Oasis Charter Public School

1135 Westridge Parkway, Salinas, CA 93907

T: (831) 424-9003 F: (831) 424-9005

Agenda for Under Construction Education Network

(*includes materials furnished to Board Members)

UCEN Board Meeting of Directors

Tuesday Oct 25, 2022

Time: 5:15pm
Place:
Oasis Charter School
1135 Westridge Parkway
Salinas, CA 93907
Office Board Table
Or
via Zoom/hybrid Teleconference

Join Zoom Meeting

https://zoom.us/j/95951088531?pwd=YitJbHdiVW9TSkd3ZDNCTINzTnJJZz09

Meeting ID: 959 5108 8531
Passcode: AVXZ71
+16699009128,,95951088531#,,,,*440320# US (San Jose)

***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 Under Construction Educational Network (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 when 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 Dr. Natalie Zayas 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 *

INFORMACIÓN PARA EL PÚBLICO: 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 tomar 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 Dr Natalia Zayas 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 para satisfacer sus necesidades. (Código Governmental § 54954.2; Americanos con Discapacidades de 1990, § 202 (42 U.S.C. § 12132))

1.0 REGULAR AGENDA

1.1 Call Meeting to Order: President

2.0 ROLL CALL OF GOVERNING BOARD

Jacqueline Vasquez-President:    Yes ___ Absent ___
Margie Wiebusch-Vice President: Yes ___ Absent ___
Maria Alvarez - Member:         Yes ___ Absent ___
3.0 PLEDGE OF ALLEGIANCE

4.0 DISCUSSION/ACTION/RESOLUTION

1.2 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.”

5.0 ADOPTION AGENDA

That the Governing Board approve the agenda as presented.

6.0 APPROVAL OF THE MINUTES, motion and vote

That the Governing Board approve the minutes of the Regular Meeting September 27, 2022.

7.0 BOARD OF TRUSTEE COMMENTS

Board Members wishing to address agenda items and/or other items may do so at this time.

8.0 PUBLIC COMMENT

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).

9.0 Closed Session

9.1 None
10.0 Reconvene on Open Public Session

11.0 Acknowledgements

11.1 Teacher Presentation: Teacher Julie, Physical Education program

12.0 CONSENT CALENDAR

Board members may withdraw an item(s) for further discussion from the consent calendar after a motion and second has been made.

12.1 RECOMMENDATION/ACTION: Executive Director Dr. Natalie Zayas

That the Governing Board approve the Free and Reduced-Price Meals Policy Section III Business; Article XX.

12.2 RECOMMENDATION/ACTION: Executive Director Dr. Natalie Zayas

That the Governing Board approve the board policy on Leaves and Personal Time off (PTO), Section IV: Personnel Services, Article XII

13.0 DISCUSSION/RECOMMENDATION/ACTION: Governing Board

13.1 DISCUSSION/RECOMMENDATION/ACTION: Executive Director, Dr. Natalie Zayas

That the Governing Board review, with possible action, landscaping, building, and playground improvements.

13.2 RECOMMENDATION/ACTION: Executive Director, Dr. Natalie Zayas

That the Governing Board discuss and receive update on student enrollment and balancing classes

13.3 RECOMMENDATION/ACTION: Executive Director, Dr. Natalie Zayas

That the governing Board review with possible action on committees’ recommendation on the Kitchen Infrastructure Grant

13.4 RECOMMENDATION/ACTION: Committee Chair, Jackie Vasquez

That the governing Board review with possible action on the committees’ recommendation on the Taylor Funds Donation.
13.5 RECOMMENDATION/ACTION: Executive Director, Dr. Natalie Zayas

That the Governing Board review with possible action the committees’ recommendation on the ELO-P grant.

13.6 RECOMMENDATION/ACTION: Executive Director, Dr. Natalie Zayas & Instructional Coordinator, Katelyn Gaines

That the Governing Board discuss and approve two job descriptions, Literacy Intervention teacher and math intervention teacher funded from a new state grant The Learning Recovery Emergency Block Grant.

13.7 RECOMMENDATION/ACTION: Executive Director, Dr. Natalie Zayas and Steve Duran, Board Treasurer

That the Governing Board review the 2022-2023 Budget

13.8: RECOMMENDATION/ACTION: Executive Director, Dr. Natalie Zayas

That the Governing Board review and accept the Williams October report.

14.0 STAFF REPORTS


An update on school-wide activities undertaken by the Curriculum Coordinator

14.2 Receive Oral Report from Oasis Charter School Executive Director Dr Natalie Zayas

An update on school-wide activities undertaken by the Executive Director

15.0 FUTURE AGENDA ITEMS

16.0 NEXT MEETING DATE

16.1 Next Board Meeting on Tuesday November 30, 2022 at 5:15 PM

17.0 ADJOURNMENT
Oasis Charter School
Board Agenda Supplemental Information
To be submitted to the Executive Director

TITLE OF AGENDA ITEM: 13.1 That the Governing Board will review, with possible action, an update on landscaping, building, and playground improvements.

