



# 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](http://www.oasischarterschool.org)

**Under Construction Educational Network (UCEN)  
Board of Directors Meeting**

## **Regular Meeting Agenda**

**Tuesday, August 27, 2024**

**5:15 p.m.**

**Members of the public may join the meeting in-person or virtually.**

**Please read Information for the Public section below on public participation.**

**Oasis Charter Public School Board Room**

**1135 Westridge Parkway**

**Salinas, CA 93907**

**or**

**via Zoom/hybrid Teleconference**

**Join Zoom Meeting (new Zoom link as of 8/27/24)**

**<https://zoom.us/j/96959340303?pwd=pTP1QZ0cCNOqRb5DgpCK29DxJWYKnD.1>**

**Meeting ID: 969 5934 0303**

**Passcode: 127479**

**By Phone: (669) 900-9128**

### **INFORMATION FOR THE PUBLIC**

- I. For persons wishing to address the Board of Directors: The public is encouraged to attend and participate where designated in the Under Construction Educational Network ( UCEN ) Board meetings. In person and attending virtually, members of the public are welcome to make comments when the Board chair opens the item on the agenda for the public. When the President of the Board recognizes a public member for comment, such comment will be limited to three (3) minutes. Your comments will be heard under the designated section of this agenda. For the record, state your name, title, whom you represent, and the agenda item you are addressing.
  
- II. The Board encourages those with disabilities to participate fully in public meetings. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the main office of Oasis Public Charter School at (831) 424-9003 at least 72 hours before a regular board meeting or 24 hours before a special 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).
  
- III. The Board can provide translation services for board meetings as needed. To request translation services, please contact the main office at Oasis Public Charter School at (831) 424-9003 at least 72 hours before a regular board meeting or 24 hours before a special board meeting so that we can make arrangements.

### **INFORMACIÓN PARA EL PÚBLICO**

- I. Para las personas que deseen dirigirse a la Mesa Directiva: Se anima al público a asistir y participar cuando se les designe en las reuniones de la Mesa Directiva de Under Construction Educational Network ( UCEN ). Si asiste en persona o virtualmente, están invitados a hacer comentarios cuando el presidente de la Mesa Directiva abre el asunto de la agenda para el público. Cuando el Presidente de la Mesa Directiva reconozca a un miembro del público para hacer comentarios, dichos comentarios se limitarán a (3) minutos. Sus comentarios serán escuchados en la sección designada de esta agenda. Para que conste en acta: indique su nombre, cargo, a quién representa y el punto del orden del día al que se refiere.
  
- II. La Mesa Directiva anima a las personas con discapacidad a participar plenamente en las reuniones públicas. Si necesita una modificación o adaptación relacionada con su discapacidad, incluidas ayudas o servicios auxiliares, para participar en la reunión pública, póngase en contacto Oasis Public Charter School en el (831) 424-9003 al menos 72 horas antes de una reunión regular de la Mesa Directiva o dentro de 24 horas de una junta especial para que podamos hacer todos los esfuerzos razonables para adaptarnos a usted. (Código Governmental § 54954.2; Americanos con Discapacidades de 1990, § 202 (42 U.S.C. § 12132)
  
- I. La Mesa Directiva puede proporcionar servicios de traducción para las reuniones de la junta según sea necesario. Para solicitar servicios de traducción, por favor póngase en

contacto Oasis Public Charter School en el (831) 424-9003 dentro de 72 horas de una junta regular o dentro de 24 horas de una junta especial para que podamos hacer los arreglos.

