Oasis Charter Public School
A small school for kids with BIG ideas.

1135 Westridge Parkway, Salinas, CA 93907
T: (831) 424-9003 F: (831) 424-9005 www.oasischarterschool.org

Under Construction Education Network (UCEN)
Board of Directors Meeting

NOTICE OF PUBLIC HEARING
RE: Local Control Accountability Plan (LCAP) and
School Budget for the 2023-2024 School Year

Agenda*
(*includes materials furnished to Board Members)

Tuesday - May 30, 2023
Time: 5:15 p.m.
Place: Oasis Charter Public School Board Room
1135 Westridge Parkway
Salinas, CA 93907
or
via Zoom/hybrid Teleconference

Join Zoom Meeting
https://zoom.us/j/95951088531?pwd=YjtsJbHdiVW9TSkd3ZDNCTINzTnJJZz09
Meeting ID: 959 5108 8531
Passcode: AVXZ71
+1669009128,,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____

Steve Duran - Treasurer: Yes ___Absent____

Maria Alvarez - Member: Yes ___Absent____

Jamie Stracuzzi- Member : Yes ___Absent____

**3.0 PLEDGE OF ALLEGIANCE**

**4.0 ADOPTION AGENDA**

That the Governing Board approve the agenda as presented.
5.0 APPROVAL OF THE MINUTES

That the Governing Board approve the minutes of the Regular Meeting of April 25, 2023.

6.0 BOARD OF TRUSTEE COMMENTS

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

7.0 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).

8.0 CLOSED SESSION

8.1 Executive Director Evaluation

9.0 RECONVENE TO OPEN PUBLIC SESSION

10.0 ACKNOWLEDGEMENTS

10.1 Teacher Presentation: Teacher Julie, PE Fitness Awards presentation

11.0 CONSENT CALENDAR

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

11.1 ACTION: Quarterly Williams Report
That the Governing Board accept and approve the April 2023, Williams Quarterly Report

11.2 ACTION: Title IX Section V Article XV revised to meet new requirements
That the Governing Board approve the board policy, Title IX Section V Article XV as revised.

11.3 ACTION: Title IX Online Posting documentation
That the Governing Board approve the Title IX Online Posting Document

11.4 ACTION: Title IX Complaint Form
That the Governing Board approve the Title IX Complaint Form

11.5 ACTION: Title IX List of Rights
That the Governing Board approve the Title IX List of Rights

11.6 ACTION: Article XIII Section V Nondiscrimination, Harassment, Intimidation, Bullying as revised to meet new requirements
That the Governing Board approve the board policy, Article XIII, Section V as revised
and approve removal on Nondiscrimination AR Section V Article XIII as new and
revised language is now within the AR, BP is no longer needed.

12.0 DISCUSSION/RECOMMENDATION/ACTION: Governing Board

12.2 DISCUSSION: Enrollment Update - Office Manager, Grisela Macias
That the Governing Board receive an enrollment update report.

12.3 ACTION: Board Member Terms - Board President Jackie Vasquez
That the Governing Board discuss Board Terms. Maria Alvarez was absent from the
April meeting.

12.4: ACTION: Website Proposals - Executive Director, Dr. Natalie Zayas
That the Governing Board discuss and take action on the website proposals

13.0 PUBLIC HEARING OF THE DRAFT LCAP AND 2023-2024 DRAFT SCHOOL
BUDGET

13.1 Public Hearing Local Control Accountability Plan (LCAP)
A copy of the Draft LCAP is available at the school site, Oasis Charter Public School,
1135 Westridge Parkway, Salinas, Ca. 93907, and has been since May 26, 2023, and is in
the agenda packet. The Public Hearing was advertised in the Salinas newspaper, The
California by the legal due date. All documents were submitted to MCOE for the public
hearing notification. Final adoption of the LCAP will take place at the UCEN Board
Meeting on June 20, 2023.

Presentation of the Draft LCAP: Executive Director, Dr. Natalie Zayas
Public Comment

13.2 Public Hearing 2023-2024 Draft Budget
A copy of the Draft Budget for the 2023-2024 school year is available at the school site,
Oasis Charter Public School at 1135 Westridge Parkway, Salinas, Ca., 93907, and has
been since May 26, 2023, and is in the agenda packet. This Public Hearing was
advertised in the Salinas newspaper, The Californian by the legal due date. All documents
were sent to Monterey County Office of Education (MCOE) for this public hearing
notification. Final adoption of the 2023-2024 Budget will take place at the Under
Constructional Education Network (UCEN) Board Meeting on June 20, 2023

Presentation of the Draft Budget for the 2023-2024 school year: Executive
Director Dr. Natalie Zayas
Public Comment

14.0 STAFF REPORTS

13.1 Receive Oral Report from Oasis Charter School Instructional Coordinator,
Katelyn Gaines
An update on school-wide activities undertaken by the Instructional Coordinator

13.2 Receive Oral Report from Oasis Charter School Executive Director, Dr. Natalie
Zayas
An update on school-wide activities undertaken by the Executive Director.

13.0 FUTURE AGENDA ITEMS

14.0 NEXT MEETING DATE
   14.1 Next Board Meeting: Tuesday, June 20, 2023

15.0 ADJOURNMENT
Under Construction Education Network (UCEN)

Board of Directors Meeting

MINUTES

(*includes materials furnished to Board Members)

Tuesday - April 25, 2023

Time: 5:15 p.m.

Place: Oasis Charter Public School Board Room
1135 Westridge Parkway
Salinas, CA 93907

or

via Zoom/hybrid Teleconference

Join Zoom Meeting
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1.0 REGULAR AGENDA

1.1 Call Meeting to Order: President 5:16

2.0 ROLL CALL OF GOVERNING BOARD

    Jacqueline Vasquez-President: Yes _x_ Absent____
    Margie Wiebusch-Vice President: Yes _x_ Absent____
    Steve Duran - Treasurer: Yes _x_ Absent____ (joined at 5:19p via zoom)
    Maria Alvarez - Member: Yes ___ Absent x____
    Jamie Stracuzzi- Member : Yes _x_ Absent____

3.0 PLEDGE OF ALLEGIANCE

4.0 ADOPTION AGENDA

    That the Governing Board approve the agenda as presented.

    Motion to approve agenda: Board Member, Jamie Stracuzzi. Seconded: Board President, Jacqueline Vasquez.

    Vote on Motion: 3 - 0     Motion: Approved

5.0 APPROVAL OF THE MINUTES

    That the Governing Board approve the minutes of the Regular Meeting of March 28, 2023.
Motion to approve minutes: Board President, Jacqueline Vasquez. Seconded: Board Vice-President, Margie Wiebusch.

Vote on Motion: 3 - 0  Motion: Approved

6.0 BOARD OF TRUSTEE COMMENTS

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

Board President, Jacqueline Vasquez, noted that Dr. Zayas sent her evaluation to the Board Members and we need to review before the next meeting in May.

7.0 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).

Ms. Vasquez noted that although Board members are now required to be in person at these meetings, there is an emergency exemption. Mr. Duran is home ill and participating via Zoom as allowed.

8.0 CLOSED SESSION

No Closed Session Items

9.0 RECONVENE TO OPEN PUBLIC SESSION

10.0 ACKNOWLEDGEMENTS

10.1 Teacher Presentation: Marissa Bartelt, Math Intervention Teacher

Ms. Bartelt gave a presentation on how students are selected for Math Intervention, how the program works and how she manages to get students engaged, especially with fractions and money. She also spoke to the current tools used and how she will be adding a new curriculum to improve the program further.

Vice President, Margie Wiebusch, inquired about homework and how parents often struggle with current methods; how, as parents, can they help the students more effectively. Ms. Bartelt explained that she focuses on finding methods students can understand and use. She notes that although we currently have new methods, the old methods are still viable. What is important is that the student understands the process they are using. Ms. Bartelt noted she hopes to implement a “Tips of the Week” in the
11.0 DISCUSSION/RECOMMENDATION/ACTION: Governing Board

11.1 ACTION: Oasis Community Council (OCC) Budget Request, Erika Santos
That the Governing Board approve the OCC budget request.

OCC President, Romia Zavala, gave the report in Ms. Santos’ absence (see attached). She also acknowledged and thanked the parents for all their help and support.

Board President, Jacqueline Vasquez, spoke to the fact the OCC is very conservative with their budget and how that has allowed them to offer so many wonderful programs.

11.2 DISCUSSION: Enrollment Update - Office Manager, Grisela Macias
That the Governing Board receive an enrollment update report.

