Directors to assist in drafting procedures, policies and similarly related work. Terms of contract to start July 1, 2022 though June 20, 2023.

**6.7 RECOMMENDATION?ACTION:** Administration

**Classroom Sizes 22/23 SY**

“That the Board of Directors approve the classroom size as presented”

**7. ADMINISTRATION AND STAFF REPORTS**

7.1 Summer School update: Erika

7.2 Enrollment Update: Erika

7.3 Staffing Update: Erika

**8. BOARD REPORTS**

8.1 MCOE Annual Report from June 15th.

**10. NEXT MEETING DATE:**

10.1 Next Board Meeting July 26, 2022

**11. ANNOUNCEMENTS**

11.1 Summer School started 6.20 will go through July 8th

11.2 School closed from July 9th through July 29th.

**12. ADJOURNMENT**

## *Oasis Charter Public School – Summary of Grants/Funding*

### 21/22 Educator Effectiveness (EEF) Block Grant

Funding Description                      \$61,603                      8590-6266

One-time funding provided to county offices of education, school districts, charter schools, and state special schools to provide professional learning for teachers, administrators, paraprofessionals, and classified staff in order to promote educator equity, quality, and effectiveness.

#### Allowable Uses of Funds

A school district, charter school, or state special school shall expend EEF to provide professional learning for teachers, administrators, paraprofessionals who work with pupils, and classified staff that interact with pupils, with a focus on any of the following areas:

1. Coaching and mentoring of staff serving in an instructional setting and beginning teacher or administrator induction, including, but not limited to, coaching and mentoring solutions that address a local need for teachers that can serve all pupil populations with a focus on retaining teachers, and offering structured feedback and coaching systems organized around social-emotional learning, including, but not limited to, promoting teacher self-awareness, self-management, social awareness, relationships, and responsible decision making skills, improving teacher attitudes and beliefs about one's self and others, and supporting learning communities for educators to engage in a meaningful classroom teaching experience.
2. Programs that lead to effective, standards-aligned instruction and improve instruction in literacy across all subject areas, including English language arts, history-social science, science, technology, engineering, mathematics, and computer science.
3. Practices and strategies that reengage pupils and lead to accelerated learning.
4. Strategies to implement social-emotional learning, trauma-informed practices, suicide prevention, access to mental health services, and other approaches that improve pupil well-being.
5. Practices to create a positive school climate, including, but not limited to, restorative justice, training around implicit bias, providing positive behavioral supports, multitiered systems of support, transforming a school site's culture to one that values diverse cultural and ethnic backgrounds, and preventing discrimination, harassment, bullying, and intimidation based on actual or perceived characteristics, including disability, gender, gender identity, gender expression, language, nationality, race or ethnicity, religion, or sexual orientation.
6. Strategies to improve inclusive practices, including, but not limited to, universal design for learning, best practices for early identification, and development of individualized education programs for individuals with exceptional needs.
7. Instruction and education to support implementing effective language acquisition programs for English learners, which may include integrated language development within and across content areas, and building and strengthening capacity to increase bilingual and biliterate proficiency.
8. New professional learning networks for educators not already engaged in an education-related professional learning network to support the requirements of subdivision (c).
9. Instruction, education, and strategies for certificated and classified educators in early childhood education, or childhood development.

## ***Oasis Charter Public School – Summary of Grants/Funding***

Educator Effectiveness continued....

### Timeframe for Spending these Funds: FY 2021-2026

Funds may be expended during the 2021–22, 2022–23, 2023–24, 2024–25 and 2025–26 fiscal years.

#### Annual and Final Expenditure Reports

An annual data and expenditure report will be due each year on or before September 30. A final data and expenditure report will be due on or before September 30, 2026. Any funds not expended by June 30, 2026, must be returned to the California Department of Education.

#### Can funds be used to hire new staff for the purpose of achieving diversity in the workplace?

No. Educator Effectiveness funds shall be used to provide professional learning to "teachers, administrators, paraprofessionals who work with pupils, and classified staff that interact with pupils...." See California *Education Code* Section 41480 (b). However, once hired Educator Effectiveness funds can be used to provide professional learning to the new staff.

#### Can funds be used to pay for credentialing, coursework, and costs associated with receiving additional authorizations (bilingual/supplemental)?

Yes. California *Education Code* Section 41480 allows for funds to be spent on professional learning that leads to effective, standards-aligned instruction. Educator Effectiveness funds can support coursework which would allow existing staff to become credentialed or fully credentialed for their assignment. Licensing, examination, and fingerprinting fees are not allowable uses of the Educator Effectiveness funds.

