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

TITLE OF AGENDA ITEM: 12.9 Summer School

BOARD MEETING DATE: June 20, 2023

BOARD AGENDA ITEM INFORMATION

- The Board heard the summer school plan in January 2023
- The plan has had minor updates and is attached
- Cori Puente will lead the summer school, her presentation is attached
- Today was Cori’s first day of summer school and she requested that Dr. Natalie Zayas present for her.

Administration Recommendation: Approve ________ Information _____ X ___

Person submitting item:
Summer School 2023

Dates:  June 20 - July 14, 2023
        July 3rd and 4th OFF

Summer School Lead & Behavior Support: Cori Puente
Summer School Custodian:  Sal Guerra
Summer School Food Services: Yessica Coordinator with Zyla
Summer School LAS: Theresa Coordinator
Summer School Office: Mariana Amador
Summer School Assistants: Berenise, Mari, Yessica, Katie, Theresa, Zyla, Nayelli
Summer School Academic Classes: Alex, Marissa, Juan
Summer School Enrichment: Provided by the Arts Council of Monterey County

Rooms:

All K/1 classes will be held in the Kinder classroom for sizes of chairs/tables. Teachers can leave their class supplies in a box, labeled, in the room for ease of set up.

Science: 4th grade, Orca room for 2-6 grades
Math: 3rd grade Octopus room for 2-6th grade
ELA: 2nd grade Manatee room for 2-6 grades

Music: LSD and Stage area
Art: Jellyfish Room
Dance: Sea Turtle Room

Weekly Theme

Week 1: Ocean with Friday Spirit Day
Week 2: Space & Weather: Friday Spirit Day
Week 3: Summerween: Friday Spirit Day
Week 4: Tropical Oasis: Friday Spirit Day
Cori Summer School Coordinator: 7:30-5:30
Mariana Office Support 8:30-5:00
Yessica, Mari, 7:45-4:15
Katie, Zyla, Berenise, Theresa, Nayeli: 9:00-5:30
Juan, Marissa, Alex: 8:15-4:45
Everyone has a 30 minute unpaid lunch and two breaks