BOARD MEETING DATE: October 25, 2022

BOARD AGENDA ITEM INFORMATION
- Board Member and Treasurer, Steve Duran and Executive Director, Dr. Natalie Zayas, created a list to improve landscaping, the playground, and the buildings.
- Executive Director, Dr. Natalie Zayas, worked with the landlord for approval for updates and received it.
- The Executive Director is in the process of obtaining estimates on costs. To date, three contractors and one safety gate installer have visited Oasis.
- Fiscal impacts
  - Budget currently $10,000 for building repairs
- Compliance and Safety items
- Two estimates for the building have been received.
- One security gate company came to give Oasis a quote, no estimate received.

Updates:
Landscaping:
- Landscaping: Water pipe is not broken, landlord is working to have it turned back on. Landlord approves astro turf. Landscaper to develop an estimate.

Playground:
- Playground: estimates will begin after surveys are sent to staff, students, and families. Work to be done over the summer.
- Will begin gathering estimates in spring

Building:
1. Installation of 1 door in the upper grade building
2. Installation of 2 doors for kindergarten room
3. Installation of safety door in upper grade, Sea Turtle room
4. Replace hardware for toilets in lower grade boys restroom
5. Replace a door lock for children's safety
6. Safety gates: install hardware so all can lock (waiting for estimate)

Recommendation:
That the Governing Board approve up to $8,000 for bullet points, 1-5, under "Building."

Administration Recommendation: Approve_X Compliance/Safety concerns________ Information____X____

Person submitting item: Dr. Natalie Zayas, Executive Director
Agenda for Under Construction Educational Network Inc. (UCEN) Governing Board

(*includes materials furnished to Board Members)

UCEN Board Meeting of Directors

Tuesday Sept 27, 2022

Time: 5:15pm
Place: via Zoom/hybrid Teleconference

Join Zoom Meeting

https://zoom.us/j/97383648657?pwd=Q2NnaFlVIYmL09Iclp1R2Y4RWc5QT09

Meeting ID: 973 8364 8657
Passcode: 8ZxsLg

One tap mobile
+16699009128, 97383648657#, *658718# US (San Jose)

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1.0 REGULAR AGENDA

1.1 Call Meeting to Order - President

5:20pm

2.0 ROLL CALL OF GOVERNING BOARD

Jacqueline Vasquez-President: Yes X Absent

Margie Wiebusch-Vice President: Yes X Absent

Maria Alvarez - Member: Yes Absent

Steve Duran - Treasurer: Yes X Absent

Jamie Stracuzzi - Member: Yes Absent

Maria Alvarez Arrived Late: 5:45 pm

Jamie Stracuzzi Arrived Late: 5:46 pm

3.0 PLEDGE OF ALLEGIANCE

4.0 DISCUSSION/ACTION/RESOLUTION

1.2 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.”

Making and second on motion:

Jackie Vasquez__ Margie Wiebusch_X__ Jamie Stracuzzi___ Steve Duran_2ND__

Maria Alvarez__

Vote on motion: _3___ yea_s _0__no

PASSED

5.0 ADOPTION AGENDA

6.0 APPROVAL OF THE MINUTES

“That the Governing Board approve the agenda as presented and the Governing Board approve the minutes of the Regular Meeting: August 30, 2022.

Making and second on motion:

Jackie Vasquez__ Margie Wiebusch_2nd__ Jamie Stracuzzi___ Steve Duran_X__ Maria Alvarez__

Vote on motion: _3___ yea_s _0__no

PASSED

7.0 BOARD OF TRUSTEE COMMENTS
Board Members wishing to address agenda items, and/or other items may do so at this time.

President Jackie Vasquez thanked Natalie and Fernando for making the agenda look organized and with good flow.

8.0 PUBLIC COMMENT
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).

No Public Comments submitted nor presented.

President Jackie Vasquez commended Administration, staff and faculty attending Board Meetings. Very Grateful.

9.0 RECESS TO CLOSED SESSION
The public may comment on closed session items prior to the Board’s recess to Closed Session

9.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Elementary Teacher

9.2 PUBLIC EMPLOYMENT
Title: Operations Manager/Office Manager

10.0 Reconvene on Open Public Session Agenda Items

11.0 Report action taken in closed session

12.0 Acknowledgements

12.0 Teacher Presentation Teacher Ms. O'Connor 6th grade teacher

Board Members Maria, Margie and Jackie thanked Ms. O’Connor for engagement of the students in different hands-on projects. Love seeing what the Students are learning.

13.0 CONSENT CALENDAR

Board members may withdraw an item(s) for further discussion from the consent calendar after a motion and second has been made.

13.1 RECOMMENDATION/ACTION: Executive Director Dr. Natalie Zayas

That the Governing Board approve the request for $1800.00 for the OCC parent group.