Ms. Macias notified the group that an Intent to Return form had been sent to all staff and students. The number of returning students thus far is 134. The Kindergarten already has 15 enrolled students. To date, we have 149 pre-enrolled students. At the request of the Board we have sent flyers and brochures to businesses and Pre-K’s in the area. This is in addition to the ads on Spanish TV and the Department of Motor Vehicles.

The group discussed other ideas to increase enrollment:

- President Vasquez suggested a raffle for Oasis families who refer new families;
- Vice President Wiebusch offered to donate ChromeBooks;
- Member Stracuzzi will look into advertising at soccer games and to email groups she is affiliated with.

In closing, Ms. Macias noted that one thing that has stood out to her in the recent teacher interviews is how they all researched the school, had wonderful things to say about it and how excited they are to have an opportunity to be a part of it.

11.3 DISCUSSION: Science Outdoor School Update - Sixth Grade Teacher, Becky O’Connor
That the Governing Board receive an update on Science Outdoor School

Ms. O’Connor thanked the 28 5th and 6th grade students for doing a great job of representing Oasis at this year’s Science Outdoor School. She received many compliments from the other schools that attended. All the students had a wonderful time. Ms. O’Connor was very impressed with the camp and its staff. The students participated in team building games, ropes courses and field studies to name a few. Ms. O’Connor spoke of how she witnessed those students that weren’t high in confidence at the beginning of the week leave with much more confidence and outgoing attitudes. Their growth was obvious.

11.4: ACTION: Project Based Learning (PBL) Professional Development Proposal
That the Governing Board approve the PBL Proposal for Professional Development for staff.
Dr. Zayas proposed an in-depth training for all teachers at Oasis. She explained that this type of training isn’t given in any of the credentialing programs teachers go through.

**Motion to approve PBL training:** Board Member, Jamie Stracuzzi. Seconded: Board President, Jacqueline Vasquez.

**Vote on Motion:** 4 - 0  
**Motion:** Approved

11.5 **ACTION:** Board Terms - Executive Director, Dr. Natalie Zayas

That the Governing Board discuss and approve Board Member Terms.

As discussed in the previous Board meeting, Board President, Jacqueline Vasquez, asked the group if they were ready to record their decision on extending their term for one (1) year as allowed in the UCEN Bylaws. The group agreed and the following tally was taken:

- President Vasquez: Yes
- Vice President Wiebusch: Yes
- Treasurer Duran: Yes
- Member Stracuzzi: Yes
- Member Alvarez: Absent

12.0 **STAFF REPORTS**

12.1 **Receive Oral Report from Oasis Charter School Temporary Instructional Coordinator, Scott Laxier.**

An update on school-wide activities undertaken by the Instructional Coordinator.

Dr. Zayas gave the update in Mr. Laxier’s absence. She spoke about his current garden project and how much the students love it. Students also have asked to play volleyball so he is now helping them organize and play. He is also starting to create more science based projects for the students. Dr. Zayas also noted that Mr. Laxier teaches mindfulness classes outside of this school and that staff is very interested in having something here for all students, staff and parents. And finally, she advised the Board she had talked with Mr. Laxier about staying on for the upcoming 2023-24 school year. Jackie spoke to his ability with students.

12.2 **Receive Oral Report from Oasis Charter School Executive Director, Dr. Natalie Zayas**

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

Dr. Zayas advised the group that a full draft of LCAP is completed. She also noted she has been focused on parent meetings and plans to have public meetings in May. She informed everyone of the school’s upcoming events: Boxland, Go Green Assembly and a BMX exhibition. In closing, she advised the group that Ms. Macias had completed and submitted the Principals Apportionment 2 (P2) data, days before the deadline.
13.0 FUTURE AGENDA ITEMS

Updating bylaws, recruitment, MCOE presentation.

14.0 NEXT MEETING DATE

14.1 Next Board Meeting on Tuesday, May 30, 2023

15.0 ADJOURNMENT 6:14p
April 28, 2023

Dr. Natalie Zayas  
Executive Director  
Oasis Charter School  
1135 Westridge Parkway  
Salinas, CA 93907

Dear Dr. Zayas,

California Education Code Section 1240 requires that the County Superintendent of Schools visit schools identified for compliance review in accordance with the Williams Legislation and report to you the results. I am pleased to provide, for submission to your governing board at a regularly scheduled meeting, the third quarterly report for fiscal year 2022-2023 as required by Education Code section 1240(c)(2)(C) pursuant to the Williams Settlement. This report presents the results of the review of the Oasis Charter School for the period of February through April 2023.

The purpose of the review visitation(s) as specified in California Education Code 1240 is to:

1. Determine if students have “sufficient” standards-aligned instructional materials in the four core subject areas;
2. Determine if there is any facility condition that “poses an emergency or urgent threat to the health or safety of pupils or staff”; and
3. Determine if the schools in the district have provided accurate data on the annual school accountability report card related to the sufficiency of instructional materials and the safety, cleanliness and adequacy of school facilities, including “good repair.”

While the Uniform Complaint data is not mandated to be a part of this report, it is included so that you and the citizens of our community will have a complete understanding of the environment in which the district is functioning.

Definitions of basic terms are as follows:

- “Sufficient textbooks or instructional materials” means each pupil, including English language learners, has a standards-aligned textbook, or instructional materials, or both, to use in class and to take home.
- A school facility condition that poses an “emergency or urgent threat” is a “condition that poses a threat to the health or safety of pupils or staff while at school.”
• "Good Repair" means the school facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public-School Construction [Facility Inspection Tool (FIT)] or a local evaluation instrument that meets the same criteria. Each school district that receives state funding for facilities maintenance is required to establish a facilities inspection system to ensure that each of its schools is maintained in "good repair."

• The meaning of each overall rating:
  o **Exemplary:** The school meets most or all standards of good repair. Deficiencies noted if any, are not significant and/or impact a very small area of the school.
  o **Good:** The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.
  o **Fair:** The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.
  o **Poor:** The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.

Findings are as follows:

• Instructional Materials: *Sufficient*

• School Facilities: *Facility Inspection Report Updates provided internally to Charter School*

• Uniform Complaints: *See Attached Report*

Please extend to your governing board, administration and site staff my appreciation for their professionalism in addressing the compliance requirements for the *Williams Settlement*.

Sincerely,

[Signature]

Deneen Guss, Ed. D.
Monterey County
Superintendent of Schools
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

(Please check one)

Date for information to be reported publicly at governing board meeting: 05/30/2023

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>
</tr>
</thead>
<tbody>
<tr>
<td>Textbooks and Instructional Materials</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Teacher Vacancy or Misassignments</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Facilities Conditions</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

Natalie Zayas
Print Name of District Superintendent

[Signature]
Signature of District Superintendent

05/02/2023
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
UCEN Board/Oasis Charter Public School
Salinas, California

Adopted Policy: 5/31/2022
Revised:

Section V  Students
Article XV  Title IX – Sexual Harassment

The UCEN Board/Oasis Charter Public School recognize in accordance with Federal Law, Title IX of the Education Amendments of 1972, that no person shall, based on sex, be denied, or excluded from participation or be denied the benefits of any academic, extracurricular or any other educational programs or activities provided by a school who receives federal financial assistance. Title IX regulations apply to complaints of sexual harassment made by employees or students, that includes locations, events, or circumstances over which the school exercised substantia control over both the accused and the context in which the sexual harassment occurs.

Sexual Harassment means conduct based on sex that satisfies one or more of the following:

1. An employee of the school conditioning the provision of an aid, benefit, or service of the school on an individual’s participation in unwelcome sexual conduct.

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education programs or activity; or


Sexual harassment also includes unwelcomed sexual advances, requests for sexual favors, or other unwanted verbal or visual or physical conduct of a sexual nature made against another person of the same or opposite sex while under the supervision of school personnel which includes, before and after school or any school sponsored activity or event in which the school personnel are responsible for students.

The Title IX Coordinator or designee must contact the complainant to discuss the availability of supportive measures, consider the complainants wishes with respect to supportive measures with or without filing a formal complaint and explain the process for filing a formal complaint.
**Supportive Measures** means non-disciplinary, non-punitive individual services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the accused before or after the filing of a formal complaint.

Supportive Measures are designed to restore or preserve equal access to the school's education program or activity to protect the safety of all parties, deter sexual harassment. If the school does not provide a complainant with supportive measures, then the school must document the reasons for such a decision. Supportive Measures may include but not limited to; counseling, extensions of deadlines, or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, monitoring of areas on campus. Supportive Measures that are implemented to the complainant or accused must have the confidentiality of all members of the school community providing that such measures would not impair the ability of the school to provide such measures. The school must treat complainants and respondents equitably when offering supportive measures to a complainant. The school must treat complainants and respondents equitably when offering supportive measures to a complainant.