## **1.0 REGULAR AGENDA**

### **1.1 Call Meeting to Order**

## **2.0 ROLL CALL OF GOVERNING BOARD**

Margie Wiebusch, President	Present ___ Absent___
Melissa Edwards, Vice President	Present ___ Absent___
Dr. Fernando Elizondo, Treasurer	Present ___ Absent___
Michele Belluz, Member	Present ___ Absent___
Julie Laughton, Member	Present ___ Absent___

## **3.0 ADOPTION OF THE AGENDA**

## **4.0 REPORTS**

4.1 Board of Trustee Reports/Comments/Requests for Information

4.2 Oasis Community Council Report (OCC)

4.3 Report from Oasis Charter School Executive Director, Annie Millar

- School Report
- UCEN Report

## **5.0 PUBLIC COMMENT**

The public may address the Board on any consent action item or item not listed on the agenda. Pursuant to the Brown Act, during this period, the Board cannot consider issues or take action on any item not listed on the agenda. Questions, concerns, and/or input may be referred to the appropriate person for follow-up. Time is limited to 3 minutes per person. An additional three minutes will be given to individuals utilizing an interpreter.

## **6.0 ACKNOWLEDGMENTS**

**6.1 PRESENTATION: Acknowledgement of Contributions of Outgoing UCEN Board Members: Jackie Vasquez, Maria Alvarez and Jaime Stracuzzi**

## **7.0 CONSENT AGENDA**

### **7.1 ACTION: Approval of Minutes**

- June 25, 2024 Regular Board Meeting
- July 30, 2024 Special Board Meeting
- August 3, 2024 Special Board Meeting

### **7.2 ACTION: July 2024 Warrants**

### **7.3 ACTION: Current Cash Flow**

## **8.0 DISCUSSION/ACTION:**

### **8.1 ACTION: Nomination and approval of Board Officers: Treasurer; Secretary**

### **8.2 DISCUSSION: Review of August 3 Board Training**

### **8.3 DISCUSSION: Governance Committee Process and Timeline for Addressing Upcoming Board Member Vacancy (to be filled by 12/1/24)**

### **8.4 DISCUSSION: Proposal for Executive Director Evaluation Process**

## **9.0 PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

This time is reserved for any person to address the Board on Closed Session items. The public may address the Board on any Closed Session item or any item not listed on the agenda. Pursuant to the Brown Act, during this period the Board cannot consider issues or take action on any item not listed on the agenda. Questions, concerns, and/or input may be referred to the appropriate person for follow-up. Time is limited to 3 minutes per person. An additional three minutes will be given to individuals utilizing an interpreter.

## **10.0 ADJOURNMENT TO CLOSED SESSION**

### **9.1 CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: one case

### **9.2 CONFERENCE WITH REAL PROPERTY NEGOTIATIONS (§ 54956.8)**

Property: Premises containing Parcel D – 10 Westridge Pkwy – AP 261-146-010-000

Agency Negotiators: Annie Millar and Melissa Edwards

Negotiating Party: Alan Sammut for Westridge Pky Self-Storage

Under Negotiation: Second Amendment to the June 13, 2014 Lease Agreement (in particular, instructions to agency negotiators regarding rent schedule)

## **11.0 RECONVENE TO OPEN SESSION**

## **12.0 FUTURE AGENDA ITEMS**

- Summer Program Report (Rescheduled for September)

- Unaudited Actuals (September)
- First Interim Budget Report (December)

### **13.0 NEXT MEETING DATE**

11.1 Regular Board Meeting, Tuesday, September 24, 2024

### **14.0 ADJOURNMENT**

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**Under Construction Education Network (UCEN)**

**Board of Directors Meeting**

## **Annual Meeting Minutes**

**Tuesday - June 25, 2024**

**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=YitJbHdiVW9TSkd3ZDNCTINzTnJJZz09>**

**Meeting ID: 959 5108 8531**

**Passcode: AVXZ71**

**+16699009128,,95951088531#,,,,\*440320# US (San Jose)**

**\*\*PERSONS WISHING TO ADDRESS THE BOARD OF DIRECTORS\*\*** INFORMATION TO THE PUBLIC: All persons are encouraged to attend and participate (where designated) in the Under Construction Educational Network ( UCEN ) Board meetings. Please fill out the form available at the door, and submit to the Secretary of the Board of Trustees before 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 public member for oral comment, such comment will be limited to (3) minutes per 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 public meetings. 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:**

## **2.0 ROLL CALL OF GOVERNING BOARD**

Jacqueline Vasquez, President: Yes  Absent

Margie Wiebusch, Vice President: Yes  Absent

Dr. Fernando Elizondo, Treasurer: Yes  Absent

Maria Alvarez, Member: Yes  Absent  (via Zoom due to emergency)

Jamie Stracuzzi, Member: Yes  Absent

## **3.0 ADOPTION OF THE AGENDA**

That the Governing Board approves the agenda as presented.