<table>
<thead>
<tr>
<th>Times:</th>
<th>Monday- Friday</th>
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<tbody>
<tr>
<td>7:45 am- 8:30 am</td>
<td>Early Drop off &amp; breakfast (games, books and art supplies set up for children) - Cori, Yessica, Mari</td>
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<td>8:30 am- 8:55 am</td>
<td>Morning meeting: 1-2 teacher or aide a day takes lead. Review of any guidelines, song, poem, OASIS chant, share out, daily challenge, Team will decide on a rotating schedule.</td>
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<tr>
<td>9:00 am - 9:45 am</td>
<td>Math Science ELA (Marissa, Juan, Alex)</td>
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<td></td>
<td>K-1 2-3 4-6</td>
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<td></td>
<td>Mari Yessica Zyla</td>
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<td>Berenise Katie Theresa</td>
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<td>Nayeli</td>
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<tr>
<td>9:45 -10:15 am</td>
<td>Recess Coverage and Aide Breaks</td>
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<td>9:45 -10:00 am</td>
<td>Break Yessica, Berenise, Mari, Nayeli</td>
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<td>10:00 -10:15 am</td>
<td>Break: Theresa, Katie Zyla</td>
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<tr>
<td>9:45-10:00 Recess Coverage: Theresa, Katie, Zyla, Cori: (2 people on playground for K-2 &amp; 2 at the field for 3-6 grades)</td>
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<td>10:00-10:15 Recess Coverage: Yessica, Berenise, Mari. Nayeli: (2 people on playground for K-2 &amp; 2 at the field for 3-6 grades)</td>
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<td>10:15 am- 11:00 am</td>
<td>Math Science ELA (Marissa, Juan, Alex)</td>
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<td>2-3 4-6 K-1</td>
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<td></td>
<td>Katie Theresa Mari</td>
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<td></td>
<td>Nayeli Berenise</td>
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<tr>
<td>Yessica and Zyla to start preparations for lunch</td>
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<td>11:00 am - 11:25 am</td>
<td>Lunch in LSD Coverage: Mari, Theresa, Katie &amp; Nayeli. With Yessica, Zyla to assist</td>
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<td>K-3 Eat 25 min</td>
<td>Recess: Berenise Marissa, Juan, Alex</td>
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<td>4-6 Recess 25 min</td>
<td>Lunch Service: Yessica, Zyla</td>
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<td>Cori to assist</td>
<td>11:25 - 11:50</td>
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<tr>
<td>4-6 Eat 25 min</td>
<td>Recess: Theresa, Katie, Mari, Nayeli</td>
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<tr>
<td>K-3 Recess - 25 min</td>
<td>Lunch service: Yessica &amp; Zyla</td>
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<td>Lunch @ 11:25 - 11:50: Berenise, Cori, Mari,</td>
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<td>Yessica clean up kitchen 1:50-12:15 then take lunch 12:15-12:45</td>
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<td>Activity</td>
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<td>12:00-12:45 pm</td>
<td>Math, Science, ELA (Marissa, Juan, Alex)</td>
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<td>4-6, K-1, 2-3, Zyla, Mari, Berenise</td>
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<td>Lunch break @ 12:15 -12:45: Theresa, Mari, Katie</td>
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<td>Cori to roam classes to assist</td>
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<td>12:45 - 1:00</td>
<td>Recess and snack</td>
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<td>On duty: Yessica and Berenise: Snack (split by grade bands if needed)</td>
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<td>3-6 Field Duty: Marissa, Juan, Alex</td>
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<td>K-3 Playground: Theresa, Katie, Mari, Nayeli</td>
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<td>Rotate locations as the team decides</td>
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<td>Line up by 1:00 to be ready and in enrichment classes by 1:10</td>
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<td>Zyla Lunch</td>
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<td>Yessica: Prep kitchen for the next day and LAS snack, leave by 1:30</td>
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<td>1:10 pm - 1:55 pm</td>
<td>Art, Music, Dance (Provided by the Art's Council with 2 of our staff in each room at all times)</td>
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<td>K/1, 2-3, 4-6, Mari, Yessica, Zyla, Berenise, Katie, Nayeli</td>
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<td>Teachers Lunch Break</td>
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<td>2:00 pm - 2:45 pm</td>
<td>Art, Music, Dance</td>
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<td>2-3, 4-6, K-1, Katie, Yessica, Zyla, Berenise, Katie, Nayeli</td>
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<td>Break 2:30-2:45 Mari, Zyla &amp; Berenise &amp; Nayeli Break</td>
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<td>2:50 pm - 3:35 pm</td>
<td>Art, Music, Dance</td>
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<td>4-6, K-1, 2-3, Zyla, Mari, Nayeli, Theresa, Berenise, Katie</td>
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<td>3:40 pm - 5:15 pm</td>
<td>Dismissal - LAS Team. Parents come in to sign out students.</td>
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<td>Theresa, Katie, Zyla, Berenise, Nayeli</td>
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What is Oasis Providing this Summer Session?

This summer, Oasis Charter Public School will be providing an engaging, educational, student-appropriate fun filled summer program that will have thematic academic review and enrichment courses provided by the Arts Council.
Lunch included.
The first half of the day, with Recess/Snack breaks and the scholars will rotate through at specific times during which the scholars will be ELA, Math, and Science, in which for the students will be ELA, Math, and Science.

Celebrating birthdays, or a mini dance party to help our scholars start their day! The academic subjects provided include having school chants, announcements, and start in the morning with a staff led rally. This could start in the morning with a staff led rally. This could

The Academic portion of the summer school day will...
Summer Program at a Glance

Subjects at specific times in the later half of the day and Dance. The scholars will be rotating through these three councils in which three subjects will be taught which are Art, Music, and Dance. The enrichment portion of the program is provided by the Arts.
Week 4: Tropical Oasis

Week 3: Summerween!