13.2 RECOMMENDATION/ACTION: Administration

That the Governing Board take action to provide the Executive Director with a district credit card

13.3 RECOMMENDATION/ACTION: Administration

That the Governing Board take action to add the Executive Director to the bank for the Oasis accounts.

13.4 RECOMMENDATION/ACTION: Administration

That the Governing Board take action on the Comprehensive Safety Plan

13.5 RECOMMENDATION/ACTION: Administration
That the Governing Board take action on the Remote Work Policy

13.6 RECOMMENDATION/ACTION: Administration

That the Governing Board take action on the Wellness Program Policy, Section V, Article XVIII.

13.7 RECOMMENDATION/ACTION: Administration

That the Governing Board take action on the School Food Safety Program, Section III, Article XIX

Making and second on motion:

Jackie Vasquez x Margie Wiebusch ___ Jamie Stracuzzi ___ Steve Duran 2ND ___

Maria Alvarez ___

Vote on motion: ___5___ yea s ___0___ no

PASSED

14.0 DISCUSSION/RECOMMENDATION/ACTION: Governing Board

14.1 DISCUSSION/RECOMMENDATION/ACTION: Executive Director, Dr. Natalie Zayas

That the governing board will place on the certificated salary schedule the counselor position at an annual salary of Column F level 2 of $58,867.50 which will incorporate additional counseling and social emotional counseling strategies.

Discussion:

Margie Wiebusch asked what was the Counselors Work Schedule 12 months or less.

Natalie Zayas mentioned that she would be the same as a certificated teachers work schedule.

Making and second on motion:

Jackie Vasquez _2nd___ Margie Wiebusch ___ Jamie Stracuzzi ___ Steve Duran X ___

Maria Alvarez ___
Vote on motion: _5__ yeas __0__no

PASSED

14.2 RECOMMENDATION/ACTION: Executive Director, Dr. Natalie Zayas

That the Governing Board review and accept the recommendations of the committee composed of a Board member, teacher, parent and Executive Director to not participate in the 2022-2023 Universal Pre-K program.

Discussion:

President Jackie Vasquez commented that the School is going through many changes right now and feels not ready to add on the Pre-K program. Process in being in compliance, want to raise ADA and not feel prepared plus limited campus too.

Steve Duran wants to see an enrollment increase for other grade levels before adding Pre-K. Recommended revisiting this in Spring and want to definitely have this next year.

Margie says Kinder needs to start to increase enrollment and right now, the foundation would be Kinder, build on it and reinforce and have a stronger program.

Making and second on motion:

Jackie Vasquez X Margie Wiebusch Jamie Stracuzzi Steve Duran 2ND

Maria Alvarez

Vote on motion: _5__ yeas __0__no

PASSED

14.3 RECOMMENDATION/ACTION: Executive Director, Dr. Natalie Zayas

That the Governing Board discuss an updated school enrollment and class size caps with possible action

NO ACTION TAKEN

14.4 RECOMMENDATION/ACTION: Executive Director, Dr. Natalie Zayas
That the Governing Board report on the committee's progress on the Taylor program funds.

President Jackie Vasquez presented the decision to use the money for intervention. Possibly having an Intervention Specialist to help these kids that need it. Use funds for Outreach programs that will help students and give them a different setting, to really focus on what Oasis is all about. (Girls Inc, 4H, Boys and Girls Club etc.)

Natalie-Math and English Intervention was going to be focused.

Steve wants to bring back 6th Grade Science Camp and other programs that were shut down during COVID.

NO ACTION TAKEN

14.5 RECOMMENDATION/ACTION: Executive Director, Dr. Natalie Zayas

That the Governing Board discuss with possible action on a teacher substitute plan.

DISCUSSION-Recommendation to increase substitute teacher rate, look outside for substitute, then lastly use in-house subs when outsourced all resources.

Create Budget code for Substitute pay

TENTATIVELY INCREASING Sub Rate @ $180 after 21st day $240 to be discussed and maybe adjusted at next Board Meeting with Agenda item of Budget and once able to look at the Accounting Numbers and long term liability of this decision.

Making and second on motion:

Jackie Vasquez_X_ Margie Wiebusch__ Jamie Stracuzzi___ Steve Duran_2ND_

Maria Alvarez_

Vote on motion: _5__ yeas _0__ no

PASSED

14.6 RECOMMENDATION/ACTION: Executive Director, Dr. Natalie Zayas

The the Governing Board discuss with possible action the Visitor Policy, Section III, Article V: Campus Visitors and the COVID-19 Mitigation Plan Section III, Article VI

Discussion: Go back to Old Pre-COVID Visitor Policy with Mask Recommended. Board can change policy if there is a surge and no illness symptoms allowed on campus.