**Motion to approve the Agenda by Board Vice President, Margie Wiebusch; Seconded by Board President, Jacqueline Vasquez.**

**Vote on Motion: 3 - 0**

**Motion: Approved**



#### 4.0 APPROVAL OF THE MINUTES

That the Governing Board approves the Minutes of the May 28, 2024, Regular Board Meeting and the June 12, 2024, Governance Committee Special Meeting.

**Motion to approve the Minutes by Board President, Jacqueline Vasquez; Seconded by Board Member, Jamie Stracuzzi.**

**Vote on Motion: 3 - 0**

**Motion: Approved**

#### 5.0 BOARD OF TRUSTEE COMMENTS

Board Members wishing to address agenda items and/or other items may do so at this time.  
**No comments at this time.**

#### 6.0 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. Public comments will be limited to 3 minutes per person (double that time for individuals utilizing an interpreter).

**Board Member Stracuzzi announced that Taylor Farms will continue to be our benefactor. Board President Jackie Vasquez stated we will bring that back to a future meeting to discuss in more detail.**

#### 7.0 ACKNOWLEDGMENTS

**No acknowledgements at this time.**

#### 8.0 CLOSED SESSION

**8.1 Conference with Labor Negotiators (§ 54957.6.) Agency Designated Representative: Jackie Vasquez**

Unrepresented Employee: Executive Director

**Board President Jackie Vasquez resumed the regular business at 5:51p.m. She stated that there was nothing to report from the closed session.**

#### 9.0 CONSENT CALENDAR

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

**10.1 ACTION: Discuss, recommend, and approve the salary wage analysis for Annie Millar as Executive Director for the 2024-25 School Year (SY). Board President Jacqueline Vasquez**

**Motion to approve the salary wage analysis for Annie Millar by Board Treasurer, Dr. Fernando Elizondo; Seconded by Board Member, Jamie Stracuzzi.**

**Vote on Motion: 5 - 0**

**Motion: Approved**

**10.2 ACTION: Employment contract of Annie Millar as Executive Director for the 2024-25 SY, Board President Jacqueline Vasquez**

That the Governing Board approve Annie Millar as the Executive Director for the 2024-25 SY. Pursuant to Government Code Section 54953, the following will be publicly reported that the Governing Board approves the proposed employment agreement, to Annie Millar as the Executive Director of Oasis Charter Public School and would be entitled to compensation in the amount of \$125,000 effective July 1, 2024, through June 30, 2025.

**Motion to approve Annie Millar as the Executive Director for the 2024-25 SY by Board President, Jacqueline Vasquez; Seconded by Board Vice President, Margie Wiebusch.**

**Vote on Motion: 5 - 0**

**Motion: Approved**

**10.3 ACTION: UCEN Board Meeting Schedule, Board Clerk, Cathy Dozier**

That the Governing Board approve the UCEN Board Meeting Schedule for the 2024-25 SY.

**Motion to approve the UCEN Board Meeting Schedule for 2024-25 SY by Board President, Jacqueline Vasquez; Seconded by Board Treasurer, Dr. Fernando Elizondo.**

**Vote on Motion: 5 - 0**

**Motion: Approved**

**10.4 ACTION: Governance Committee Nominations, Governance Committee Members**

That the Governing Board approve the nominees for Board members.