Week 2: Space and Weather Theme

Week 1: Ocean Theme "Under the Sea"

Oasis Summer Themes
Would prefer:

encouraged to just have a cool jazzy hairstyle if they
ornaments and or blue colored hair, students are also

Spirit Friday: Crazy Hair Day! Add Ocean themed

being taught:

and or under the sea activities relating to the subject
Lessons for this week can be centered around Ocean

Week 1: Ocean Theme "Under the Sea"
School appropriate hats

Space themed clothes or as an alternative, a fun

Spirit Friday: Wear Space-themed gear with your favorite

and or weather-related activities.

Lessons for this week can be centered around Space

Week 2: Space and Weather Theme
Spirit Friday: Summerween allows for school.

Celebrating Halloween in Summer:

- Halloween in Summer! Lessons for this week can be
  centered around school appropriate spooky lessons.

- Summerween (Halloween in Summer)
and all school appropriate wear that says "Gay Vacation".

Students are encouraged to wear sunglasses, sun hats,
tropical school appropriate tropical and or floral attires.
Favorite school tropical wear should we celebrate here at OASIS? In a tropical style! Wear your tropical places on earth.

Spirit Friday: It's the last day of summer school. How do you feel?

Lessons for this week can be centered around doing tropical lessons and activities including learning about Week 4: Tropical OASIS
Go Leopard Shark!

Stay tuned!

Pictures and videos to come!
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TITLE OF AGENDA ITEM: 12.10 Staffing for the 2023-2024 School Year

BOARD MEETING DATE: June 20, 2023

BOARD AGENDA ITEM INFORMATION

- **Kindergarten team is complete:** Teacher Jordan and Instructional Aide Mari
- **First grade team:** Teacher in process, Instructional Aide: Alicia
- **Second grade team is complete:** Teacher Ian, Instructional Aide Christine
- **Third grade team: 2 classes:**
  - Class 1: Teacher Alyssa with Instructional Aide Nayelli
  - Class 2: Teacher Diego with Instructional Aide (in interview process)
- **Fourth grade team is complete:** Teacher Kelsey with Instructional Aide Lucero
- **Fifth grade team is complete:** Teacher Juan with Instructional Aide Maribel
- **Sixth grade team is complete:** Teacher Ms. O’Connor with Instructional Aide Maribel
- **Special Education team is complete:** Teacher Chianelle with Instructional Aide Berenise
- **Physical Education Teacher:** Julie
- **Intervention Coordinator & Teacher:** Cori Puente
- **Intervention Teachers:** ELA in interviews, Math Marissa Bertell: both positions funded for 23/24 school year. No guarantee of funding beyond this next school year.
- **After school:**
  - Coordinator, Theresa
  - Assistants, Katie, Maribel, Yessica, Zyla, 2 new hires in reference check
- **Custodian team complete:** Head custodian Sal, part time Tony
- **Kitchen team complete:** Coordinator Yessica, Part time Zyla
- **Office team complete:**
  - Office Manager, Grisela
  - Administrative Assistant, Cathy
  - Family Liaison/Front Desk, Mariana
- **Behavior Coordinator:** Elliana Coronel
- **School Counselor:** Maria Tavares
- **Coach:** Scott Laxier
- **Administrative Team, Complete:**
  - Instructional Coordinator, Stephanie Curley, MA
  - Executive Director, Natalie Zayas, MS, EdD

Administration Recommendation: Approve______ Information__X____

Person submitting item: Dr. Natalie Zayas
Oasis Charter School
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TITLE OF AGENDA ITEM: 12.11 Declaration of Need

BOARD MEETING DATE: June 20, 2023

BOARD AGENDA ITEM INFORMATION

- Every year schools are required to have their Board approve a Declaration of Need if there are positions filled by emergency permit holders or interns.
- Oasis has two interns who have completed their course work and are completing the RICA exam and 2 EdTPA exams this summer.
- If they do not pass on the first attempt, they remain interns.
- We have one open teacher position. We are actively recruiting for a credentialed teacher. If one is not secured, we have interested individuals on an intern permit.
- Therefore, the Declaration of Need (which must be approved prior to the school year) has a request for 3 intern/emergency permit teachers.
- At the August meeting, the Board will receive an update on the status of our credentialed teachers.
- Credentialed teachers are a concern for most schools as there are fewer people going into the field and many who have left the field of education.