Making and second on motion:
15.0 STAFF REPORTS

15.1 Receive Oral Report from Oasis Charter School Curriculum Coordinator Katelyn Gaines

An update on school-wide activities undertaken by the Curriculum Coordinator

Scholastic Book Fair Oct 24-28th
AVID Literacy Night in late October
Enrichment
Harvest Feast in November
Empathy Activities in classes

15.2 Receive Oral Report from Oasis Charter School Executive Director Dr Natalie Zayas

An update on school-wide activities undertaken by the Executive Director

Friday Transmittal-Good Feedback
Renovation of the Main Office-Welcoming!
Sick Day for students -Coming Soon
Steve Duran Visited Campus- Recommendations for some improvements.

16.0 FUTURE AGENDA ITEMS

Assembly to encourage to go back to normalcy-show your face
MC Health Dept

17.0 NEXT MEETING DATE
12.1 Next Board Meeting on Tuesday October 25, 2022 at 5:15 PM

18.0 ANNOUNCEMENTS

Back to School Event?

19.0 ADJOURNMENT

Meeting Adjourned at 6:46 pm
Policy Adopted:

Section III  Business
Article XX  Free and Reduced-Price Meals

UCEN Board/Oasis Charter Public School recognizes that adequate nutrition is important to a child's health and wellbeing and to the learning of every child. It is understood that some families may not be able to provide breakfast and lunch for their children. Oasis Charter Public School shall provide meals to families through the free and reduced-price meals program to those families who qualify in accordance with the law.

The school shall provide information regarding the Free and Reduced-Price Meals at the start of each year and to any family who enrolls in the school after the school year begins. Foodservice staff will also receive information so they are kept informed as to process and responsibilities.

Eligibility Application Process
In order for families to qualify for the Free and Reduced-Meals the parent/guardian must complete the appropriate application that can be obtained in the school's main office or download from the schools' website at oasischarterschool.org. Families are encouraged to complete the application by the first week of school.

Dietary Needs
Any student with food allergies must complete a Dietary Needs form accompanied by a physicians note. The form can be obtained in the school school's main office.

Verification of Eligibility
The parent/guardian will be notified as soon as possible if they meet the criteria established by law. Any questions regarding the application or process, the parent/guardian should contact the school office for assistance.

In accordance with California Education Code 49557.5, students will not be denied meals for any reason whether they qualify for free and reduced-meals or not.
Free and Reduced Lunch Program (cont.)

Information regarding the Free and Reduced-Meals will be made available in languages other than English. Persons with disabilities or who require alternative means of getting information should contact the school main office.

The school shall comply with all state and federal nondiscrimination laws as they apply to the school's free and reduced meal and milk program. Students shall not be denied the benefits of this service because of race, color, national origin, gender, sex, sexual orientation, disability or any other basis prohibited by law.

Confidentiality
All information provided on the application shall be considered confidential unless otherwise required by law and kept in a secure file location in the main office. The school will make every effort to protect the identity of students who receive free or reduced-price meals. Students participating in the program will not receive any tokens, special tickets, special serving lines, separate entrances or by any other such means.

Records
As part of the state mandated reporting data collection systems information regarding student participation in the free or reduced-price meals program may be used for purposes of disaggregation of academic achievement data. No records or information regarding individual student's participation in the free or reduced-price program shall be publicly released unless otherwise specified by law. It is the responsibility of the Executive Director or designee to ensure confidentiality of records in accordance with law.
Adopted Policy

Section IV Personnel Services
Article XII Leaves and Personal Time Off (PTO)

Leaves - General
The UCEN Board recognizes that employees may be entitled to paid sick leave benefits in accordance with the Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA). The UCEN Board also recognizes that as of January 1, 2021 that both laws require the Oasis Charter Public School (OCPS) to permit each eligible employee to take up to (12) workweeks, or (26) twenty six workweeks as allowed in FMLA and/or CFRA leave in any (12) twelve month period as defined in the legislation.

Employees who work in California on or after July 1, 2015 and work for 30 or more days within a year are entitled to paid sick leave. The sick leave days for Part-time and temporary employees may be used beginning on the 90th day of their employment.

All employees who are contracted for a minimum of .75FTE (Full Time Equivalent) to 1.0FTE shall receive 5 days of sick leave at the beginning of each year commensurate with their first day of paid service and whose contract is based on a full time work year.

Paid Sick Leave
Paid sick leave may be used for an employee's own illness or time off to care for family or dependents, which include children, parents, spouse, registered or domestic partner, grandparents, grandchildren, siblings and those related to the employee by blood or affinity equivalent. Sick leave may also be used when an employee needs to manage matters surrounding domestic violence, sexual assault, stalking or when their worksite or their child's school or daycare closes due to public emergencies.

The employee should notify administration/human resources for additional information.
Leaves (cont.)

Unpaid Leave
The UCEN Board understands that under certain situations that may arise where an employee may need to temporarily leave their job. Under these certain circumstances the Board may grant leaves of absence to employees. Such requests shall include the expected duration of time the employee may need. The employee should consult with the Executive Director or designee to assess the type of request and the requirements of the employee if such a leave is granted or denied. Unpaid leaves of absence will be granted or denied in the sole and absolute discretion of the Principal.

