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 December 13, 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=YttJbHdlVW9TSkd3ZDNCTlNzTnJJZz09

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: Oasis 6th Grade Student

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

That the Governing Board approve the minutes of the Regular Meeting of November 29, 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

Conference with Legal Counsel-Anticipated Litigation [Gov. Code section 54956.9(d)(2) or (3) or(4)]
10.0 Reconvene to Open Public Session

11.0 Acknowledgements

11.1 Teacher Presentation: Teacher Kelsey, 4th grade

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 board policy, Section II Community Relations Article VIII Williams Uniform Complaint Procedures

12.2 RECOMMENDATION/ACTION: Executive Director Dr. Natalie Zayas

That the Governing Board approve the board policy, Section V Students, Article XX, Kindergarten Under-Age Admission

13.0 DISCUSSION/RECOMMENDATION/ACTION: Governing Board

13.1 DISCUSSION: Executive Director, Dr. Natalie Zayas

That the Governing Board review Executive Director report on changes to meetings for January 1, 2023.

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

That the Governing Board review, with possible action, to convert the contract with Robert Half Employment Agency.

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

That the Governing Board review with possible action the proposal for Docusign.

13.4 DISCUSSION: Executive Director, Dr. Natalie Zayas

That the Governing Board receive the Board Calendar for review.

13.5 RECOMMENDATION/ACTION: Jackie Vasquez, Oasis Parent

That the Governing Board review with possible action: selecting a date for a special meeting for Brown Act training.
14.0 STAFF REPORTS


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, January 31, 2022

17.0 ADJOURNMENT
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 Nov. 29, 2022
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Place:
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1135 Westridge Parkway
Salinas, CA 93907
Office Board Table
Or
via Zoom/hybrid Teleconference

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1.0 REGULAR AGENDA

1.1 Call Meeting to Order: President

5:19 pm

2.0 ROLL CALL OF GOVERNING BOARD

   Jacqueline Vasquez-President:       Yes _X__Absent____

   Margie Wiebusch-Vice President:    Yes _X__Absent____
Maria Alvarez - Member: Yes X Absent @ 5:29 pm
Steve Duran - Treasurer: Yes X Absent
Jamie Stracuzzi - Member: Yes Absent X

3.0 PLEDGE OF ALLEGIANCE

Dr. Natalie Zayas, Executive Director

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.

Board Member Margie Weibusch read Government Code 1.2

RECOMMENDATION/ACTION: UCEN President

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

Motioned by President Jackie Vasquez 2nd by Board Member Margie Weibusch

Vote on Motion: 3-0 Motion: PASSED

5.0 ADOPTION AGENDA

That the Governing Board approve the agenda as presented.

Motioned by Board Member Margie Weibusch 2nd by Board Member Steve Duran

Vote on Motion: 3-0 Motion: PASSED

6.0 APPROVAL OF THE MINUTES

That the Governing Board approve the minutes of the Regular Meeting October 25, 2022.

Motioned by President Jackie Vasquez 2nd by Board Member Steve Duran
Vote on Motion: 3-0 Motion: PASSED

7.0 BOARD OF TRUSTEE COMMENTS

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

No Comments made by Governing Board Members

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).

Oasis Teachers, staff and parents made public comments in support of Item 13.1.

President Jackie Vasquez thanked all public comments and all who have joined in all board meetings. Appreciates all positive comments as well as negative. Thankful for the public voicing their thoughts and concerns. Board is grateful for the involvement of these meetings.

9.0 Closed Session

10.0 Reconvene to Open Public Session

11.0 Acknowledgements

11.1 Teacher Presentation: Alexica Ortiz, First Grade Presentation

Teacher Lexi presented on the various monthly themes that her and her 1st graders are participating in. Board members thanked teacher Lexi for the presentation and keeping kids busy and learning about empathy and other topics.

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 board policy on Leaves and Personal Time off (PTO), Section IV: Personnel Services, Article XII.

Motioned by Board Member Steve Duran 2nd by President Jackie Vasquez

Vote on Motion: 3-0 Motion: PASSED
12.2 RECOMMENDATION/ACTION: Executive Director, Dr. Natalie Zayas

That the Governing Board approve the Declaration of Need for Fully Qualified Educators.

Motioned by Board Member Steve Duran 2nd by President Jackie Vazquez

Vote on Motion: 3-0 Motion: PASSED

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, to move forward to terminate the contract with Robert Half Employment Agency.

President Jackie Vazquez commented on Cathy Dozier, how she encompasses what an elementary school office atmosphere and vibe should be.