Administration Recommendation: Approve X Information _____

Person submitting item: Dr. Natalie Zayas
DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2023-24
Revised Declaration of Need for year: 6

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: OASIS CHARTER PUBLIC SCHOOL
District CDS Code: 6119663

Name of County: MONTEREY
County CDS Code: 27

By submitting this annual declaration, the district is certifying the following:

• A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
• If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 06/20/2023 certifying that there is an insufficient number of certificated persons who meet the district’s specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

Enclose a copy of the board agenda item

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2024.

Submitted by (Superintendent, Board Secretary, or Designee):

NATALIE ZAYAS
Name

831-424-9005
Fax Number

11 35 WESTRIDGE PARKWAY SALINAS, CA 93907
Mailing Address

nataliezayas@oasischarterschool.org
EMail Address

EXECUTIVE DIRECTOR
Name

Signature

831-424-9003
Telephone Number

6/13/2023
Date

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY, CHARTER SCHOOL OR NONPUBLIC SCHOOL AGENCY

Name of County: MONTEREY
County CDS Code: 27

Name of State Agency: OASIS CHARTER PUBLIC SCHOOL

Name of NPS/NPA: Courty of Location: CL-500 6/2021
Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

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<th>TYPE OF LIMITED ASSIGNMENT PERMIT</th>
<th>ESTIMATED NUMBER NEEDED</th>
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<td>Multiple Subject</td>
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<td>Single Subject</td>
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<td>Special Education</td>
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<td>TOTAL</td>
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<th>AUTHORIZATION(S) FOR SINGLE SUBJECT LIMITED ASSIGNMENT PERMITS (A separate page may be used if needed)</th>
<th>ESTIMATED NUMBER NEEDED</th>
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TITLE OF AGENDA ITEM: 12.12 2022-2023 Legal Invoices

BOARD MEETING DATE: June 20, 2023

BOARD AGENDA ITEM INFORMATION

- Board directed agenda item
- Legal invoices for the 2022-2023 school year
- Total $42,279.35

Administration Recommendation: Approve_______ Information____X____

Person submitting item: Dr. Natalie Zayas
<table>
<thead>
<tr>
<th>Date</th>
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<th>Description</th>
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AT-WILL EMPLOYMENT AGREEMENT
Between
UNDER CONSTRUCTION EDUCATIONAL NETWORK, INC. & Natalie Zayas

This Employment Agreement ("Agreement") is entered into by and between the above-named employee ("Employee") and the Governing Board ("Board") of Under Construction Educational Network, Inc. ("UCEN"), which operates Oasis Charter Public School ("OCPS" or the "School"), a California public charter school approved by the Monterey County Board of Education ("County"). The Board desires to hire employees who will assist OCPS in implementing its purposes, policies, and procedures, and in achieving the goals and meeting the requirements of OCPS's charter. The parties recognize that OCPS is not governed by the provisions of the California Education Code, except as expressly set forth in the Charter Schools Act of 1992.

Whereas, UCEN and the Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

A. STATUTORY PROVISIONS RELATING TO CHARTER SCHOOL EMPLOYMENT

1. UCEN operates a charter school which has been established pursuant to the Charter Schools Act of 1992, Education Code section 47600, et seq., and which has been duly approved by the County, according to the laws of the State of California.

2. Pursuant to Education Code section 47604, OCPS has elected to be formed and to operate as a nonprofit public benefit corporation pursuant to the Non-profit Public Benefit Corporation Law of California (Part 2, commencing with section 5110 et seq. of the Corporations Code). As such, OCPS is considered a separate legal entity from the County, which granted the charter. The County shall not be liable for any debts and obligations of OCPS, and the employee signing below expressly recognizes that he/she is being employed by OCPS and not the County.