Personal Time Off (PTO)
Eligible full-time employees shall receive 5 days of PTO beginning of an academic school year. Employees who work less than 40 hours per week do not receive PTO. PTO may be applied to particular leaves of absence. The employee should consult with the Executive Director or designee to assess the request and requirements to determine whether PTO time qualifies.

Types of Leaves
Leaves of absence that may or may be granted as paid or unpaid leaves of absences should consult with the Executive Director or designee to assess the type of leave being requested and determine the circumstances and requirements of granting the leave.

Pregnancy Leave
Industrial Accident or Illness
Military Leave
Drug and Rehabilitation Leave
Funeral/Bereavement Leave
Personal Leave of Absence
Medical Leave of Absence
Attending to Child’s Discipline Conference
Attending Child’s School Activities
Adult Literacy Programs
Serve as Election Official
Voting
Jury and Witness Duty
Victim of Domestic Violence
Victim of Crime
Civil Air Patrol
Bone Marrow and Organ Donor
Volunteer Firefighters
Reserve Peace Officer
Emergency Rescue Personnel
Leaves (cont.)
The specifics of all leave requests shall be shared with employees and the details of such leaves shall be outlined in the Employee Handbook. Any questions or concerns raised about leave requests shall first be addressed to the Executive Director or designee.
Oasis Charter School
Board Agenda Supplemental Information
To be submitted to the Executive Director

TITLE OF AGENDA ITEM: 13.1 That the Governing Board will review, with possible action, an update on landscaping, building, and playground improvements.

BOARD MEETING DATE: October 25, 2022

BOARD AGENDA ITEM INFORMATION
- Board Member and Treasurer, Steve Duran and Executive Director, Dr. Natalie Zayas, created a list to improve landscaping, the playground, and the buildings.
- Executive Director, Dr. Natalie Zayas, worked with the landlord for approval for updates and received it.
- The Executive Director is in the process of obtaining estimates on costs. To date, three contractors and one safety gate installer have visited Oasis.
- Fiscal impacts
  - Budget currently $10,000 for building repairs
- Compliance and Safety items
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- Landscaping: Water pipe is not broken, landlord is working to have it turned back on. Landlord approves astro turf. Landscaper to develop an estimate.

Playground:
- Playground: estimates will begin after surveys are sent to staff, students, and families. Work to be done over the summer.
- Will begin gathering estimates in spring

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1. Installation of 1 door in the upper grade building
2. Installation of 2 doors for kindergarten room
3. Installation of safety door in upper grade, Sea Turtle room
4. Replace hardware for toilets in lower grade boys restroom
5. Replace a door lock for children’s safety
6. Safety gates: install hardware so all can lock (waiting for estimate)

Recommendation:
That the Governing Board approve up to $8,000 for bullet points, 1-5, under “Building.”

Administration Recommendation: Approve X Compliance/Safety concerns_______ Information____X____

Person submitting item: Dr. Natalie Zayas, Executive Director
Oasis Charter School
Board Agenda Supplemental Information
To be submitted to the Executive Director

TITLE OF AGENDA ITEM: 13.3 Kitchen Infrastructure Grant

BOARD MEETING DATE: October 25, 2022

INFORMATION:

- Currently this grant has $23,511.84
- This grant is to be used for kitchen equipment and supplies
- The grant is used for training for kitchen staff
- Currently $300 has been used for training our Food Services Coordinator

Recommendation

- Industrial refrigerator $3000.00.
- Kitchen supplies, dishes, utensils, towels, food containers, serving trays, bowls, etc.
- $1200.00
- Two microwaves: $250.00
- Coffee Pot $100
- Air Fryer: $100
- Two slow cookers: $200
- Removal of one kitchen cabinet to make room for industrial refrigerator: $800
- The committee will continue to meet to assess other needs.

Total: 5,650.00

Balance: $17,861.84

AGENDA ITEM INFORMATION
Administration Recommendation: Approve X
Person submitting item
Dr. Natalie Zayas
Executive Director, Oasis Charter Public School
Oasis Charter School
Board Agenda Supplemental Information
To be submitted to the Executive Director

TITLE OF AGENDA ITEM: 13.4 Taylor Funds Committee Report

BOARD MEETING DATE: October 25, 2022

BOARD AGENDA ITEM INFORMATION

- Amount of funding: $200,000
- The Taylor Funds Committee is still researching specialty class options. We will report back at the November Committee meeting on our recommendations.
- The committee discussed staff retention, burnout, morale, rising costs due to inflation, and the lack of COVID bonuses last year.
- Schools received extra funding due to COVID. The majority of schools gave staff bonuses to acknowledge the difficulty in teaching through COVID. Oasis did not.
- Due to COVID, staff are now handling many big behaviors. These along with the above mentioned concerns in teaching has led the Taylor Funds Committee to the following recommendation.
- Consultation with legal staff has been completed by the Executive Director. Legal advised to issue a bonus to all staff and pay through accounting (ARI). Legal stated they have helped numerous schools with bonuses last year and were happy to hear Oasis was considering a one-time bonus.