**The UCEN Board interviewed the three candidates for the Board. Motion to approve the Governance Committee Nominations by Board President, Jacqueline Vasquez; Seconded by Board Treasurer, Dr. Fernando Elizondo.**

**Vote on Motion: 5 - 0**

**Motion: Approved**

**10.5 DISCUSSION/ACTION: Board Appointments, Board President, Jacqueline Vasquez**

That the Governing Board discuss and approve Board Officer Appointments for the 2024-2025 school year.

**Motion to table item for later date by Board President, Jacqueline Vasquez; Seconded by Board Treasurer, Dr. Fernando Elizondo.**

**Vote on Motion: 5 - 0**

**Motion: Approved**

**10.6 ACTION: Declaration of Need, Office Manager/Human Resources, Grisela Macias**

That the Governing Board approve the Declaration of Need for the 2024-25 school year.

**Motion to approve the Declaration of Need for the 2024-25 SY by Board President, Jacqueline Vasquez; Seconded by Board Treasurer, Dr. Fernando Elizondo.**

**Vote on Motion: 5 - 0**

**Motion: Approved**

**10.7 DISCUSSION/INFORMATION: Staffing for 2024-25 SY, Executive Director Dr. Natalie Zayas**

That the Governing Board receive a report on staffing for the 2024-25 SY.

**Informational only.** Dr. Zayas reviewed the staffing for the 2024-25 school year and noted that 8 of the 9 teachers have clear credentials.

**10.8 INFORMATIONAL: Enrollment 2024-25, Office Manager Grisela Macias**  
That the Governing Board receive a report on 2024-25 SY enrollment.  
**Informational only.**

**10.9 DISCUSSION: July Board Retreat, Board Clerk, Cathy Dozier**  
That the Governing Board select a July date for a Board Retreat and topics for training.

**Motion to table item for later date by Board President, Jacqueline Vasquez; Seconded by Board Treasurer, Dr. Fernando Elizondo.**

**Vote on Motion: 5 - 0**                      **Motion: Approved**

**10.10 ACTION: Williams Report, Executive Director, Dr. Natalie Zayas**  
That the Governing Board approve the Fourth Quarter Williams Report.

**Motion to approve the Fourth Quarter Williams Report by Board Treasurer, Dr. Fernando Elizondo; Seconded by Board President, Jacqueline Vasquez.**

**Vote on Motion: 5 - 0**                      **Motion: Approved**

**10.11: ACTION: Proposition 28 Annual Report, Executive Director, Dr. Natalie Zayas**  
That the Governing Board approve the Proposition 28 Annual Report.

**Motion to approve Proposition 28 Annual Report by Board President, Jacqueline Vasquez; Seconded by Board Treasurer, Dr. Fernando Elizondo.**

**Vote on Motion: 5 - 0**                      **Motion: Approved**

**10.12 ACTION LCAP**  
That the Governing Board adopt the Local Control Accountability Plan (LCAP)

**Motion to adopt the LCAP by Board President, Jacqueline Vasquez; Seconded by Board Member, Jamie Stracuzzi.**

**Vote on Motion: 5 - 0**                      **Motion: Approved**

**10.13 INFORMATIONAL: LCAP Local Indicators**  
That the Governing Board receive the LCAP Local Indicator Report.

**Informational only.**

**10.14 ACTION 2024-25 Budget**  
That the Governing Board adopt the budget for the 2024-25 SY.

**Motion to adopt the budget for the 2024-25 SY by Board President, Jacqueline Vasquez; Seconded by Board Treasurer, Dr. Fernando Elizondo.**

**Vote on Motion: 5 - 0**                      **Motion: Approved**

**10.15 ACTION: Administration Credit Card, Executive Director, Dr. Natalie Zayas**

That the Governing Board approve Executive Director Millar with a district credit card effective July 1, 2024.

**Motion to approve Executive Director Millar with district credit card by Board President, Jacqueline Vasquez; Seconded by Board Treasurer, Dr. Fernando Elizondo.**

**Vote on Motion: 5 - 0**

**Motion: Approved**

**10.16 ACTION: Administration Bank Account, Executive Director, Dr. Natalie Zayas**

That the Governing Board take action to add Executive Director Millar to the Oasis bank accounts effective July 1, 2024.