Dr. Natalie Zayas explained the breakdown and specifics of terminating contract versus continuing.

Board members agreed in wanting the employee; tabled the decision for the next meeting. They want more information on money and specifics on contract before making a decision.

Board Member Maria Alvarez motioned to Table item until Dec. 13th meeting.

2nd by Board Member Steve Duran

Original Vote on Motion: 2-2 Motion: Tie

Vote on motion amended by President Jackie Vasquez to a Yes.

Vote on Motion: 3-1 Motion: PASSED

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

That the Governing Board review, with possible action, splitting the administration and adding the office staff salary schedule to the classified salary schedule.

Removed for future Agenda item; to ask legal if an action needs to be made on the change.
13.3 RECOMMENDATION/ACTION: Executive Director, Dr. Natalie Zayas
That the Governing Board discuss and receive an update on student enrollment.

No Action; Informational only

13.4 RECOMMENDATION/ACTION: Executive Director, Dr. Natalie Zayas
That the governing Board review with possible action the recruitment committee recommendations.

Dr. Natalie Zayas made a report on different strategies being implemented to recruit more students. Boosted Social Media (Facebook, Instagram, LinkedIn, Parent Square, YouTube, Marquee, any other kind of press. Updated Website

Word of Mouth from family and friends.

Advertising-Bus signs, Maya Cinema, movie theaters, DMV, banners, spanish radio and tv stations.

Motioned by President Jackie Vasquez  2nd by Board Member Steve Duran

Vote on Motion: 3-0  Motion: PASSED

13.5 RECOMMENDATION/ACTION: Executive Director: Dr. Natalie Zayas
That the governing Board review with possible action the Behavior Interventionist job description and salary schedule.

Motioned by President Jackie Vasquez  2nd by Board Member Steve Duran

Vote on Motion: 4-0  Motion: PASSED

13.6 RECOMMENDATION/ACTION: Executive Director, Dr. Natalie Zayas
That the Governing Board review with possible action, the 403b Partners proposal.

Motioned by President Jackie Vasquez  2nd by Board Member Steve Duran

Vote on Motion: 4-0  Motion: PASSED to table item and have a presentation to staff

13.7 RECOMMENDATION/ACTION: Executive Director, Dr. Natalie Zayas
That the Governing Board review with possible action, the Annualized Hourly Salary proposal.

Motioned by President Jackie Vasquez  2nd by Board Member Steve Duran
Vote on Motion: 4-0 Motion: PASSED

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

That the Governing Board review with possible action, an update on facilities update.

Motioned by Board Member Steve Duran 2nd by President Jackie Vasquez

Vote on Motion: 4-0 Motion: PASSED

13.9 RECOMMENDATION/ACTION: Executive Director, Dr. Natalie Zayas for OCC

That the Governing Board review and approve the OCC request to use $2,300, from their account for the months of November to January.

Motioned by Board Member Steve Duran 2nd by President Jackie Vasquez

Vote on Motion: 4-0 Motion: PASSED

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

That the Governing Board review with possible action the proposal for Docusign.

Motioned by President Jackie Vasquez 2nd by Board Member Steve Duran

Vote on Motion: 4-0 Motion: PASSED to Table Item for next Board Meeting

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

That the Governing Board review with possible action a proposal for Winter Around the World.

Board suggested to increase suggested budget for project to $125.

Motioned by President Jackie Vasquez 2nd by Board Member Steve Duran

Vote on Motion: 4-0 Motion: PASSED

14.0 STAFF REPORTS


“Focus on Learning”

Slideshow presentation on how to prepare teachers for Planning lessons and be prepared.
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

-Salary Comparison for Teachers and Staff

-Grass and Equipment for Campus

-Summer School-Enrichment Programs (NASA, STEM)

16.0 NEXT MEETING DATE

16.1 Next Board Meeting on Tuesday, December 13, 2022

17.0 ADJOURNMENT @ 6:58 pm
Policy Adopted:

Section II  Community Relations
Article VIII  Williams Uniform Complaint Procedures

The UCEN Board/Oasis Charter Public School recognizes its public role to support the educational programs as established by the school and they shall be implemented in accordance with law.

Effective as of May 2022, all schools including Charter Schools are expected to comply with Title 5, California Code of Regulations (CCR) 4680-4687 regarding Williams Uniform Complaint Procedures shall be used to only investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials and including any complaint alleging that:
   a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or other required instructional materials to use in class.
   b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks and/or instructional materials for each student.
   c. Textbooks or instructional materials are in poor or unusable condition, e.g. missing pages, or are unreadable due to damage.
   d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address the shortages of textbooks or instructional materials.