**General Response to Sexual Harassment**

If the School has actual knowledge of sexual harassment in an education program or activity of the school against a person in the United States, the school must respond promptly in a manner that is not deliberately indifferent. A school is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

A school's response must treat complainants and respondents equitably by offering supportive measures to a complainant, and by following a grievance process that complies those processes identified herein before the imposition of any disciplinary sanctions or other actions that are not supportive measures against an accused.

The Title IX Coordinator or designee must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

**Response to Formal Complaint**

With or without a formal complaint, the school must comply with the General Response to Sexual Harassment process defined in this policy.

1) **Emergency Removal:** The Executive Director or designee may remove an accused from the school on an emergency basis, if it is determined that there may be an immediate threat to the physical health or safety of an individual arising from allegations of sexual harassment. The Executive Director shall
meet with the accused prior to taking action to remove so that the accused understands the action for possible removal of the individual from the school.

2) **Administrative Leave:** The Executive Director may place an employee on paid administrative leave pending further investigation of the allegations.

The designated Title IX Coordinator and Compliance Officer is:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natalie Zayas</td>
<td>Executive Director</td>
<td>Oasis Charter Public School</td>
<td>1135 Westridge Parkway, Salinas, CA 93907, 831-424-9003</td>
</tr>
<tr>
<td>Grisela Macias</td>
<td>Compliance Officer</td>
<td>Oasis Charter Public School</td>
<td>1135 Westridge Parkway, Salinas, CA 93907, 831-424-9003</td>
</tr>
</tbody>
</table>

The school shall ensure that Title IX Coordinator, investigators, decision maker, or any person designated by the school to facilitate an informal resolution process shall not have a conflict of interest or bias for or against complainants or those accused. Any designated person who is designated to investigate a complaint, the school shall ensure that decision-makers receive training in investigation and grievance process. The School shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training on the definition of sexual harassment, the scope of the School's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

**Grievance Process for Formal Complaints of Sexual Harassment**

**Discrimination on the Basis of Sex**
The school's treatment of a complainant or an accused in response to a formal complaint of sexual harassment my constitute discrimination on the bases of sex under Title IX.

**Grievance Process – Generally**
A student or parent/guardian who believes that the student has been subjected to sexual harassment by another student, an employee or a third party or has witnessed sexual harassment should immediately report the incident to a teacher or Executive Director, Compliance Officer or to any other available school employee.

An employee within one school day of receiving the report shall forward the report to the Executive Director or designee shall be made whether the alleged victim files a formal complaint or requests confidentiality.
The school shall treat complainants and those accused equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the accused, and by following a grievance process that complies with policy before imposition of any disciplinary sanctions or other actions that are not supportive measures against an accused. Remedies are to be designed to restore or preserve equal access to the school’s education program or activity. Such remedies need not be non-disciplinary or non-punitive and need not avoid burdening the accused.

All complaints of sexual harassment by and against students shall be investigated and resolved by objective evaluation of all relevant evidence in accordance with school procedures. The Title IX Coordinator or designee shall review the case to determine the applicable procedures either by the Title IX Sexual Harassment Procedures or by use of the Uniform Complaint Procedures.

**Presumption:** The school shall include a presumption that the accused is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance.

**Time Frames:** The school shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the School offers informal resolution processes, and a process that allows for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the accused of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

After the investigation by Title IX Coordinator or designee, that the findings reflect that sexual harassment was found, prompt action(s) to stop the sexual harassment, prevent recurrence, implement remedies, and monitor for ongoing effects.

**Disciplinary Sanctions and Remedies:** Following the determination of responsibility, the school may implement a range of possible disciplinary sanctions and remedies.

**Standard of Evidence:** For all formal complaints of sexual harassment against students, employees, and faculty, the standard of evidence to be used to determine responsibility will be “preponderance of evidence”.

**Appeals:** The following include the procedures and permissible bases for the complainant and accused to appeal:

**Supportive Measures:** The following supportive measures are available to complainants and those accused: counseling, extensions of deadlines, other course
related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring or certain areas of the campus, and other similar measures.

**Privileged Evidence:** When making a determination of responsibility the school will not require, allow rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The school shall post on the school website and in main office locations visible to staff, students, and community Title IX Education Code 221.6 & 221.61 to include but not limited to Internet Web links to information listed below:

California Department of Education Office of Equal Opportunity  
1430 N Street  
Sacramento, CA 95814-5901

U. S. Department of Educations  
Office of Civil Rights  
400 Maryland Avenue, SW  
Washington, DC 20203-1100

**Notice of Allegation:** When the school receives a formal complaint the Title IX Officer or designee will provide a written notice to the parties who are known. Such written notice will contain the following information.

1) Notices of the School's grievance process, including any information resolution process

2) Notice of the allegations of sexual harassment allegation(s) including sufficient details known at the time and sufficient time to prepare a response before any initial interview.

   Sufficient details include identities of the parties involved, if known, the alleged conduct constituting the sexual harassment, and the date and location of the alleged incident, if known.

   The written notice shall include a statement that the accused is presumed not responsible or the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.

   The written notice shall inform the parties that they may have and advisor of their choice and who may be or is not required to be an attorney and may inspect the evidence.
Written notice must inform the parties of any provision in the school’s Guidance Plan that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If during the investigation the investigator decides to investigate allegations about the complainant or the accused that are not included in the notice provided above the investigator must provide notice of the additional allegations to the parties whose identities are known.

**Dismissal of Formal Complaint**

The school shall investigate the allegations in the formal complaint. If the alleged conduct did not constitute sexual harassment as defined above even if proved, did not occur in the school’s education program or activity, or did not occur against a person in the United States, the school must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX and implemented regulations, such a dismissal does not preclude action under another provision of the school’s code of conduct.

The school may dismiss a formal complaint on any allegations if at any time during the investigation or hearing:

- Complainant notifies the Title IX Coordinator in writing that the complainant wants to withdraw the complaint or any allegations, **Or**
- The accused is no longer enrolled or employed by the school **Or**, specific circumstances prevent the school from gathering evidence sufficient to reach a determination as to the formal complaint or allegations.

Upon dismissal described above, the school must promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

**Consolidation of Formal Complaints:** The school may consolidate formal complaints as to allegations of sexual harassment against more than one accused, or by more than one complainant against one or more accused or by one party against the other party where allegations of sexual harassment arise out of the same facts and circumstances. Where a grievance process involves more than one complainant or more than one accused.

**Investigation of a Formal Complaint**

1. The school shall ensure the burden of proof and of gathering evidence sufficient to reach a determination regarding responsibility is on the school and not the parties. The school cannot access consider, disclose, or otherwise use a party’s records made or maintained physician, psychiatrist, pathologist or any professional or paraprofessional, or someone assisting in that capacity without a voluntary written consent of the party. If a student is
under 18 years of age, then the school must obtain a voluntary written consent from the parent/guardian rights holder.

2. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses and other persons who may contribute to guilt or innocence evidence.

3. Not restrict the party's ability to discuss the allegations or gather and present relevant evidence.

4. Provide written notice and purpose of all hearings, investigative interviews, or other meetings to allow sufficient time for the party to prepare.

5. Provide each party equal opportunity to inspect and review evidence obtained during the investigation.

6. The investigation shall include reasonably prompt time frames for concluding the grievance process. In the event of unforeseen delays or a temporary delay or the limited extension of time frames for good cause the investigator shall provide written notice to the complainant and the accused of the delay or extensions and the reason(s) for the action as soon as possible.

7. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing (if a hearing is required in the policy or otherwise provided), send to each party and the party's advisor, if any, of the report for their review and written response.

**Hearings**

In the employment context a hearing is not a requirement. However, in the case of students all students are subject to expulsion hearings and will follow the school's Guidance Policy procedures.

After the school has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the accused committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the accused and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.
**Determination of Responsibility**

The decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), must issue a written determination regarding responsibility applying the standard of evidence described above.

The written determination must include:

1) Identification of the allegations potentially constituting sexual harassment as defined above.

2) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.

3) Findings of fact supporting the determination.

4) Conclusions regarding the application of the school’s code of conduct to the facts.

5) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school imposes on the accused, and whether remedies designed to restore or preserve equal access to the school’s education program or activity will be provided by the school to the complainant.

6) The school’s procedures and permissible bases for the complainant and the accused to appeal.

The school shall provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the school provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator or designee is responsible for effective implementation of any remedies.

**Appeals**

The school shall offer both parties an appeal right for dismissal and any allegations on the following basis:

1. Procedural irregularity that affected the outcome of the matter

2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter.

3. The Title IX Coordinator, investigators(s), or decision-maker had a conflict of interest or bias for or against a complainant or an accused generally or the individual complainant that affected the outcome of the case.