**Motion to add Executive Director Millar to the Oasis bank accounts effective July 1, 2024 by Board Treasurer, Dr. Fernando Elizondo; Seconded by Board President, Jacqueline Vasquez.**

**Vote on Motion: 5 - 0**

**Motion: Approved**

**10.17 ACTION: 12-month salary schedule for Office Manager, Executive Director, Dr. Natalie Zayas**

That the Governing Board approve changing the Office Manager to a 12-month salary due to payroll and accounts payable/receivable needed in July.

**Motion to approve changing the Office Manager to a 12-month salary schedule by Board President, Jacqueline Vasquez; Seconded by Board Vice President, Margie Wiebusch.**

**Vote on Motion: 5 - 0**

**Motion: Approved**

## **11.0 Staff Reports**

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

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

- **Forward Plan** - Dr. Zayas laid out the plan for bringing on the new Executive Director and beginning a new school year. Dr. Zayas will work with Annie Millar to transfer accounts and files and review history, where Oasis is and then Annie can begin to form her vision for the future.
- **Fitness Trail** - The Board was advised the old water tables (playground equipment) has finally been removed and the new Fitness Trail will be installed after summer school is finished.
- **Classroom Movement** - Dr. Zayas explained all the changes to the facility that have taken place. She also noted that one of the two cubicles in the Board Room have been reserved for the OCC/Board Members should they need a desk and computer.

## **13.0 FUTURE AGENDA ITEMS**

- **Vote new Board Members onto Board**
- **Board Training**
- **2024-25 Goals and Priorities**
- **Taylor Farms Funding**

**14.0 NEXT MEETING DATE**

- August 27, 2024

**15.0 ADJOURNMENT**

**Meeting adjourned at 7:06 p.m.**

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## Under Construction Education Network (UCEN) Board of Directors Meeting

### Special Meeting Minutes

Tuesday, July 30, 2024  
5:15 p.m.

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Please read Information for the Public section below on public participation.

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=YitJbHdiVW9TSkd3ZDNCTINzTnJJZz09>

Meeting ID: 959 5108 8531

Passcode: AVXZ71

By Phone: (669) 900-9128

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## **1.0 REGULAR AGENDA**



**1.1 Meeting called to order at 5:24 p.m.**

**2.0 ROLL CALL OF GOVERNING BOARD**

Jacqueline Vasquez, President	Present <input checked="" type="checkbox"/> Absent <input type="checkbox"/> (teleconference)
Margie Wiebusch, Vice President	Present <input checked="" type="checkbox"/> Absent <input type="checkbox"/>
Dr. Fernando Elizondo, Treasurer	Present <input checked="" type="checkbox"/> Absent <input type="checkbox"/>
Maria Alvarez, Member	Present <input checked="" type="checkbox"/> Absent <input type="checkbox"/>
Jamie Stracuzzi, Member	Present <input checked="" type="checkbox"/> Absent <input type="checkbox"/> (teleconference)

**3.0 ADOPTION OF THE AGENDA**

That the Governing Board approves the agenda as presented.

**Motion to approve the agenda by Board Treasurer, Dr. Fernando Elizondo;  
Seconded by Board President, Jacqueline Vasquez.**

**Vote on Motion: 5 - 0**

**Motion: Approved**

**4.0 BOARD OF TRUSTEE REPORTS/COMMENTS/REQUEST FOR INFORMATION**

**Board member Maria Alvarez welcomed all new staff members to Oasis.**

**5.0 PUBLIC COMMENT**

The public may address the Board on any consent action item or item not listed on the agenda. Pursuant to the Brown Act, during this period, the Board cannot consider issues or take action on any item not listed on the agenda. Questions, concerns, and/or input may be referred to the appropriate person for follow-up. Time is limited to 3 minutes per person. An additional three minutes will be given to individuals utilizing an interpreter.