3. Pursuant to Education Code section 47610, OCPS must comply with all of the provisions set forth in its operative charter, but is otherwise exempt from the laws governing school districts except as specified in Education Code section 47610.

4. UCEN shall be deemed the exclusive public school employer of the employees at OCPS for purposes of Government Code section 3540.1.

B. EMPLOYMENT TERMS AND CONDITIONS

1. Duties

The Employee shall work in the position of Executive Director. The Employee will perform such duties as OCPS may reasonably assign and the Employee will abide by all OCPS policies and procedures as adopted and amended from time to time. The Employee further agrees to abide by the provisions of OCPS's charter. A copy of the job description for the above position is attached hereto and incorporated by reference herein. These duties may be amended from time to time in the sole discretion of OCPS.
2. **Work Schedule**

The minimum on-site obligations for this position shall generally be that the Employee commence work at least forty-five (45) minutes before the instructional day begins and remain working at least sixty (60) minutes after the instructional day ends. While the Employee shall be available on-site during this time period, the duties of this exempt position may require work on weekends, as well as before and after the regular work year or hours of the work day. Workdays on which the Employee is expected to be on-site shall be consistent with the applicable calendar of workdays for this position. The current year schedule is attached hereto and incorporated by reference herein. The Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with OCPS. Dates of this contract July 31, 2023-June 30, 2024.

3. **Compensation**

The annual compensation for this position shall be $115,427.52 to be paid twice monthly, subject to all regular withholdings. The Employee’s compensation may be prorated depending on whether the Employee remains employed, or in active work status, for the entire year. As an exempt employee, the Employee shall not be eligible to earn overtime.

4. **Employee Benefits**

The Employee shall be entitled to participate in designated employee benefit programs and plans established by OCPS (subject to program and eligibility requirements) for the benefit of its employees, which from time to time may be modified by OCPS in its sole discretion.

5. **Performance Evaluation**

The Employee shall receive periodic performance reviews conducted by his/her supervisor. At a minimum, performance evaluations will be conducted annually, on or about the anniversary date of employment with OCPS. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. Failure to evaluate the Employee shall not prevent OCPS from disciplining or dismissing the Employee at-will in accordance with this Agreement.

6. **Employee Rights**

Employment rights and benefits for employment at OCPS shall only be as specified in this Agreement, OCPS’s charter, the Charter Schools Act, and OCPS’s Employee Handbook, which OCPS may amend and modify from time to time. Employment rights and benefits may be affected by other applicable agreements or directives or advisories from the California Department of Education or the State Board of
Education. During the term of this Agreement, the Employee shall not acquire or accrue tenure, or any employment rights with OCPS.

7. **Licensure**

The Employee understands that employment is contingent upon verification and maintenance of any applicable licensure and/or credentials.

8. **Child Abuse and Neglect Reporting**

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Agreement, the Employee acknowledges he/she is a child care custodian and is certifying that he/she has knowledge of California Penal Code section 11166 and will comply with its provisions.

9. **Fingerprinting/TB Clearance**

Fingerprint clearance for the Employee will be acquired through submitting the Employee’s fingerprints to the California Department of Justice. The Employee will be required to assume the cost of all fees related to the fingerprinting process. The Employee will be required to submit evidence from a health care provider that the Employee was found to be free from tuberculosis risk factors, or active tuberculosis if risk factors were identified. Both clearances must be in place prior to the first day of service.

10. **Conflicts of Interest**

The Employee understands that, while employed at OCPS, he/she will have access to confidential and proprietary information. The Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with his/her employment with OCPS.

11. **Outside Professional Activities**

Upon obtaining prior written approval of the Executive Director, the Employee may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular work hours. OCPS shall in no way be responsible for any expenses attendant to the performance of such outside activities.