The school may offer an appeal equally to both parties on additional bases.

**As to all appeals, the school shall:**
1) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

2) Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.

3) Ensure that the decision-maker(s) for the appeal complies with the conflict of interest and bias standards set forth above.

4) Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

5) Issue a written decision describing the result of the appeal and the rationale for the result; and

6) Provide the written decision simultaneously to both parties.

The school's report shall include the following:
   1. The alleged allegations
   2. Description of procedural steps
   3. Findings of fact
   4. Conclusion(s) regarding application of school's code of conduct to the facts.
   5. Rationale for the results to each allegation to include responsibility, disciplinary actions, remedies to restore or preserve equal access.
   6. The school's procedures and permissible bases for complainant and accused to appeal.

The school shall provide written determination to the parties simultaneously and before reaching a determination of responsibility.

The written determination becomes final on the date the school provides the parties of an appeal if filed, if appeal is not filed on the date on which an appeal would no longer be considered timely.

The decision-maker must afford each of the parties to submit in writing relevant questions they want to ask of any party or witnesses and provide each party with the answers. Relevant does not include questions about the complainant's predisposition or prior sexual behavior.

**The school shall:**
   Notify the other party in writing when an appeal is filed and implement procedures.

   Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination
regarding responsibility or dismissal or the investigators or Title IX Coordinator.

Ensure the decision-maker(s) for the appeal complies with the conflict of interest and bias standards set above.

Give both parties reasonable and equal opportunity to submit a written statement in support or challenging the outcome.

Issue a written decision describing the result of the appeal and the rationale for the results.

Provide the written decision simultaneously to both parties.

**Informal Resolution:** The school may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this policy. Similarly, the School may not require the parties to participate in an informal resolution process under this policy and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the school may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the school—

1) Provides to the parties a written notice disclosing: The allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

2) Obtains the parties' voluntary, written consent to the informal resolution process; and

3) Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

**Recordkeeping**

1. A school must retain records for a period of seven years.

2. Each sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recordings, or transcripts of any hearing (if applicable) any disciplinary sanctions imposed on the accused, and any remedies provided to the complainant designed to restore or preserve equal access to the school's education program or activity.

3. Any appeal and the results of the appeal

4. Any information resolution and the results from the resolution process
5. All materials used to train Title IX Coordinators, investigators, decision-makers, any person who facilitates an informal resolution process.

6. The school must make these training materials publicly available on the school website or if website is down available for inspection if requested.

For each response to a formal complaint the school must create and maintain for period of seven years records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. The school must document for each instance the basis for its conclusion that its response was not deliberately indifferent and document that it has taken measures designed to restore or preserve equal access to the school’s education program or activity.

If a school does not provide a complainant with supportive measure, then the school must document the reasons why such a response was not clearly unreasonable considering the known circumstances. The documentation of certain bases or measures does not limit the school in the future from providing additional explanations or detailing additional measure taken.
Education Code 221.61 - Online Posting of Information Title IX - Filing a
Complaint Information
Effective January 1, 2017

(A) On or before July 17, 2017, public and private schools that receive federal funds and are
subject to the requirements of Title IX, school districts, county offices of education and
charter schools shall post in a prominent and conspicuous location on their websites all
of the following:

1. The name and contact information for that public school, private school, school district,
county office of education or charter school, which shall include the Title IX
Coordinator’s phone number and email address.

2. The rights of a pupil and the public and the responsibilities of the public school, private
school, school district, county office of education or charter school under Title IX, which
shall include but shall not be limited to, Internet Web, links to information about those
rights and responsibilities located on the Internet Web sites of the department’s office
for Equal opportunity and the United States Department of Education Office of Civil
Rights, and the list of rights specified in Section 221.8

3. A description of how to file a complaint under Title IX which shall include all of the
following:
   a. An explanation of the statute of limitations within which a complaint must be
      filed after alleged incident of discrimination has occurred and how a complaint
      may be filed beyond the statues of limitations.
   b. An explanation of how the complaint will be investigated and how the
      complainant may further pursue the complaint including, but not limited to,
      Internet Web links, to this information on the United States Department of
      Education Office for Civil Rights Internet Web site.
   c. An Internet Web link to the United States Department of Education Office for
      Civil Rights complaints form, and the contact information for the office which
      shall include the phone number and email address for the office.
   d. On or before April 1, 2017, and annually thereafter, the Superintendent shall
      send a letter through electronic means schools that receive federal funds and
      are subject to the requirements of Title IX informing them of the requirement
      specified in subdivision (a) and of their responsibilities under Title IX.
   e. A public school that does not maintain an Internet Web site may comply with
      subdivision (a) by posting the information specified in paragraphs, (1) to (3),
      inclusive of subdivision (a) on the Internet Web site of its school district or
      county office of education.
   f. Nothing in this section shall be construed to require a school or local education
      agency to establish an Internet Web site if the school or local education agency
does not already maintain one.
Oasis Charter Public School
Title IX Complaint Form

Purpose: The purpose of this Title IX Complaint Form is to gather the essential facts of alleged actions of sex discrimination, including sexual harassment or sexual assault or other sex discrimination allegations in accordance with Title IX Education Code of 1972.

This form only applies to complaints alleging discrimination prohibited by Title IX to include sexual harassment, sexual violence submitted by students, parents/guardians, current prospective employees, and other members of the school community. Once filed, the complaint will be promptly investigated in an impartial and confidential manner as reasonably possible unless otherwise prescribed by law.

Instructions: Individuals alleging Title IX discrimination are required to complete this form and submit it to either person listed below as soon as possible after the occurrence of the alleged discrimination. Please note that there is no limit or statute of limitations on a complainant to file a formal complaint. Once you sign the form either the Title IX Coordinator or Compliance Officer will sign it then your complaint has been properly received and noted by the school. If you have any questions or need assistance about completing this form, please contact one of the following:

Natalie Zayas, Executive Director
Title IX Coordinator
Oasis Charter Public School
1135 Westridge Parkway
Salinas, CA 93907
831-424-9003

Grisela Macias, Office Manager
Compliance Officer
Oasis Charter Public School
1135 Westridge Parkway
Salinas, CA 93907
831-424-9003

Complaint Statement

Name of Complainant/Grievant:

______________________________________________________________
Print

Grade (if applicable)

Contact Information: Home address/city/Home Phone/Email

Home Address ________________________________________________

Phone # __________________ Email __________________________


I hereby freely, voluntarily and without force, threats, or coercion, submit this complaint form to the Title IX Coordinator or Compliance Officer.

I certify that the information provided is given in this complaint form is true and correct.

Signature ___________________________ Date ______________

The Complaint Received by:

Name _______________________________ Title ______________________

Address _______________________________ Phone # __________________

Email _______________________________ Date _____________________

Disclosure Statement:
It may be necessary to disclose your identity, and/or complaint as prescribed by law. Should such disclosure become necessary, it will be only to persons who have a need to know. Confidentiality will be preserved to the extent possible, unless otherwise prescribed by law.

Other Options:
You may also file your complaint with Federal Equal Opportunity Commission (EEOC) and/or with the California Civil Rights Department (CRD) www.eeoc.gov and/or calcivilrights.ca.gov/
List of Rights – Education Code 221.8  
Effective January 1, 2016

The following list of rights, which are based on the relevant provisions of the federal regulations implementing Title IX of the Education Amendments of 1972 (20 U.S.C. Sect 1681 et.seq) may be used by the department for purposes of Section 221.6.

(a) You have the right to fair and equitable treatment, and you shall not be discriminated against base on your sex.
(b) You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities.
(c) You the right to inquire of the athletic director of your school as to the athletic opportunities offered by the school.
(d) You have the right to apply for athletic scholarships.
(e) You have the right to receive equitable treatment and benefits in the provision of all of the following:
   (1) Equipment and supplies;
   (2) Scheduling of games and practices;
   (3) Transportation and daily allowances;
   (4) Access to tutoring;
   (5) Coaching;
   (6) Locker Rooms;
   (7) Practices and competitive facilities;
   (8) Medical and training facilities and services;
   (9) Publicity.
(f) You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
(g) You have the right to contact the State Department of Education and the California Federation to access information on gender equity laws.
(h) You have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education, if you believe you have been discriminated against or if you believe you have received unequal treatment on the bases of your sex.
(i) You have the right to be protected against retaliation if you file a discrimination complaint.
Policy Adopted: 5/31/2022
Revised:

Section V   Students
Article XIII Nondiscrimination, Harassment, Intimidation, Bullying

The UCEN Board/Oasis Charter Public School (OCPS) recognizes the need to create and maintain a learning environment where students and employees are treated with dignity, decency, and respect in accordance with Safe Place to Learn Act.