**No comments at this time.**

**6.0 ACKNOWLEDGMENTS**

**No acknowledgements at this time.**

**7.0 CONSENT CALENDAR**

**7.1 ACTION: Revision of the 2024-25 School Year (SY) Calendar**

That the Governing Board approve the revision of the 2024-25 SY Calendar.

**7.2 ACTION: Revision of the 2024-25 SY LCAP**

That the Governing Board approve the revised 2024-25 SY LCAP (page 26).

**7.3 ACTION: Over Contract Work**

That the Governing Board approve over contract days worked during June, 2024.

**Motion to approve the Consent Calendar by Board President, Jacqueline Vasquez; Seconded by Board Treasurer, Dr. Fernando Elizondo.**

**Vote on Motion: 5 - 0**

**Motion: Approved**

**8.0 DISCUSSION/RECOMMENDATION/ACTION: Governing Board**

**8.1 ACTION: Approval of Three (3) Board Members based on the Governance Committee's recommendation approved by the Board on June 25, 2024**

That the Governing Board approve the Governance Committee's recommendation to add Michele Belluz, Melissa Edwards and Julie Laughton to the Governing Board effective immediately.

**Board Vice President, Margie Wiebusch, thanked the outgoing members for their years of service and dedication to the school as well as to the entire Oasis community. Executive Director, Annie Millar, invited the new members to be seated with the Board. Michele Belluz and Melissa Edwards were both present. Julie Laughton had communicated in advance that she would not be present at this meeting.**

**Motion to approve the three (3) new members by Board Treasurer, Dr. Fernando Elizondo; Seconded by Board President, Jacqueline Vasquez.**

**Vote on Motion: 5 - 0**

**Motion: Approved**

**8.2 ACTION: Annual Organization of the Board - Selection of President, Vice-President, Treasurer and Secretary**

That the Governing Board nominate and approve officers for the 2024-25 SY (through June, 2025) as President, Vice-President, Treasurer and Secretary.

**Dr. Elizondo nominated Ms. Wiebusch for the position of Board President and Ms. Edwards for the position of Vice President, to which they both agreed and accepted. The Board tabled filling the remaining positions of Secretary and Treasurer.**

- 1. Motion to approve the selection of Margie Wiebusch for President by Board Treasurer, Dr. Fernando Elizondo; Seconded by Board Member, Melissa Edwards.**

**Vote on Motion: 4 - 0**

**Motion: Approved**

- 2. Motion to approve the selection of Melissa Edwards for Vice President by Board Treasurer, Dr. Fernando Elizondo; Seconded by now Board President, Margie Wiebusch.**

**Vote on Motion: 4 - 0**

**Motion: Approved**

**8.3. ACTION: Assignment of Terms for New Board Members**

That the Governing Board assign terms of office for the new Board members which correspond to the terms of seats being filled.

**The Board discussed and proposed the assignment of the new Board Members to the existing terms as follows:**

<b>Julie Laughton</b>	<b>Appointed July 30, 2024 with term ending March 1, 2028</b>
<b>Michele Belluz</b>	<b>Appointed July 30, 2024 with term ending July 1, 2028</b>
<b>Melissa Edwards</b>	<b>Appointed July 30, 2024 with term ending August 1, 2028</b>

**Motion to approve the assignment of terms with the end dates listed above by Board Treasurer, Dr. Fernando Elizondo; Seconded by Board President, Margie Wiebusch.**

**Vote on Motion: 4 - 0**

**Motion: Approved**

**8.4. ACTION: Signing Authority for UCEN Board President**

That the Governing Board take action to update the UCEN Board President to the bank for the Oasis accounts effective July 31, 2024.

**Motion to approve the signing authority by Board Member, Michele Belluz; Seconded by Board Vice President, Melissa Edwards.**

**Vote on Motion: 4 - 0**

**Motion: Approved**

**8.5 ACTION: Annual Update of Statement of Information for UCEN**

That the Governing Board approve the preparation of the annual update of the Statement of Information with the California Secretary of State.