C. **EMPLOYMENT AT-WILL**
OCPS may terminate this Agreement and the Employee’s employment at any time with or without cause, with or without advance notice, and at OCPS’s sole and unreviewable discretion. Either party may immediately terminate this Agreement and the Employee’s employment upon written notice to the other party.

The Employee also may be demoted or disciplined and the terms of his/her employment may be altered at any time, with or without cause, at the discretion of OCPS. No one other than the Board has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the terms of this Agreement, and any such agreement must be in writing and must be signed by the Board and by the affected employee and must specifically state the intention to alter this “at-will” relationship.

In the event of charter revocation or non-renewal, all contractual obligations under this Agreement cease immediately upon the effective date of revocation or non-renewal.

D. GENERAL PROVISIONS

1. **Waiver of Breach**

   The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

2. **Assignment**

   The rights and obligations of the respective parties under the Agreement will inure to the benefit of and will be binding upon the heirs, legal representatives, successors and assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party without prior written consent of the other party.

3. **Governing Law**

   This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of California.

4. **Partial Invalidity**

   If any provision of this Agreement is found to be invalid or unenforceable by any court, the remaining provisions hereof will remain in effect unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.

E. **ACCEPTANCE OF EMPLOYMENT**

   By signing below, the Employee declares as follows:
1. I have read this Agreement and accept employment with OCPS on the terms specified herein.

2. All information I have provided to OCPS related to my employment is true and accurate.

3. A copy of the job description is attached hereto.

4. This is the entire agreement between OCPS and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Employee Signature: ___________________________ Date: ___________________________

UCEN/OASIS APPROVAL

Date: ___________________________ Jackie Vasquez, Board President

This Employment Agreement is subject to ratification and approval by the Governing Board of UCEN.
Job Descriptions for Key Certificated Staff

Executive Director

The Executive Director serves, supports and guides the students, families, parents, faculty and staff of The Oasis Charter Public School. He or she serves as the primary link between faculty, students and parents of our community, other Constructivist and Progressive Schools, the charter authorizer (Salinas City Elementary School District), California Department of Education (CDE), Sonoma Charter County SELPA and other organizations and governmental bodies. The position of Executive Director develops and executes the policies and procedures as defined within the Oasis Charter Public School Charter document, and reports to the UCEN Board of Directors to ensure their execution.

Essential Duties & Responsibilities

School Management Responsibilities: (60%)

- Working with the Board of Directors, implements the mission and vision to reflect and honor Constructivist, Progressive and Culturally Relevant pedagogy in the California public charter school setting
- Oversees day-to-day school management with emphasis on communication and engagement
- Completes all required surveys and communications for the CDE, Civil Rights, the Charter School Development Center, the Charter School Association and others
- Prepares and manages the SARC, Williams Act, Programmatic Audit, school plan for student academic achievement and other annual reports.
- Develops and maintains school budgets and prepares and/or approves all related financial reports and policies, submits grants, and negotiates contracts as necessary
- Maintains contact with all external stakeholders (e.g., any other organization or entities related and connected to Oasis)
- Attends all pertinent and/or required meetings (Board, school district, Sonoma County Charter SELPA, Salinas City Elementary School District, CDE, faculty and staff meetings, etc.), acting as the OCPS liaison.
- Manages all student discipline issues to include counseling, identifying student problems by watching for trends in incident reports, tardiness, absences, truancy, before and after school difficulties, bullying, and recurring playground disputes, and appropriate corrective actions.
- Oversees all site and facilities management and maintenance issues completing all leases, reports, etc. required
- Oversees and manages strategic planning to bring innovative services and programs that are aligned with Oasis' philosophy and teaching practice.
- Oversees and manages school-wide master plan and daily schedules.
- Ensures all accountability requirements from the charter authorizer and all terms of the Oasis charter document are fulfilled.
• Remains current on laws and regulations impacting Oasis and clearly communicates to
  the Oasis community when changes occur.
• Chairs, guides and directs the work of the Site Committee.
• Oversees all assessments including mandated state testing and reporting.