The school is committed to enforcing the prevention of, Discrimination, Harassment, Intimidation and Bullying at all levels to create an environment free from all forms of discrimination, harassment, intimidation, and bullying. Based on the following characteristics, whether actual or perceived: race or ethnicity (including ancestry, color, ethnic group identification and ethnic background; race is inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, including, but not limited to, such hairstyles as braids, locks and twists), religious creed (including religious dress and grooming practices), color, national origin (including language use restrictions), immigration status, citizenship status, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy or childbirth), gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or association with a person or group with one or more of the aforementioned characteristics or any other legally protected category is unlawful and undermines the character and purpose of the School. Such discrimination, harassment, intimidation, or bullying violates School policy and will not be tolerated. This policy applies to anyone on campus at the school or those attending school sponsored activities.

Any form of retaliation against anyone who has complained or formally reported discrimination, harassment, intimidation or bullying or against anyone who has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else, will not be tolerated and violates this policy and the law.

Allegations of sexual harassment by employees may be processed internally through the School’s UCP but may eventually be referred to the Department of Fair Employment and Housing.

If the school possesses information that could indicate immigration status, citizenship status or national origin information, the school shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending school. If parents/guardians choose not to provide information that could indicate their or
their children's immigration status, citizenship status or national origin information, the school shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.

Each year, the school shall educate students about the negative impact of bullying other students based on their actual or perceived immigration status or their religious beliefs or customs. The school shall also train teachers, staff, and personnel to ensure that they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or perceived characteristics noted above. Such training shall provide School personnel with the skills to do the following:

- Discuss the varying immigration experiences among members of the student body and school community.
- Discuss bullying-prevention strategies with students and teach students to recognize the behavior and characteristics of bullying perpetrators and victims.
- Identify the signs of bullying or harassing behavior.
- Take immediate corrective action when bullying is observed; and
- Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.
- Discuss if a person believes they are being harassed, bullied, sexually harassed, intimidated or feeling retaliated against, they have the right to tell the person that their comments and/or behavior is offensive and to tell them to STOP.
- All personnel should know that they have a responsibility to intervene when it is safe to do so whenever they witness any form of harassment, intimidation, retaliation and or bullying.

Definitions:

Discrimination:
Discrimination is adverse treatment of any person based on the protected class from participating or benefiting from school activities or services.

Harassment:
Harassment is unwelcome verbal or physical conduct prohibited by law directed toward, or differential treatment of, a student because of his/her membership (or perceived membership) in any protected group or on any other prohibited basis. The harasser can be a student, a School official or employee, or someone who is not an employee of the school, such as a vendor or parent.

Examples of such conduct include, but are not limited to:
- Offensive or degrading remarks, verbal abuse, or other hostile behavior such as insulting, teasing, mocking, name calling, degrading, or ridiculing another person or group.
- Racial slurs, derogatory remarks about a person's accent, or display of racially offensive symbols
- Unwelcome or inappropriate physical contact, comments, questions, advances, jokes epithets or demands.
- Physical assault or stalking
- Displays or electronic transmission of derogatory, demeaning, or hostile materials.
- Graphic and written statements, which may include use of cell phones or the Internet.

Harassment does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent to interfere with or limit a student’s ability to participate in or benefit from the services, activities or opportunities offered by the school.

**Sexual Harassment:**

Sexual harassment is a form of harassment based on sex, including sexual harassment, gender harassment and harassment based on pregnancy, childbirth or related medical conditions, gender identity, gender expression, and sexual orientation. It generally involves unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of violations:

- Unwanted sexual advances
- Offering educational benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of suggestive objects or pictures, cartoons, or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs and jokes.
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive, or obscene letters, notes or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.

**Intimidation:**

Intimidation includes adverse actions intended to fill another with fear, to overawe or cow, as through force of personality or by superior display of wealth, talent, etc., or to force another into or deter from some action by inducing fear.

**Bullying:**

Bullying may take place in a variety of hostile acts that are carried out repeatedly over time. The acts involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. It may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or psychological (spreading rumors, manipulating social relationships, or promoting social exclusion, extortion, or intimidation). Bullying is any severe or pervasive action or conduct directed toward one or more students that have the effect of one or more of the following: 1) places
a reasonable student in fear of harm to that student's person or property; 2) causes a reasonable student to experience a substantially detrimental effect on his or her physical or mental health; 3) causes a reasonable student to experience substantial interference with is or her academic performance; 4) causes a reasonable student to experience interference with his or her ability to participate in or benefit from the services, activities or privileges provided by the school.

Other types of bullying:

- **Sexual bullying** includes many of the actions typical of bullying behavior with the added actions of exhibitionism, voyeurism, sexual propositioning, sexual harassment and sexual abuse (touching, physical contact, sexual assault).

- **Bias or hate-motivated bullying** is a basic bias against or hate for a person or group. Examples include taunting one's race, religion, national origin, sexual orientation, or physical or mental disabilities. The bullying behavior may also be aggressive, antagonistic, and assaultive.

- **Hazing** is a form of aggressive behavior that usually involves intimidation and humiliation during an initiation for a student organization or body, club, group, or sports team. It may involve conduct that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. Hazing does not include athletic events or school-sanctioned events.

- **Cyberbullying** involves bullying conduct that is created or transmitted by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager communicating any of the following: 1) a message, text, sound or image; 2) a post on a social network Internet Web site, including a "Burn Page," an impersonation of another student, and a false profile.

- **Cyber sexual bullying** involves dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more effects described in (1) – (4) above. A photograph or other visual recording shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. Social media bullying involves bullying through forums for social media, such as internet websites with free registration and ease of registration, internet websites offering peer-to-peer instant messaging (such as Snapchat, Tox, FireChat, Orbit, Bleep), internet websites offering comment forums (such as FaceBook, Twitter, Reddit) and internet websites offering image or video posting platforms (such as YouTube, Instagram, Twitch, Imgur).

**Retaliation:**
Retaliation is any adverse action taken against a student because they filed a charge of harassment, discrimination, intimidation or bullying complaint to the school or another agency or participated in an investigation about the same (such as an internal investigation
or lawsuit), including as a witness. Retaliation also includes adverse action taken against someone who is associated with the individual opposing the perceived harassment, discrimination, intimidation or bullying.

**Reporting Discrimination, Harassment, Intimidation, Bullying or Retaliation**

Any student who believes that he or she has been the victim of discrimination, harassment, intimidation, bullying, or retaliation prohibited by this policy, or any student who has witnessed such discrimination, harassment, intimidation, bullying or retaliation, should immediately report the circumstances in accordance with the procedure set forth below. The school will investigate any conduct that violates this policy, even in the absence of a complaint, and take remedial action where appropriate.

A student may make a complaint, written or oral, to any of the individuals listed below:
- Their teacher, school counselor or other school personnel
- The Executive Director or designee of the school

Complaints may be submitted to the Executive Director or designee by any of the following methods:
- By phone at 831-424-9003
- By email to nataliezayas@oasischarterschool.org
- By mail to: Executive Director, 1135 Westridge Parkway, Salinas, Ca 93907

Any teacher, school counselor or other school employee that receives any complaints of misconduct, or personally observes, learns about from others, or reasonably suspects has occurred, shall report the same to the Executive Director or designee so that the school may attempt to resolve the claim internally. Any school personnel that witness an act of discrimination, harassment, intimidation, bullying or retaliation shall take immediate steps to intervene when it is safe to do so. If such an act committed by the Executive Director can be submitted to Executive Director’s designee or to the Board President. The discretion to investigate the allegation will be determined.

**Investigation and Disposition of Complaints**

The school will conduct a prompt, thorough and impartial investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. The investigation, conducted by a qualified investigator(s) (who may be a school employee), will include an interview with the alleged student-victim and their parent(s)/guardian(s). It may also include interviews with the person who made the initial report, the complainant (if not the alleged victim), the alleged wrongdoer and/or any other person who may have information cooperate with any investigation. The investigator may also review any relevant documents.

The school will work promptly to complete its investigation within thirty (30) days. Confidentiality of the complaint and investigation will be kept by the school to the extent possible but note that the investigation will not be completely confidential. The school shall
ensure confidentiality with respect to a student's or family's immigration status unless otherwise required by law.

The investigator (if a third party) will report their findings to the Executive Director or designee and/or Board of Directors. Where the investigator concludes that a violation of this policy has occurred, the Executive Director or designee and/or Board of Directors will take prompt and appropriate remedial action, including disciplinary action. Depending upon the circumstances, disciplinary action may include, but is not limited to suspension and/or recommendation for expulsion. Discipline for a violation of this policy is not progressive, so a first violation of this policy may warrant suspension or a recommendation for expulsion.