Questions: Teacher and Leader Policy Office | [EEF2021@cde.ca.gov](mailto:EEF2021@cde.ca.gov) | 916-445-7331

## Schedule of Allocations for the Educator Effectiveness Block Grant

### Fiscal Year 2021-22

Calculations made pursuant to California Education Code Section 41480, added by Section 22 of Assembly Bill 130 and amended by Section 9 of Assembly Bill 167 (Ch. 25 Legend: CALPADS = California Longitudinal Pupil Achievement Data System; CBEDS = California Basic Educational Data System; FTE = Full-time Equivalent; FY = Fiscal

Local Educational Agency Name	Certificated Staff FTE as of October 2020 (CALPADS FAIL 2) A.1	Certificated Staff Count as of October 2020 (CALPADS FAIL 2) A.2	Certificated Staff FTE Not to Exceed (Lesser of A.1 or A.2) A.3	Certificated Staff FTE as of October 2020 (CBEDS) A.4	Sum of Certified FTE and Classified FTE (A.3 + A.4) A.5	FY 2021-22 Educator Effectiveness Allocation [A.5 x \$2,415,798,495] A.6
Oasis Charter Public	17,000	17,000	17,000	8,500	25,500	\$61,603.00

## *Oasis Charter Public School – Summary of Grants/Funding*

### **21/22 Kitchen Infrastructure and Training (KIT) Funds**

Funding Description                      \$25,000                      8520-7028

Kitchen infrastructure and equipment: Each sponsoring LEA may receive up to \$25,000 base allocation. Only LEAs with at least 50 percent of students eligible for free or reduced-price (F/RP) meals are eligible for the remaining balance of these funds, which will be distributed proportionately according to the number of students eligible for F/RP meals. Food service staff training: Each sponsoring LEA may receive up to \$2,000 base allocation. The remaining balance of these funds will be allocated proportionately based on the total number of National School Lunch Program meals served in October 2020.

#### **Purpose of Funds**

Each eligible LEA is awarded a base funding amount of \$25,000. The purpose of the Kitchen Infrastructure and Training (KIT) funds is to increase pupil access to, or improve the quality of, fresh and nutritious school meals. LEAs should consider how these funds can be used to support the implementation of the Universal Meals Program, beginning in School Year 2022–23.

#### **Project Period**

The project period for the KIT funds for LEAs is July 9, 2021, to June 30, 2023.

#### **Allowable Expenditures**

Accordingly, participating eligible LEAs may use equipment funds to purchase, repair, or address infrastructure needs for cooking, service, refrigeration, and storage equipment as well as for purchases, repairs, and infrastructure needs related to transportation of ingredients, meals, and equipment between sites.

#### **Reporting**

As a condition of accepting these funds, LEAs must commit to completing a mandatory expenditure report. This report will include details on how the funds were used to improve the quality of school meals or increase participation. This report will also include information on the food service staff training topics, and number of trainings and attendees. The CDE anticipates that this report will be submitted in the form of an online survey. **This survey will be available by May 2023, and will be due by June 30, 2023.**

#### **Questions and More Information**

If you have any questions regarding KIT funds, this apportionment, or the allocation amounts, please contact the Nutrition Services Division by email at [KITfunds@cde.ca.gov](mailto:KITfunds@cde.ca.gov).

**2021 Kitchen Infrastructure and Training Funds Web Posting List**

Resource Codes: 7028 Kitchen Infrastructure, 7029 Training

California Department of Education  
Nutrition Services Division

4/6/2022

County Code	District Code	County	Local Educational Agency Name	Charter Number	Service Location	Program Cost Account	Fiscal Year	RS 7029 Training	RS 7028 Equipment/ Infrastructure	Total Funding
27	10272	Monterey	Oasis Charter Public School	412	C0412	25590	2021	\$ -	\$ 25,000.00	\$ 25,000.00

## *Oasis Charter Public School – Summary of Grants/Funding*

### 21/22 Universal Pre-K (UPK) Planning & Implementation Grant

Funding Description                      \$30,344    8590-6053

The Universal Prekindergarten (UPK) program provides a minimum base grant for each county office of education of fifteen thousand (\$15,000) dollars for each local educational agency (LEA) in their county that operates kindergarten programs to support countywide planning and capacity building. Grant funds may pay for costs associated with creating or expanding California state **preschool** (Pre-K) programs or **transitional kindergarten** (TK) programs, or to establish or strengthen partnerships with other providers of prekindergarten education within the LEA including Head Start programs.

**Allowable costs** include, but are not necessarily limited to, planning costs, hiring and recruitment costs, staff training and professional development, classroom materials, and supplies. Funds must be utilized in a manner consistent with this letter and with statute which requires each COE receiving these funds to develop a plan. The plan shall address how the COE will provide support and build capacity across LEAs in the county to implement UPK. **The plan will describe how all children in their county will have access to full-day learning programs the year before kindergarten that meet the needs of parents, including through partnerships with the LEA's expanded learning offerings, the After School Education and Safety Program, CSPP, Head Start programs, and other community-based early learning programs. COEs must submit this plan for consideration by their governing board or body at a public meeting on or before June 30, 2022 (or as soon as possible, per CDE).**

To support the development of the plan, the CDE has created an optional template for COEs to use as a guide to develop their plans. The template includes recommended questions for COE consideration and required planning questions to support COEs in developing plans that address how they will support LEAs in their county to plan and implement UPK in a way that meets community and family needs. The template is available for download on the CDE website link at <https://www.cde.ca.gov/ci/gs/em/documents/upkcoetemplate.docx>.

In addition, CDE requires that each school provide program data to the CDE at the CDE's request, including, but not limited to, recipient information, and participation in overall program evaluation. Some of the data COEs will be required to submit is outlined in the planning template. Additional requests for data, including expenditure data, will be outlined in a future communication from CDE.

For questions regarding programmatic requirements, use of funds, and expenditure reporting, please contact the UPK Planning & Implementation grant team via email at [UPKPlanningGrant@cde.ca.gov](mailto:UPKPlanningGrant@cde.ca.gov).