RECOMMENDATION:

- That the governing board approval a one-time bonus to all staff of $1000.00
- ARI will process the bonus so individual withholdings are processed correctly.
- There are 27 staff members
- Executive Director, Dr. Natalie Zayas, has asked to be excluded from this bonus.
- Total of bonuses $27,000

BALANCE: $173,000.00

Administration Recommendation: Approve ___ X _____ Information_______

Person submitting item: Dr. Natalie Zayas, Executive Director
Oasis Charter School
Board Agenda Supplemental Information
To be submitted to the Executive Director

TITLE OF AGENDA ITEM: 13.5 ELO-P Grant Committee, Expanded Learning Opportunities Program

BOARD MEETING DATE: October 25, 2022

INFORMATION:

- The ELO-P Committee has decided that the highest need for this grant has been staffing for the afterschool program.
- **Amount of grant:** $90,484.00
- Amount spent on staffing the afterschool program projected through the end of 21-22 SY: $80,000
- Current staffing and additional staff use the largest portion of the 21-22 grant.
- More funds will be received in June 2023
- The committee will meet again in February, 2023, to recommend to the Board funding needs. Based on summer school and staffing for 22/23 SY for the LAS Program.
- In June 2023, the state will release $233,547 in funding to Oasis under this grant. The committee will meet in the spring to discuss staffing for the 22/23 LAS program and summer school.

RECOMMENDATION:

- For this year, current staffing and additional staffing use this grant.
- Current staffing 1 LAS Coordinator, 6 instructional assistants, partial pay from this grant
- Purchasing curriculum for the afterschool program.
- We ask that the board approve up to $1000 for LAS Curriculum.

Administration Recommendation: Approve X Information ___

Person submitting item: Natalie Zayas
Oasis Charter School
Board Agenda Supplemental Information
To be submitted to the Executive Director

TITLE OF AGENDA ITEM: 13.6 Literacy and Math Intervention Teachers

BOARD MEETING DATE: October 25, 2022

ITEM INFORMATION:

- Oasis has received a Learning Recovery Emergency Block Grant of $272,602.
- This is a one-time grant.
- The Taylor Committee started with wanting to fund two intervention teachers. When this grant was awarded, the Taylor Committee asked to move the teaching positions to this grant. This grant would fund two (2) additional intervention teachers for two (1.5) years (22/23 and 23/24). With salary and benefits.
- Intervention is currently 30 minutes long
- Curriculum - Katelyn will report out

RECOMMENDATION:

- One literacy intervention teacher. This allows us to have 2 literacy intervention teachers to split grade level bands.
- One math intervention teacher position. We currently do not offer math intervention
- Prefer credentialed teachers
- Candidates can have 10 upper division courses in English or Math to qualify
- Job descriptions follow
- These two positions with benefits will use this grant in 1.5 years to a $0 balance.

Administration Recommendation: Approve X ______ Information _______

Person submitting item: Natalie Zayas
Literacy Intervention Teacher

Job Description

JOB TITLE: Literacy Intervention Teacher
EXEMPT: Yes

REPORTS TO: Executive Director
APPROVED BY: Natalie Zayas

DATE: September 2022
STATUS: Fulltime, 10-month contract with funding through 2024, extension possible with funding.
SALARY: based on experience & qualifications

All Positions are “At-Will” as per the Charter Petition

SUMMARY
Purpose Statement
The job of the Literacy Intervention Teacher is to provide instruction to K-6 students, as well as to provide strategies for teaching and supporting students in the literacy skills needed to learn to write, read, and comprehend.

DUTIES & RESPONSIBILITIES

Essential Functions

• Collaborate in the coordination and facilitation of the school’s literacy intervention services and programs.

• Collaborate with teachers individually to identify the literacy needs of students, to set learning goals and targets, and to problem solve with teachers to develop best practices for continuous academic growth of students in literacy, including but not limited to writing.

• Assists teachers with the collection of data, analysis of data results and supporting the sharing of findings with all staff.

• Review student achievement and assist with placing students in appropriate reading and writing intervention and support services and instruction.
• Assists the school’s leadership team in monitoring the implementation of actions and strategies included in Local Control Accountability Plan (LCAP) for the purpose of assisting the school in meeting the identified goals for all students as well as for the identified sub-groups.

• Teach daily and regularly targeted literacy and writing intervention to small groups of students daily in a push-in and/or pull-out model using research-based strategies and resources, including all school adopted programs and strategies.

• Assist students in using software and adopted curriculum, programs and materials related to literacy and writing.

• Regularly meet with classroom teachers and Instructional Coordinator to plan literacy instruction that correlates with the individual student’s needs or as requested by administration and/or classroom teachers.

• Attend professional development to enhance knowledge of pedagogy and content, especially literacy and writing.