Every complaint will trigger the creation of an investigation file. The investigation file will consist of the initial complaint, the final investigative report, including a record of the remedial action to be taken, if any, and all documents created, used, or reviewed during the investigation.

At the conclusion of the investigation, the Executive Director or designee shall notify the complainant of the way it has resolved the matter. If, within 30 days after notification of resolution, the complainant does not agree with the resolution, the complainant may appeal the matter to the Board of Directors of the school by filing a notice of appeal stating the reasons for the appeal and specific disagreement with the school's resolution of the complaint. The Board of Directors will provide the student with a final decision of the school's resolution 5 days after the Board of Directors' next regularly scheduled board meeting. If the student does not agree with the final determination of the Board of Directors, the student may appeal to the California Department of Education using the appeal process adopted in the School's Uniform Complaint Procedures.

**Parental Notification:**
Each year, the school shall notify parents/guardians of their children's right to a free public education, regardless of immigration status or religious beliefs. This information shall include information related to the "Know Your Rights" immigration enforcement established by the California Attorney General. The school shall also inform students who are the victims of hate crimes of their right to report such crimes.

**Sexual Harassment Poster**
The school shall create a poster that notifies pupils of the applicable written policy on sexual harassment. The poster shall display, at a minimum, all of the following: 1) The rules and procedures for reporting a charge of sexual harassment; 2) The name, phone number and email address of an appropriate school official to contact to report a charge of sexual harassment; 3) The rights of the reporting pupil, the complainant, and the respondent and the responsibilities of the School in accordance with the School's written policy on sexual harassment.

The poster will be prominently and conspicuously displayed in each bathroom and locker room at the school site. It may be prominently and conspicuously displayed in public areas
at the school site that are accessible to, and commonly frequented by students, including, but not limited to classrooms, classroom hallways, gymnasiums, auditoriums, and cafeterias. The governing board of the school shall have full discretion to select the appropriate public areas to display the poster at the school site. The governing board of the school shall have full discretion to select the appropriate public areas to display the poster at the school site.

**Posting**
This policy shall be posted on the school's internet website in a manner that is easily accessible to parents/guardians/students.
Oasis Charter School
Board Agenda Supplemental Information

TITLE OF AGENDA ITEM: 12.3 ACTION: Board Terms

BOARD MEETING DATE: May 30, 2023

BOARD AGENDA ITEM INFORMATION:

- On April 25, 2023, meeting Board members stated if they will continue with their term;
- Maria Alvarez was absent;
- Board Members need to publicly state if they are staying on the Board at this meeting;
- If a Board Member is not staying past their term, then I can open up applications for specific Board positions;
- Currently, we can advertise for two (2) alternate board positions;
- From April 25, 2023 the following was recorded:

Jacqueline Vasquez, President
Appointed 6/30/2020  (6/30/2023 end of term)
Staying in her position on the Board.
Board enacted the 1-year extension as is provided in the Bylaws

Margie Weibusch, Vice President
Appointed 12/1/2020 (12/1/2023 end of term)
Staying in her position on the Board.
Board enacted the 1-year extension as is provided in the Bylaws

Steven Duran Jr., Treasurer
Appointed 2/1/2021 (2/1/2024 end of term)
Staying in his position on the Board.

Jamie Stracuzzi, Member
Appointed 3/1/2021 (3/1/2024 end of term)
Staying in her position on the Board.

May 30, 2023:

Maria Alvarez, Member (AUSD appointed)
Appointed 8/1/2020  (8/1/2023 end of term)
Oasis Charter School
Board Agenda Supplemental Information
To be submitted to the Executive Director

TITLE OF AGENDA ITEM: 12.4 Website Proposals

BOARD MEETING DATE: May 30, 2023

BOARD AGENDA ITEM INFORMATION

- The Oasis website needs to be updated;
- There is new technology available that can now modernize the website;
- We obtained two proposals;
- The first came in over the amount that the Executive Director can approve;
- She sought a second;
- The second came in at a cost the ED can approve;
- The ED chose to bring both to the Board for a Board decision.

Proposal 1: TMD Creative: $12,500.00
Proposal 2: Horhei Tech Labs LLC: $6,500.00

Both proposals include:
- Improved navigation;
- Multilingual options (a translate button for many languages);
- SEO optimization: Increases visibility and online presence;
- Streamlined enrollment process: Ability for parents to complete an application online;
- Visually appealing and modern;
- Ongoing support and staff training for updates.

Budget: We have been granted an unrestricted fund of $440,000.00
This fund is earmarked for our Internet update, buses for field trips, replacing one more floor (staff room), yet leaves funds for our website development.

Administration Recommendation: Approve X proposal from Horhei Tech Labs to better provide more services to children with public funds.

Person submitting item: Dr. Natalie Zayas
Oasis Charter Public School
A small school for kids with BIG ideas.

05.23.2023

Horhei Tech Labs, LLC
6812 Deep Valley Road
San Diego, CA 92120
203 449 6225
Overview

Horhei Tech Labs is pleased to submit this website build proposal to enhance the online presence and user experience of Oasis Charter Public School. I understand your requirements for a charter school website that offers improved navigation, multilingual options, SEO optimization and a streamlined enrollment process. Horhei Tech Labs is excited to collaborate with you on this project and create a dynamic, user-friendly website that reflects your organization's values and objectives.

Summary

I. Improved Navigation

I understand the importance of intuitive and efficient navigation for a smooth user experience. Our team will implement an organized and user-friendly navigation structure that ensures visitors can easily find the information they need. We will incorporate clear menus, breadcrumbs, and search functionality to enhance the overall website usability.

II. Multilingual Options

To accommodate the diverse needs of your students and families, we will integrate multilingual functionality into the website. This will allow users to access the site in multiple languages, enhancing accessibility and inclusivity for all stakeholders.

III. SEO Optimization

Implement search engine optimization (SEO) strategies to increase the visibility and online presence of the school's website. This will involve keyword research, metadata optimization, URL structure optimization, and other SEO best practices.

IV. Streamlined Enrollment Process

Simplifying the enrollment process is crucial to attracting prospective students and facilitating efficient administration. We will develop an online enrollment system that automates the application process, making it easier for parents and guardians to submit applications, track progress, and receive updates. The system will integrate with your existing student information system to ensure accurate and up-to-date data management.
Project Scope

I. Design and Development

Our team will work closely with you to create a visually appealing and modern website design that aligns with your organization's branding. The website will be built using responsive web design principles, ensuring seamless functionality and optimized display across various devices and screen sizes.

II. WordPress

Using Elegant Theme's Divi theme as a foundation, a custom layout for the homepage and interior pages will be implemented. Existing content will be migrated and formatted to match the new look and feel established by the newly designed website layout. There will be additional functionality for managing downloadable forms as well as an easy interface to accommodate posting school updates in various areas of the site. Existing features such as the Google Calendar will be carried over into the new site and options for optimization will be explored. Horhei Tech Labs will provide comprehensive training to ensure your team can independently maintain the website moving forward.

III. Multilingual Integration

Horhei Tech Labs will implement the gTranslate WordPress plugin, allowing users to select their preferred language and seamlessly switch between translations. The option to modify translations will be available through gTranslate for an additional subscription. gTranslate suggests 94% accuracy on all on demand translations.

IV. SEO Optimization

We will provide the following efforts:

- Conduct keyword research to identify relevant and high-performing search terms.
- Optimize page titles, meta descriptions, headers, and URLs for improved search engine visibility.
- Implement a sitemap and submit it to search engines for efficient indexing.
- Ensure website structure and coding practices comply with SEO best practices.
- Provide recommendations for ongoing content optimization to improve organic search rankings.
V. Enrollment System

Horhei Tech Labs will develop a custom online enrollment system tailored to your specific requirements. The system will include an application form, document uploads, automated notifications, and an administrative dashboard to manage applications and generate reports.

Timeline

We have estimated the following timeline for the completion of this project. Completion dates for each milestone will be provided upon approval of this proposal and the receipt of a 50% deposit of the project fee.

- Discovery and Planning
- Design and Development
- Content Integration and Testing
- SEO Optimization
- User Acceptance Testing and Refinements
- Launch and Deployment

Investment

The total investment for this website build project is $6,500. This cost includes design, development, content integration, CMS setup, multilingual integration, SEO optimization, enrollment system development, training, and ongoing support for 45 days.

Ongoing Support

Upon completion of the project, we will provide Oasis Charter Public School with 45 days of ongoing support to address any technical issues, perform necessary updates, and provide guidance on website maintenance. We also offer optional maintenance plans for extended support beyond the initial period.