**Motion to approve the Annual Update of Statement of Information by Board Vice President, Melissa Edwards; Seconded by Board Member, Michele Belluz.**

**Vote on Motion: 4 - 0**

**Motion: Approved**

**8.6 ACTION: Oasis Community Council (OCC) Request for Funds**

That the Governing Board approve the OCC's request for funds to support activities for August 2024.

**OCC Vice President, Cher Onitsuka, gave an update on fundraising that took place over the summer.**

**Dr. Elizondo requested an OCC report be a standing item each month going forward.**

**Motion to approve the OCC request for funds by Board Treasurer, Dr. Fernando Elizondo; Seconded by Board Member, Michele Belluz.**

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

**8.7 DISCUSSION: Planning for the Board Retreat on August 3, 2024**

That the Governing Board review and provide input for the draft agenda for the Board retreat.

Ms. Millar informed the Board that the OCC has been invited to attend the training portion of the retreat.

**8.8 ACTION: Executive Compensation Comparability Study**

That the Governing Board review and approve the Compensation Study for the position of Executive Director provided by the attorney, Anthony Serrano, of Young, Minney and Corr.

**Motion to approve the Executive Compensation Comparability study by Board President, Margie Wiebusch; Seconded by Board Treasurer, Dr. Fernando Elizondo.**

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

**8.9 ACTION: Animals at School**

That the Governing Board approve a new policy for Animals at School.

**Motion to approve the "Animals at School" policy by Board Treasurer, Dr. Fernando Elizondo; Seconded by Board Member, Michele Belluz.**

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

**8.10 ACTION: Second Amendment to the June 13, 2014 Lease Agreement**

That the Governing Board approve the revised lease for the parking lot and track area.

**This item has been moved to the regular August meeting. The Board directed the Executive Director and the Board Vice President to discuss the lease revision with the landlord.**

**8.11 ACTION: PBS Contract for 2024-25 SY**

That the Governing Board approve the contract with PBS for behavior support for the 2024-25 SY.

**Motion to approve the PBS Contract Board Treasurer, Dr. Fernando Elizondo; Seconded by Board Member, Michele Belluz.**

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

**8.12 ACTION: Arts Council for Monterey County Contract for 2024-25 SY**

That the Governing Board approve the contract with the Arts Council for Monterey County for the 2024-25 SY.

**Motion to approve the Arts Council Contract by Board Treasurer, Dr. Fernando Elizondo; Seconded by Board Vice President, Margie Wiebusch.**

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

**9.0 REPORTS**

**9.1 Report from Oasis Charter School Executive Director, Annie Millar**

- School Report
  - Preparation for three Professional Development Days, First Day of School, August and the 2024-25 SY
  - Enrollment Projection
- Financial Report - **Going forward, Ms. Millar recommends including a monthly financial report that includes monthly expenditures and cash flow.**
- **Ms. Millar has been invited to present an update to the Monterey County Board of Education at their regular board meeting on August 14, 2024. Ms. Wiebusch and Ms. Edwards will attend as well.**

**10.0 FUTURE AGENDA ITEMS**

- Recognition of Board Members who recently completed their terms (August)
- Summer Program Report (August)
- Unaudited Actuals (September)
- First Interim Budget Report (December)
- Impact from the recent budget cuts (date to be determined)

**11.0 NEXT MEETING DATE**

11.1 Annual Board Retreat, Saturday, August 3, 2024

11.2 Regular Board Meeting, Tuesday, August 27, 2024

**12.0 ADJOURNMENT**

**Meeting adjourned at 6:33 p.m.**

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# 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](http://www.oasischarterschool.org)

## Under Construction Education Network (UCEN) Board of Directors Meeting

### Special Meeting Minutes: Annual Board Retreat

**Saturday, August 3, 2024  
8:00am**

**Members of the public may join the meeting in-person or virtually.  
Please read Information for the Public section below on public  
participation.**