**Faculty and Staff Support Responsibilities:** (25%)
• Manages all HR matters: staffing, on-boarding, benefits, contracts, performance
  evaluations, compensation, training (safety, harassment, child abuse, etc.), corrective
  action, etc., using external resources as warranted.
• Annually reviews main lesson blocks for all Class Teachers and provides feedback to all
  Class Teachers regarding professional standards
• Substitutes in the classroom as needed
• Ensures correct and timely processing of payroll

**Student, Parent and Community Duties (15%)**
• Meets with families for orientation, to discuss services, and respond to their concerns
• Maintains positive relationships with Constructivist and Progressive teacher training
  institutes and other Constructivist and Progressive schools in the region.
• Participates in Charter School Development Center and California Charter School
  Association workshops and remains apprised of changes to Charter Law.
• Serves as the Oasis administrator for all Special Education (SPED) issues.
• Helps plans, organizes and attends evening and possible weekend functions: New Family
  meetings, grade level meetings, All Family meetings, Harvest Feast, Gala among others
  in the evenings.

**Education and Experience**

**Required**
• Bachelor’s degree with a combination of education and work experience reflective of the
  skills needed for an Executive Director
• Master’s Degree
• California Multiple Subject Teaching Credential
• Three to five years of elementary teaching experience
• Bilingual/Bi-literate (English and Spanish)
• California Driver’s License and Satisfactory Driving Record
• Current First Aid and CPR Certificate

**Preferred**
• Constructivist, Project-Based, Progressive Education and Culturally Responsive
  Teaching Experience
• Administrative Credential
• California Multiple Subject Teaching Credential
• Elementary Teaching experience
• Three to five years in a leadership or management role

*Oasis Charter Public School Charter Petition, July 1, 2021 – June 30, 2026*
Oasis Charter School
Board Agenda Supplemental Information
To be submitted to the Executive Director

TITLE OF AGENDA ITEM: 12.14 School Compliance Consultant Agreement

BOARD MEETING DATE: June 20, 2023

BOARD AGENDA ITEM INFORMATION

- The consultant agreement needs to be approved annually.
- During the 22/23 school year, the Consultant and Executive Director worked to revise and create new policies.
- Policies were revised based on new or revised laws.
- New policies were created when needed.
- The School Compliance Consultant worked with one of our attorneys for policy reviews.
- The School Compliance Consultant and the Executive Director meet regularly to keep policies up to date.
- The consultant agreement is kept the same from last year, with only the new school year dates adjusted.

Administration Recommendation: Approve____X____ Information______

Person submitting item: Dr. Natalie Zayas
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

School Compliance Consultant Services Agreement

July 1, 2023-June 30, 2024

This Guideline & Policy Liaison Consultant agreement is entered into by and between Robert Costa and Oasis Charter Public School (OCPS).

RECITALS:

1. Consultant Services duties expected to be performed at Oasis Charter Public School, but not limited to:
   - Work Closely with school administration and UCEN to ensure school is compliant
   - Create and Draft Guidelines and Policies for OCPS
   - Advise and make recommendations for improvements in policies and procedures

2. For Consultant services, OCPS agrees to pay Consultant Services rendered at the rate of $80.00 per hour of service for work related to assistance and drafting of guidelines and policy, invoicing monthly. OCPS agrees to pay the cost for mileage and lodging for on-site support. Fees billed to OCPS are not to exceed $30,000.00 for the 2023-2024 school year. Additional fees will be charged for additional services if needed and will be included in the monthly statement invoiced to OCPS.