We are confident that our expertise in website development and our commitment to delivering high-quality results align perfectly with your requirements. Together, we can create a website that showcases the unique offerings of Oasis Charter Public School, enhances user experience, and streamlines the enrollment process.
Thank you for considering our proposal. We are excited about the opportunity to work with Oasis Charter Public School. Should you have any questions or require further information, please do not hesitate to contact us. We look forward to discussing the project in more detail and taking the next steps.

Sincerely,

Jorge Pires
Owner / Full Stack Web Developer
Horhei Tech Labs, LLC
203 449 6225
jorgepires311@gmail.com
Jorge Pires

I have proven to be communicative, capable, and resourceful in my work, and my entire client base has been acquired through referrals from current and past clients over the past 14 years.

I am a freelance Full Stack Developer with a B.A. in Computer Science and extensive experience in PHP, JavaScript, SQL, and CSS. I have working knowledge of Python, D3.js, Flask, and MongoDB, and I am proficient in Magento, WordPress, WooCommerce, Shopify, SquareSpace, Wix and Joomla.

I am seeking new challenges where I can expand my skills as a full-stack developer, with a particular interest in app development and launching my own SaaS.

CURRENT POSITION - FREELANCER AS AN LLC/S CORP

Horhei Tech Labs LLC, San Diego, CA – Full Stack Developer
July 2009 - PRESENT
Built Magento and WordPress-based websites for clients, providing ongoing maintenance and updates
Partnered with several agencies to provide web development services to their clients on a range of platforms.
Gained a loyal client base through satisfied clients who have referred me to their valuable contacts and acquaintances

CLIENT SPECIFIC EXPERIENCE

Little Dog Communications – Full Stack Developer
November 2015 - PRESENT | BioTech Public Relations Agency
Built and maintained BioTech client websites built on the WordPress, Wix and SquareSpace platforms
Generated website themes with provided mockups created with Figma, Photoshop and InDesign
Analyzed Google PageSpeed Insights to improve Core Web Vitals scores to improve search engine ranking using best practices for agency clients

Real Estate Standards Organization – Full Stack Developer
July 2015 - PRESENT | Real Estate Standards Body
Built widely used UOI API, which provides public access to the real estate industry entities using a singular ID
Mapped MLS membership using the UOI API using Mapbox, Leaflet JS and D3.js

San Diego, CA
203 449 6225
jorgepires311@gmail.com

SKILLS
PHP / JavaScript / SQL / CSS
Magento / WordPress
WooCommerce
BootStrap / Divi / jQuery
Shopify / Wix
REST API / MongoDB
Python / Flask
SEO / Core Web Vitals

EDUCATION

Western Connecticut State University, Danbury, CT

Bachelor of Arts, Computer Science

Skills: C++, Visual Basic, .net, JavaScript

UC San Diego, San Diego, CA

Certificate, Data Science and Visualization

Acquired a solid foundation in Python and several specialized libraries available through attending an immersive Data Science boot–camp at night.

Skills: Python, D3.js, Leaflet.js, Amazon Web Services, Machine Learning, Tableau, Git/GitHub

CLIENT REFERENCES
Designed and developed existing website as a replacement of a static HTML website on WordPress using Elegant Themes Divi

**Messina Design - Full Stack Developer**
*July 2013 - Present | Design Firm*
-
Provided advanced web development support for web design team

- Implemented advanced features on client websites using JavaScript, PHP and CSS.
- Example: Extended quote form built Gravity Forms to pass Google Map drawings as a field to support client sales team

**Original Watermen - Full Stack Developer**
*May 2012 - Present | Magento Ecommerce*
-
Migrated product and customer data through various versions of Magento 1.1 through 2.4

- Established a solution to create independent shopping experiences for wholesale clients and client groups using various Magento extensions
- Integrated WordPress admin as a blog content manager into Magento for seamless experience

**FroggerGolf - Full Stack Developer**
*August 2010 - September 2018 | Ecommerce*
-
Built several iterations of company website on Magento and WordPress WooCommerce

- Handled transition from Magento to WooCommerce including product and customer data

**PREVIOUS EXPERIENCE**

**Nobis Interactive, Carlsbad, CA — Web Developer**
*September 2008 - July 2009*
-
Transitioned product and customer data using PHP and MYSQL between various ecommerce solutions such as Magento

- Assessed existing sites for improvements regarding SEO and usability; and implemented the strategies defined during assessment.
- Responsible for maintenance and updates on various sites on various platforms such as ZenCart, OSCommerce, Joomla, and other custom CMS/Ecommerce solutions.

**SEO Inc, Carlsbad, CA — SEO Engineer**
*March 2006 - September 2008*
-
Optimized client websites written in ASP, ASP.Net, PHP, and ColdFusion, as well as CMS such as Yahoo Store and MyCMS.

- Regularly reviewing client sites and producing reports describing obstacles and suggesting solutions, such as fixing duplicate content, broken links, and inconsistencies, helps achieve search engine success.
Website Refresh Proposal

Oasis Charter Public School
A small school for kids with BIG ideas.

As requested by
Natalie Zayas

May 5, 2023

90 W. Alisal St.
831.758.6425
tmdcreative.com
info@tmdcreative.com
Dear Dr. Natalie Zayas,

Thank you for the opportunity to submit our proposal to you, we are excited to provide you with details of our company and processes.

It was clear from our initial meeting and our previous interactions that you have direct feedback on the current site and a great vision for Oasis Charter School's website redesign. We are confident TMD can provide the necessary messaging, website design, strategy, and development services to brand Oasis Charter School as a professional, community-oriented program and mirror the great culture of the organization and its available resources.

In the following pages of this proposal, we outline how TMD Creative can assist Oasis Charter School in achieving all its marketing endeavors successfully. We appreciate your time and the opportunity to work with an agency we greatly admire and such wonderful people.

Best,

[Signature]

Monica Tovar
President & CEO
Our Team

Monica Tovar
President & CEO

Monica is an experienced leader who has created multi-level marketing strategies for many businesses and nonprofit organizations for over 20 years. She enjoys managing teams while leveraging their individual and collective expertise to generate amazing results. Her passion for the community has led her to sit on multiple boards and committees such as Salinas Valley Memorial Hospital Foundation, United Way of Monterey County, Big Sur Land Trust, Monterey County Rape Crisis Center, and Hartnell College’s Women’s Education & Leadership Institute. Prior to being TMD’s President & CEO, she held leadership roles at Entravision Communications, iHeart Media, and Stephens Media Group.

Fran Murillo
Creative Services Director

Fran believes that design is a never-ending process. He graduated from California State University, Monterey Bay with a bachelor’s degree in communication arts. Creativity is a constant in every aspect of his life. He lives with curiosity and believes that good design can make the difference in anything. Trust in the process; let’s work together.

Athena Morris
Project Manager & Assistant to the CEO

Athena is a first-generation graduate of California State University, Monterey Bay earning a bachelor’s degree in Business with a concentration in Marketing. Starting as an intern at TMD during her time in college, she has proven herself as a valuable member of the TMD team, and quickly expanded her role taking on more diverse responsibilities. Her ability to handle a multitude of client communications and coordination truly shows her expertise in leadership and project management. Athena thrives in a high-paced and ever-changing environment.

Lindsey Wrenn
Senior Designer & Editor

Lindsey received her B.A. in Visual Communications with a focus in Marketing from San Francisco State University and brings to TMD her experience and passion for creating unique, compelling designs for businesses and nonprofits. Before joining TMD, Lindsey oversaw marketing for the Monterey Symphony, where she was able to utilize her graphic design, copywriting, and marketing skills to spearhead various marketing efforts. A San Diego native, she has found a new home on the Central Coast.