• Maintain and submit accurate and up-to-date management records of all literacy intervention students’ progress.

• Perform other duties and responsibilities related to literacy and writing as assigned by administration.

• Provides model literacy lessons for teachers for the purpose of identifying effective instructional practices and meeting the identified school-wide literacy goals and objectives.

• Works closely with the Executive Director, Instructional Coordinator, and Education Specialist in planning, implementing, and assessing reform efforts at the school for the purpose of creating a learning environment that supports academic achievement for all students.

Other Functions

• Daily attendance and punctuality are required for the purpose of ensuring the goals of the work unit can be met.

• Attends all staff meetings as well as other meetings as needed.
• Support the Executive Director and administration in completing reports.
• Provide all information requested by the school administration, as well as, by the UCEN Board.
• Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS required to perform job duties: multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE required to perform job duties: basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies. Knowledge of child growth and development and knowledge of current effective teaching practices and the principles of data-driven decision-making and standards-based education.

ABILITY required to perform job duties: schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability to work with a diverse group of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data, requires independent interpretation of guidelines and problem solving. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience.
Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job’s functions. There is some opportunity to affect the organization’s services.

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:
- Valid and Current California Teaching Credential issued by CTC or BA/BS with 10 upper division units in English
- Three to five years of teaching experience
- California Driver’s License
- Satisfactory Driving Record
- Current First Aid and CPR Certificate
- Criminal Justice Fingerprint/Background and TB Clearance

Preferred:
- Constructivist and Progressive Education Experience in a Multicultural Setting
- California Multiple Subject Teaching Credential
- Master’s Degree
- Bilingual/Bi-literate (English and Spanish)
- Elementary Teaching Experience

OTHER SKILLS, ABILITIES, KNOWLEDGE REQUIRED:
- Prepare material, programs and cost analysis.
• Compile and maintain records and reports.
• Document procedures used
• Strong time and personal management skills, with the ability to set priorities and delegate responsibilities.
• Open to new and innovative opportunities
• Work in a dynamic team environment
• Exhibit an understanding of child development according to Constructivist and Progressive and Culturally Relevant pedagogy.
• Meet each child with reverence and without prejudice.
• Maintain respectful and thoroughly professional working relationships with students, parents, colleagues, and communities.
• Participate in mediation if difficulties arise.
• Possess a clear understanding of the need for confidentiality.
• Define problems and seek workable solutions.
• Apply principles of logical thinking to localized tasks and projects.
• Spot inconsistencies and suggest appropriate courses of action.

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 enhanced 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.

• 100% of the time spent performing job duties is spent indoors, within a standard office or classroom environment.

• Approximately 30% of the time is spent on the computer.

• Approximately 70% of time is spent teaching students

• 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

________________________
Employee Signature for Acceptance/Date

________________________
Employee Name Printed

________________________
Executive Director Signature/Date
Math Intervention Teacher

Job Description

JOB TITLE: Math Intervention Teacher
EXEMPT: Yes

REPORTS TO: Executive Director
APPROVED BY: Natalie Zayas

DATE: September 2022
STATUS: Fulltime, 10-month contract funding through 2024, extension possible with funding.
SALARY: Based on experience & qualifications

All Positions are “At-Will” as per the Charter Petition

SUMMARY

Purpose Statement

The job of the Math Intervention Teacher is to provide instruction to K-6 students, as well as, to provide strategies for teaching and supporting students in the math skills needed based on the child's math level and by grade level.

DUTIES & RESPONSIBILITIES

Essential Functions

- Collaborate in the coordination and facilitation of the school's math intervention services and programs.
- Collaborate with teachers individually to identify the math needs of students, to set learning goals and targets, and to problem solve with teachers to develop best practices for continuous academic growth of students in math quantitative skills.
- Assists teachers with the collection of data, analysis of data results and supporting the sharing of findings with all staff.
- Review student achievement and assist with placing students in appropriate math intervention and support services and instruction.
- Teach daily and regularly targeted math intervention to small groups of students daily in a push-in and/or pull-out model using research-based strategies and resources, including all school adopted programs and strategies.
• Assist students in using software and the adopted curriculum, programs and materials related to math.

• Regularly meet with classroom teachers and Instructional Coordinator to plan math instruction that correlates with the individual student’s needs or as requested by administration and/or classroom teachers.

• Attend professional development to enhance knowledge of pedagogy and content, especially in math.

• Maintain and submit accurate and up-to-date management records of all math intervention students’ progress.

• Perform other duties and responsibilities related to math as assigned by administration.

• Provides model math lessons for teachers for the purpose of identifying effective instructional practices and meeting the identified school-wide math goals and objectives.

• Works closely with the Executive Director, Instructional Coordinator, and Education Specialist in planning, implementing, and assessing reform efforts at the school for the purpose of creating a learning environment that supports academic achievement for all students.

Other Functions

• Daily attendance and punctuality are required for the purpose of ensuring the goals of the work unit can be met.