3. The parties agree that Consultant is performing the services described in this agreement as an independent contractor and that Consultant is not an employee of the OCPS. Nothing contained in this agreement shall be construed to create a partnership or joint venture between the parties or to authorize either party to act as a general or special agent of the other party in any respect, except as specifically set forth in this agreement. Both parties agree that Consultant shall not be eligible to participate in any benefit program provided by OCPS for its employees, nor shall OCPS be responsible for payment of any employment-related taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, licensing fees, or contributions to insurance and pension or other deferred compensation plans including, but not limited to: Workers’ Compensation and Social Security obligations. The parties further agree that OCPS shall not be responsible for the filing of any necessary documents or forms pertinent to the foregoing, and the Consultant shall bring no claim against OCPS. Consultant shall hold OCPS harmless, and shall defend OCPS against all claims that OCPS is responsible for the payment or filing of any of the foregoing payments, withholdings, contributions, taxes, documents or returns, including, but not limited to Social Security taxes and employer income tax withholding obligations.

4. Consultant shall hold harmless, defend and indemnify OCPS, its officers, agents, and employees, from and against any liability, claims, actions, costs, damages, or losses from injury, including death, to any person or damage to any property arising out of activities under this Agreement. This obligation will continue beyond the term of this Agreement or any extension of this Agreement.

5. OCPS shall hold harmless, defend and indemnify Consultant, its officers, agents, and employees, from and against any liability, claims, actions, costs, damages, or losses from injury, including death, to any person or damage to any property arising out of activities under this Agreement. This obligation will continue beyond the term of this Agreement or any extension of this Agreement.

6. Term and Termination: The Term of this Agreement shall extend beginning on July 1, 2023 - June 30, 2024. Either party may terminate this Agreement for any reason or no reason upon ten (10) days written notice to the other party. Written notice will be sent to the Consultant address listed on the signed contract. If either party terminates the Agreement pursuant to this provision, OCPS will pay Consultant for services rendered through the date of termination.
7. Confidentiality: Consultant shall not, during the term of this agreement or thereafter, communicate, divulge, or use for the benefit of any other person, persons, partnership, association or corporation any confidential information, knowledge or know-how concerning the methods of OCPS’ operation which may be communicated to Consultant or of which Guidelines & Policy Liaison Consultant may be apprised by virtue of Guideline & Policy Liaison Consultant services under this agreement. Consultant shall divulge such confidential information only to such of its employees, as must have access to it in order to perform services under this agreement. Any and all information, knowledge, know-how and techniques which Guideline & Policy Liaison Consultant learns by virtue of its relationship with OCPS under the terms of this agreement shall be deemed confidential, except information which Guideline & Policy Liaison Consultant can demonstrate came to its attention prior to disclosure by OCPS or which has become a part of the public domain.

8. Notices: All notices, demands, or other written communications to be given under this Agreement shall be deemed to have been given when made in writing and sent via email.

9. Entire Agreement: This agreement constitutes the entire, full and complete agreement between OCPS and Consultant concerning the subject matter hereof and supersedes all previous agreements, no other representations having induced Consultant to execute this agreement. No amendment, change or variance from this agreement shall be binding on the parties unless mutually agreed to by the parties and executed by their authorized officers or agents in writing.

The parties, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

By: ____________________________
    Robert Costa, Consulting, Independent Consultant

Date

By: ____________________________
    Dr. Natalie Zayas, Executive Director

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

TITLE OF AGENDA ITEM: 12.15 Summer Office Work

BOARD MEETING DATE: June 20, 2023

BOARD AGENDA ITEM INFORMATION

- Due to the amount of operations organization needed at Oasis, office staff need more work hours for July.
- Office procedures such as accounts payable/receivable and payroll require the Office Manager’s time.

- This is a request for the following July pay:
  - **Mariana, Family Liaison/Front Office:**
    - Up to five days, get ready for the school year week July 24-28.
    - $162.19/day = $810.95
  - **Cathy Dozier**
    - Up to 11 days, safety conference July 10-14; get ready for the new school year week July 24-28. $203.22/day x 11 = $2,235.42
  - **Grisela Macias**
    - Up to 12 days, payroll, accounts receivable and payable, get ready for school week at $261.27/day = $3,140.64
  - **Natalie Zayas**
    - Up to 12 days, conference, reporting, scheduling at $516.27/day = $6,195.24

Administration Recommendation: Approve X Information_______

Person submitting item: Dr. Natalie Zayas