Nicole Neadeau
Senior Graphic Designer

Nicole is a Graduate of California State University, Monterey Bay, and holds a degree in computer science with an emphasis on design. She has over eight years of design experience that spans a broad range of client industries. From the fashion industry to children’s books, produce industry to rodeo, whether a small business or corporate, she brings purpose and intention to her designs and strives to help clients communicate meaning through each piece. Her skillful blend of professional elegance, creativity, and color theory maximizes the impact of each message, and the results achieved for our clients.
| Thalia Villalobos  
<table>
<thead>
<tr>
<th>Web Developer</th>
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<tbody>
<tr>
<td>Thalia is a graduate of California State University, Monterey Bay. She was part of a rigorous and accelerated Computer Science program called CSin3, which means that she graduated in three years from CSUMB with a B.S. in Computer Science with an emphasis in Software Engineering. She is proud to say that she is the first of her family to graduate from a four-year college. Thalia is passionate about web development and teaching programming skills to others, especially children and teens. One example is her participation in instructing high school students the basics of programming a video game at John Steinbeck Library's Game On! Program.</td>
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| Spencer Enriquez  
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<tr>
<th>Graphic Designer &amp; Illustrator</th>
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<tr>
<td>Spencer is a driven and creative individual with a passion for design and art. He is a Central Coast native and a graduate of California State University, Monterey Bay with a bachelor's degree in Communication Design with an emphasis in Visual Design. In the nonprofit and small business arena, Spencer's work experience includes designing marketing collateral as well as digital graphics for web and social media. He is energized about expressing ideas visually and welcomes the opportunity to integrate his illustration skills into infographics, marketing messages, and custom typography.</td>
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| Tina Gourley  
<table>
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<tr>
<th>Project Manager</th>
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<tr>
<td>Tina graduated from California State University, Monterey Bay with a bachelor's degree in Business Administration with a concentration in marketing and offers project support for TMD team members. For over 20 years she gained experience in managing deadlines and budgets for long-term projects in a family-owned business that she assisted in starting from the ground up. Tina volunteers with the California Women for Agriculture and the California Rodeo Salinas, she enjoys giving back to the community and local non-profit organizations.</td>
</tr>
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</table>
Scope of Work

Website Redesign and Development

TMD Creative will redesign, develop, and program a new website for Oasis Charter School based on an assessment of current issues and concerns. The total amount of hours allocated to this project is to not exceed 75 hours.

It is TMD’s recommendation to recreate www.oasischarterschool.org for the following reasons:

- Searchability and accessibility
- Resources and information will be easily available to all audiences
- Navigation throughout the site will be simpler
- Increased user-interaction
- Simplified back-end management

Website Process
Services We Offer

Branding Portfolio

- Animation
- Annual Reports
- Banners
- Brochures
- Catalogs
- Copywriting
- Demographic Analysis
- Digital Advertising
- Direct Mail
- Email Marketing
- Event Management
- Identity Development
- Identity Standards
- Illustration
- Business Systems

- Interactive Design
- Key Messaging
- Logo Design
- Manuals
- Market Research
- Media Buying
- Media Planning
- Product Launches
- Newsletters
- Photography
- Google Analytics
- Search Engine Optimization
- Drone Footage
- Video Editing
- Photography

- Positioning Strategy
- Public Relations
- Radio
- Signage
- Stationary
- Strategic Planning
- Television
- Trade Show Exhibits
- Video Production/Editing
- Website Design
- Branding
- Consulting
- Focus Groups
- Surveys
- Website Development
Website Disclaimer

In no event shall TMD Creative be held responsible for any loss or damage of any kind to the website caused by the client’s erroneous use, administration, update, or maintenance of the content management system (CMS), host, or any third-party applications connected to the site.

Total Investment $12,500

Website Security Options

Security, Maintenance, and Performance

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<th>LEVEL 1</th>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
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<td>$50/month</td>
<td>$100/month</td>
<td>$150/month</td>
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<tr>
<th>Service</th>
<th>Quarterly Update</th>
<th>Monthly Maintenance</th>
<th>Fully Managed</th>
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<tr>
<td>Wordpress Updates</td>
<td>Daily</td>
<td>Monthly</td>
<td>Monthly</td>
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<tr>
<td>Plugin Updates</td>
<td>Daily</td>
<td>Monthly</td>
<td>Monthly</td>
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<tr>
<td>Site Backups</td>
<td>Weekly</td>
<td>Weekly</td>
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<td>Configure Security Plugin</td>
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<td>Uptime Monitor</td>
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<td>Cloudflare</td>
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<td>Content Delivery Network</td>
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<tr>
<td>Hack Recovery/Restore</td>
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<td>PostMark</td>
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<tr>
<td>Plugin/Theme Update Cost</td>
<td>At-Level</td>
<td>At-Level</td>
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<td>SEO Ranking Report</td>
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<td>Broken Link Checking</td>
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<tr>
<td>Scan Alert Plugin Updates</td>
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One Time

Recruiring Monthly
Third-Party Integrations

Our team has experience working with many third-party integrations. This is accomplished through an API, embedded code, or custom integration method. The new website will include integrations with necessary application forms, calendars, and social media sites. Requirements will be gathered for each third-party plugin, and the integration method and outcome will be identified. The integration of third-party tools assumes that the third party offers an integration method for the required features and that permissions can be set to access this method.

Multilingual Translations

The new website will include multilingual translation tools to provide translated website content in English and Spanish. The tools will be integrated to manage the Spanish translation in parallel with the English content. The CMS language tools will allow for translations to be added/updated directly as well as managed through remote translation tools. A service will be configured to provide an automatic machine translation to start the process, then a translator can review, correct, and rewrite the content.

The website will be fully translated when you select another language, including navigation elements, the footer, and the main content. The URLs for each language will be intuitive and search engine friendly.

Note this includes full multilingual tools to manage English and Spanish translations as well as the ability to generate machine-translated content for each content block. The copy for the translated Spanish content on the website isn’t included in the proposal as it will require further scoping and discovery.

Website Administration

Since daily updates and maintenance on the website will be made in-house, we recommend WordPress. TMD understands exceptionally well the importance of web security to Oasis Charter School. In our experience, if reputable plug-ins are used (and are kept up-to-date) and keep WordPress up to date, then WordPress is a very secure system. The senior web developer at TMD would provide the training before or after the completion and launch of the website for front-end and back-end updates. TMD will make sure (we recommend at least three) team members of Oasis Charter School know how to update and maintain the site. TMD also provides the client with full admin access to both the front-end and back-end.

Analytics and SEO

We will make sure analytics are fully set up on the site. We will identify keywords that target your audience, give recommendations on how to align your content with those keywords, set up Audiences in Google Analytics to track specific segments of your user base, integrate Google Tag Manager to track specific user actions on the site and set up Google Search Console to track how users are getting to your site and what search terms they are using.

Since the website will be the main public source of information for Oasis Charter School, initial and ongoing search engine optimization will be essential. TMD Creative will lay the SEO foundation with search-friendly URLs and titles, set up SEO plugins, and inclusion in Google Search Console.

In addition, we will recommend a plan to implement the next level of optimization as well as monthly maintenance.

Training

An online training session will be held with Oasis Charter School staff to show how the administrative tools are set up. Upon request, we will provide a video for reference in a private training area of the website to cover various tools and processes in administering the website.
Website Overhaul Timeline

1. Identify Current Site Issues
   Review the current website and spot the elements that need to be repaired, changed or optimized. To include kickoff meeting where we identify users and goals for the new site.

2. Asset Collection
   Current site map will be evaluated and restructured based on recommendation. Client is responsible for providing content.

3. Present Proposed Design
   Conduct a team meeting and discuss the proposed design. Pinpoint all elements that work and revise what doesn’t. This stage includes multiple checkpoints to insure individual pages.

4. Get Approvals
   Present the proposed new website to the client and garner feedback and/or approvals.

5. Design Sprints Commence
   Begin conducting design sprints to update the website. This includes revisions and design reviews. Also, discussions about intended functionality.

6. Begin Development
   Once the UX/UI designs are approved, kickstart the development process. This begins with creation of a development link where the website will be housed during this stage.

7. Gather Feedback & Apply Changes
   Identify elements to alter. Redesign accordingly and apply client suggestions to improve overall look and feel. Testing will be conducted for functionality, mobile responsiveness & accessibility.

8. Optimize New Site
   Ensure the site is optimized for SEO and uses keywords for ranking in search results. This includes setting up Google analytics to ensure accurate reporting for future analysis upon request.

9. Launch
   After everything is approved, launch the site and inform all subscribers. Training to be provided to staff.
Limitation of Liability and Agreement Acceptance

LIMITATION OF LIABILITY

TMD Creative will notify clients of inaccuracies discovered during our normal course of business, however, unless specifically stated otherwise in writing (in this proposal or amending work orders), the client bears final responsibility for any errors or omissions present in the content submitted to TMD Creative. Therefore, the client should verify the accuracy of any and all content before submitting it to TMD Creative. Content includes but is not limited to copy/text, data, pictures, and images. TMD Creative reserves the right to request payment for work done if the project fails to move forward due to client inaction.

TMD Creative is happy to provide copywriting and editing services for an hourly fee. This service excludes technical or scientific data and statistics, or information specific to the client for which TMD Creative has no reference to verify accuracy.

STATEMENT OF INTENT

Each party acknowledges that it has read and agrees to the terms and conditions of this proposal and that the signatory is authorized to execute this work order by signing below and initialing each page of the proposal where indicated. Each party also recognizes that the total amount agreed to is $12,500 for a website redesign.
Both parties agree to the terms and conditions outlined above.

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>CLIENT/CUSTOMER</th>
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<tr>
<td>Signature</td>
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