• Attends all staff meetings as well as other meetings as needed.

• Support the Executive Director and administration in completing reports.

• Provide all information requested by the school administration, as well as, by the UCEN Board.

• Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS required to perform job duties: multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.
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Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to affect the organization's services.

QUALIFICATION REQUIREMENTS
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EDUCATION AND/OR EXPERIENCE

Required:
- Valid and Current California Teaching Credential issued by CTC
- Math Single Subject Credential or MS Credential with a math minor
- BA/BS with 10 upper division courses in math
- Three to five years of teaching experience
- Current First Aid and CPR Certificate
- Criminal Justice Fingerprint/Background and TB Clearance

Preferred:
- Constructivist and Progressive Education Experience in a Multicultural Setting
- California Multiple Subject Teaching Credential with math minor or Math single subject credential
- Bilingual/Bi-literate (English and Spanish)
- Elementary Teaching Experience
- Experience Teaching Math
- Experience with Eureka Math

OTHER SKILLS, ABILITIES, KNOWLEDGE REQUIRED:
- Plan, organize, supervise and evaluate the work of subordinates.
- Prepare material, programs and cost analysis.
- Compile and maintain records and reports.
- Establish and document procedures for the school
- Maintain respectful and thoroughly professional working relationships with students, parents, colleagues, and communities.
- Strong time and personal management skills, with the ability to set priorities and delegate responsibilities.
- Open to new and innovative opportunities
- Work in a dynamic team environment
- Exhibit an understanding of child development according to Constructivist and Progressive and Culturally Relevant pedagogy. Meet each child with reverence and without prejudice.
- Participate in mediation if difficulties arise.
- Possess a clear understanding of the need for confidentiality where appropriate.
- Define problems and seek workable solutions.
- Apply principles of logical thinking to localized tasks and projects.
- Spot inconsistencies and suggest appropriate courses of action.
GENERAL JOB PERFORMANCE STANDARDS
Employees must meet the following general job performance standards:

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- **Timeliness** – Completes assignments on or ahead of schedule.

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- **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

Math Intervention Teacher
enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

- 100% of the time spent performing job duties is spent indoors, within a standard office or classroom environment.
- Approximately 30% of the time is spent on the computer.
- Approximately 70% of the time is working directly with students in math instruction.
- Noise level in the work environment is usually moderate to loud.
- The temperature of the work environment is moderate and ranges from 55 – 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

Need Confidentiality Statement Here

________________________________________
Employee Signature for Acceptance/Date

________________________________________
Employee Name Printed

________________________________________
Executive Director Signature/Date

Math Intervention Teacher
Oasis Charter School
Board Agenda Supplemental Information
To be submitted to the Executive Director

TITLE OF AGENDA ITEM: 13.7 1st Interim Budget

BOARD MEETING DATE: October 25, 2022

INFORMATION:

- For the 1st report Steve Duran, Board Treasurer and Executive Director, Dr. Natalie Zayas are presenting total revenue, total expenses, net increase and beginning and ending fund balances.
- The Oasis Budget Committee will meet in November to begin a line by line examination of the budget
- An update of the proposed budget will be presented to the Board and public at the November 30th meeting

<table>
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<td>2022-23</td>
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AGENDA ITEM INFORMATION
Administration Recommendation: Approve______ Information _X___
Person submitting item
Dr. Natalie Zayas
Executive Director, Oasis Charter Public School
TITLE OF AGENDA ITEM: 13.8 Williams Quarterly Report

BOARD MEETING DATE: October 25, 2022

INFORMATION:

- Williams Inspections occur once a year
- Oasis had the Williams inspection on September 6, 2022
- We passed the inspection
- We have not had any complaints for this reporting period
- I will provide this report quarterly to MCOE and to the Board

AGENDA ITEM INFORMATION
Administration Recommendation: Approve_____ Information _X____
Person submitting item
Dr. Natalie Zayas
Executive Director, Oasis Charter Public School
Academic School Year 2022-2023

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Oasis Charter Public School

Form Completed By: Natalie Zayas Title: Executive Director

Quarterly Report Submission Date: □ October 2022 □ April 2023
                   □ January 2023 □ July 2023

Date for information to be reported publicly at governing board meeting: 10/25/2022

Please check the box that applies:

☑ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

<table>
<thead>
<tr>
<th>General Subject Area</th>
<th>Total # of Complaints</th>
<th># Resolved</th>
<th># Unresolved</th>
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<td>Textbooks and Instructional Materials</td>
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<td>Teacher Vacancy or Misassignments</td>
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<td>Facilities Conditions</td>
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<td>TOTALS</td>
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</tr>
</tbody>
</table>

Natalie Zayas
Print Name of District Superintendent

Signature of District Superintendent

10/20/2022
Date

Williams Districts Only: Please scan the original signed copy and email to:
Monterey County Office of Education, Compliance Office
Michelle Archuleta marchuleta@montereycoe.org