2. Complaints related to instructional materials shall identify:
   1) the school;
   2) the course or grade level in which the deficiency(ies) in instructional materials exist;
   3) the teacher of the course or grade level; and
   4) the specific nature of the deficiency or deficiencies.

3. Complaints regarding teacher vacancy or mis-assignments;
   a. A semester begins and a teacher vacancy exists.
Williams Uniform Complaint Procedures (cont.)

A vacancy is defined as a position to which a single designated certificated employee has not been assigned at the beginning of the year or for an entire year.

4. A statement that a teacher is assigned to teach a class for which the teacher lacks subject matter competency.

4. Complaints regarding the condition of school facilities, including any complaint alleging that;

a. A condition poses an emergency or urgent threat to the health and safety of students or staff.

   Emergency or urgent threat is defined as; gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows, or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to students and/or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school determines appropriate.

b. The school has not kept all restrooms open during the school hours when students are not in classes, and has not kept a sufficient number of restrooms open during school hours when students are in classes. (This does not apply when temporary closing of a restroom is necessary for student safety or to make repairs)

c. The school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and towels or functional dryers.

5. Complaints related to the conditions of facilities that pose an emergency or urgent threat to the health or safety of pupils or staff shall identify the specific school in which the condition exists. The complaint shall specify the following: 1) the location of the facility; 2) describe emergency or urgent facilities that pose a threat to the health or safety of pupils or staff; and 3) how the condition poses a threat to the health or safety of pupils or staff.
Williams Uniform Complaint Procedures (cont.)

Filing a Williams Complaint

1. A Williams complaint shall be filed with the Executive Director.

   Natalie Zayas, Executive Director
   Oasis Charter Public School
   1135 Westridge Parkway
   Salinas, California
   (831) 424-9003

2. A Williams complaint may be filed anonymously. However, if a complaint is filed anonymously it will be understood that the investigation and report will be retained at the school and the complainant would not receive a copy.

3. The complainant need not to use the Williams Uniform Complaint form to file a complaint.

Investigation
The Executive Director or designee shall remedy a valid complaint with a reasonable time period not to exceed thirty (30) working days from the date of the complaint was received.

If the complainant has indicated on the complaint form to receive a response to the complaint, the Executive Director or designee shall report the resolution of the complaint to the complainant within forty-five (45) working days on the initial filing of the complaint. If the Executive Director or designee makes this report, the information shall be reported at the same to Monterey County Office of Education (MCOE).

If the complainant requests a response, the response shall be written in English and the primary language in which the complaint was filed.

Reports
On a quarterly basis the Executive Director or designee shall report to the UCEN Board at a regularly scheduled meeting summarized data on the nature and resolution of all complaints. The report should include the number of complaints, the general area of the complaint, (mis-assignments, materials and textbooks, facilities).

Forms and Notices
The Executive Director or designee shall ensure that Williams complaint form is available at the school office.
However, complaints may not use the Williams complaint in order to file a complaint.

The Executive Director shall ensure that a notice is posted in each classroom containing the components specified in the Williams Uniform Complaint Procedures.

Appeal Williams Complaint
A complainant who is not satisfied with the resolution of the Executive Director or designee has the right to describe the complaint to the UCEN Board at a regularly scheduled meeting of the Board.

A complainant who is then not satisfied with the resolution proffered by the Executive Director or designee, involving a condition of facility that poses an emergency or urgent threat, as defined in Education Code Section 17592.72 has the right to file an appeal to the State Superintendent of Public Instruction at the California Department of Education (CDE) within fifteen (15) days of receiving the report. The complainant shall comply with the appeal requirements of 5 C.C.R. section 4632.
Adopted Policy:

Section V   Students
Article XX  Kindergarten Under-Age Admission

The UCEN Board and Oasis Charter Public School recognize its responsibilities and commitments to school age children. In accordance with California Education Code EC 48000 (a) beginning September 1, 2014-15, school year and every year thereafter, the child will be admitted to Kindergarten.

In accordance with California Education Code 48200, children between the ages of 6 and 18 years of age are subject to compulsory full-time education and therefore parents/guardians must enroll their children in school once the child reaches age 6.

The school has local authority with parental input, whether the 6-year old will be enrolled in kindergarten or first grade.

Children who turn age 5 before or on September 1, of the current school year are eligible to enroll for Kindergarten.

If a child will reach their fifth birthday after September 1, of the current school year, the child, on a case-by-case basis, may be admitted to school. The UCEN Board will adopt criteria by which the school will assess the students' readiness to be accepted into kindergarten.

The following criteria will be requested and applied when assessing the placement of a child in Kindergarten, whose fifth birthday will be after September 1;

- Current class size(s)
- Pre-Kindergarten academic assessments from previous school of attendance; or
- Pre-Transitional Kindergarten academic assessments from previous school of attendance; and
- Records of the child's regular attendance at previous school or program; and
- Records reflecting the students conduct in previous school; or
- Academic and Behavior Assessments done by Oasis.
Kindergarten Under-age Admission (cont.)
The Executive Director or designee and the Kindergarten teacher(s) will review the records and information and make a decision of the child's readiness to start Kindergarten.

Parents/guardians will be notified of the results of the school's decision within three (3) days after receiving the requested records.

The school's decision may be appealed to the UCEN Board whereby the UCEN Board's at its next regularly scheduled meeting. The UCEN Board's decision shall be considered final.
Oasis Charter School
Board Agenda Supplemental Information
To be submitted to the Executive Director

TITLE OF AGENDA ITEM: 13.2 Convert Contract with Robert Half Employment Agency

BOARD MEETING DATE: December 13, 2022

INFORMATION

- In order to rapidly get the Oasis office organized and caught up, we employed Robert Half Employment Agency after a referral from Dr. Guss, Monterey County Superintendent of Schools.
- An employee of Robert Half was placed at Oasis.
- This employee has shown kindness to Board members, staff, students, and parents at a high level which is expected for this position.
- This employee has shown a high level of professionalism and competence.
- This employee's work ethic and abilities have helped speed up compliance and forward movement at Oasis.
- This employee has filled in at dismissal and recess/lunch coverage.
- By hiring this employee, the Board can save ED time, money, and energy from posting, interviewing, hiring and training a new employee.
- Employee is trained on systems and procedures. This saves ED and Office Manager time in training.
- Please review the chart below for fees and conversion costs.

From the contract:

Hiring the Person Referred to You

After you evaluate the performance and potential of our professional, you may wish to employ this person directly. Our professionals represent our pool of skilled professionals and in the event you wish them to be converted to your employ or another employer to whom you refer them, you agree to pay a conversion fee. The conversion fee is payable if you hire our professional, regardless of the employment classification, on either a full-time, temporary (including temporary assignments through another agency) or consulting basis within twelve months after the last day of the assignment. You also agree to pay a conversion fee if our professional is hired by (i) a subsidiary or other related company or business as a result of your referral of our professional to that company or (ii) one of your customers as a result of our professional providing services to that customer. The conversion fee will equal 35% of the professional's aggregate annual compensation, including bonuses. The conversion fee will be owed and invoiced upon your hiring of our professional, and payment is due upon receipt of this invoice. The same calculation will be used if you convert our professional on a part-time basis using the full-time equivalent salary.

- Fees on top of salary: $19.47/hr, $778.80/week, $3115.20/month
- Between Dec. 1 to now, Oasis has now paid another $1,557.60 in fees.
- Budget: This would be paid from office salaries
<table>
<thead>
<tr>
<th>Current Cost to Convert Contract</th>
<th>Late Feb. Convert fee</th>
<th>Late April convert fee</th>
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<tbody>
<tr>
<td>$8,320.00</td>
<td>$6,240.00</td>
<td>$1,560.00</td>
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<tr>
<td>Current fees for December through the 13th:</td>
<td>Fees through late Feb.</td>
<td>Fees:</td>
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<tr>
<td>$1,557.60 (Dec 1-13) End of December:</td>
<td>$6,230.40 (Jan/Feb)</td>
<td>$6,230.40 (March/April)</td>
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<tr>
<td>Total</td>
<td>$8320.00 (term fee)</td>
<td>$1,560.00 (term fee)</td>
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<tr>
<td>End now and save $1557.60 (Dec. 14-31)</td>
<td>$6,240.00 (term fee)</td>
<td>$3,115.20 (Dec fees)</td>
</tr>
<tr>
<td>End now and save: $17,136.20 overall</td>
<td>$6,230.40 (J/F fees)</td>
<td>$6,230.40 (J/F fees)</td>
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<td></td>
<td>$3,115.20 (Dec)</td>
<td>$6,230.40 (M/A fees)</td>
</tr>
<tr>
<td></td>
<td>$9,335.60</td>
<td>$17,136.20</td>
</tr>
<tr>
<td></td>
<td>End to save $9,345.60</td>
<td></td>
</tr>
</tbody>
</table>

**Executive Director Recommendation:** Approve to convert the Robert Half contract on December 14th with a fee of $8,320.00 to make the employee a permanent employee of Oasis Charter School in order to save: (1) time in posting, interviewing and hiring a new employee; (2) time in training a new employee; (3) to keep a dedicated, motivated employee who is well liked by parents, staff, board and executive director.

**AGENDA ITEM INFORMATION**

**Administration Recommendation:** Approve ☑ Information ☐

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: 13.3 Docusign

BOARD MEETING DATE: December 13, 2022

INFORMATION
- A former employee started two web accounts
- Web accounts can not hold documents unless passwords are shared, nor can the documents be transferred to a Business Pro account.
- Web accounts are not secure
- Web accounts are not FERPA compliant
- Special Education documents must be FERPA compliant
- The web accounts have been used for signatures and for IEP (Special Education)
- A subscription for the Business Pro Account offers compliance for HIPPA, FERPA, and COPPA
- The Business Pro account stays with the school, not an employee
- Subscription cost $2,760.00/year
- This can be paid from the “other admin” account in the budget.

Executive Director Recommendation: Approve for compliance.

AGENDA ITEM INFORMATION
Administration Recommendation: Approve ___X____ Information _________
Person Submitting item
Dr. Natalie Zayas
Executive Director, Oasis Charter Public School
ORDER FORM

Address Information

Bill To:  
Oasis Charter Public School  
1135 Westridge Parkway  
1135 Westridge Parkway,  
Salinas, CA, 93907  
United States

Ship To:  
Oasis Charter Public School  
1135 Westridge Parkway  
1135 Westridge Parkway,  
Salinas, CA, 93907  
United States

Billing Contact Name: Natalie Zayas  
Billing Email Address: nataliezayas@oasischarterschool.org  
Billing Phone: 8314249003

Shipping Contact Name: Natalie Zayas  
Shipping Email Address: nataliezayas@oasischarterschool.org  
Shipping Phone: 8314249003

Order Details

Order Start Date: Dec 14, 2022  
Order End Date: Dec 13, 2023  
Billing Frequency: Annual

Payment Method: Check  
Payment Terms: Net 30  
Currency: USD

Products

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Quantity</th>
<th>Net Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>eSignature Business Pro Edition - Envelope Subs.</td>
<td>Dec 14, 2022</td>
<td>Dec 13, 2023</td>
<td>500</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>Premier Support</td>
<td>Dec 14, 2022</td>
<td>Dec 13, 2023</td>
<td>1</td>
<td>$360.00</td>
</tr>
</tbody>
</table>

Grand Total: $2,760.00

Product Details

eSignature Envelope Allowance: 500

Overage/Usage Fees
OASIS CHARTER SCHOOL
MASTER CALENDAR
2022-23 SY

The master calendar projects school concerns and programs which will be addressed by the Executive Director and staff.

Items will be addressed in a timely matter by administration

______________________________

DECEMBER

• Teacher Presentation- Fourth Grade Teacher, Kelsey
• DocuSign
• Robert Half Temporary Agency Contract
• Policies: Williams and Kinder Age

JANUARY

• Teacher Presentation
• Dr. Elizondo’s contract
• Budget
• Focus on Learning, by Katelyn Gaines, Instructional Coordinator.
• Executive Director, Mid-year report
• Safety Plan
• Salary Study
• Staff evaluations
• Policies: Special Education
• AB 181, NSLP funds
• Executive Director Evaluation - instrument, time, final results
  X date (closed session)

FEBRUARY

• Teacher Presentation
• Draft School Calendar for 23-24 SY
• Focus on Learning, by Katelyn Gaines, Instructional Coordinator.
• Science Outdoor School
• Summer School
• Safety Plan
• Staff evaluations
• 2019-2020 Audit Revisions
• Executive Director Evaluation (closed session)

MARCH

• Project 2023-24 student enrollment and staff needs
• Science Outdoor School update
• Assessment information
• Summer School
• Executive Director Evaluation
• Staff notification of positions by March 15
• Playground estimates and updates for summer work
• Flooring estimate for 4 rooms to be done over summer

APRIL

• Project 2023-24 student enrollment and staffing needs
• **UPDATE: 2023-2024 : Budget projections**
• Focus on Learning, by Katelyn Gaines, Instructional Coordinator.
• Science Outdoor School
• Boxland
• Spring bi-annual report
• Summer School
• ED Evaluation

**MAY**
• **UPDATE: 2023-2024 : Budget projections**
• Focus on Learning, Katelyn Gaines, Instructional Coordinator
• 2023-2024 School Year
• Boxland
• Graduation

**JUNE**
• **UPDATE: 2023-2024 : Budget projections**
• 2023-2034 Update: enrollment and staffing