**150 Main Street  
Salinas, CA 93901  
or  
via Zoom/hybrid Teleconference**

#### Join Zoom Meeting

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

**Meeting ID: 959 5108 8531**

**Passcode: AVXZ71**

**By Phone: (669) 900-9128**

#### **INFORMATION FOR THE PUBLIC**

- I. For persons wishing to address the Board of Directors: The public is encouraged to attend and participate where designated in the Under Construction Educational Network ( UCEN ) Board meetings. In person and attending virtually, members of the public are welcome to make comments when the Board chair opens the item on the agenda for the public. When the President of the Board recognizes a public member for comment, such comment will be limited to (3) minutes. Your comments will be heard under the designated section of this agenda. For the record, state your name, title, whom you represent, and the agenda item you are addressing.

- II. The Board encourages those with disabilities to participate fully in public meetings. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Annie Millar at (831) 424-9003 at least 72 hours before a regular board meeting or 24 hours before a special 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)
- III. The Board can provide translation services for board meetings as needed. To request translation services, please contact Annie Millar at (831) 424-9003 at least 72 hours before a regular board meeting or 24 hours before a special board meeting so that we can make arrangements.

**INFORMACIÓN PARA EL PÚBLICO**

- I. Para las personas que deseen dirigirse a la Mesa Directiva: Se anima al público a asistir y participar cuando se les designe en las reuniones de la Mesa Directiva de Under Construction Educational Network ( UCEN ). Si asiste en persona o virtualmente, están invitados a hacer comentarios cuando el presidente de la Mesa Directiva abre el asunto de la agenda para el público. Cuando el Presidente de la Mesa Directiva reconozca a un miembro del público para hacer comentarios, dichos comentarios se limitarán a (3) minutos. Sus comentarios serán escuchados en la sección designada de esta agenda. Para que conste en acta: indique su nombre, cargo, a quién representa y el punto del orden del día al que se refiere.
- II. La Mesa Directiva anima a las personas con discapacidad a participar plenamente en las reuniones públicas. Si necesita una modificación o adaptación relacionada con su discapacidad, incluidas ayudas o servicios auxiliares, para participar en la reunión pública, póngase en contacto con Annie Millar en el (831) 424-9003 al menos 72 horas antes de una reunión regular de la Mesa Directiva o dentro de 24 horas de una junta especial para que podamos hacer todos los esfuerzos razonables para adaptarnos a usted. (Código Governmental § 54954.2; Americanos con Discapacidades de 1990, § 202 (42 U.S.C. § 12132)
- I. La Mesa Directiva puede proporcionar servicios de traducción para las reuniones de la junta según sea necesario. Para solicitar servicios de traducción, por favor póngase en contacto con Annie Millar al (831) 424-9003 dentro de 72 horas de una junta regular o dentro de 24 horas de una junta especial para que podamos hacer los arreglos.

**1.0 REGULAR AGENDA**

1.1 Meeting called to order at 8:20 a.m.

**2.0 ROLL CALL OF GOVERNING BOARD**

Margie Wiebusch, President

Present   x   Absent



Melissa Edwards, Vice President	Present <input checked="" type="checkbox"/> Absent <input type="checkbox"/>
Dr. Fernando Elizondo, Treasurer	Present <input type="checkbox"/> Absent <input checked="" type="checkbox"/>
Michele Belluz, Member	Present <input type="checkbox"/> Absent <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• Communicated absence in advance</li> </ul>	
Julie Laughton, Member	Present <input checked="" type="checkbox"/> Absent <input type="checkbox"/>

**3.0 ADOPTION OF THE AGENDA**

That the Governing Board approves the agenda as presented.

**Motion to approve the agenda by Board Member, Julie Laughton; Seconded by Board Vice President, Melissa Edwards.**

**Vote on Motion: 3 - 0                      Motion: Approved**

**4.0 BOARD OF TRUSTEE REPORTS/COMMENTS/REQUEST FOR INFORMATION**

**Nothing to report or comment on at this time.**

**5.0 PUBLIC COMMENT**

The public may address the Board on any consent action item or item not listed on the agenda. Pursuant to the Brown Act, during this period the Board cannot consider issues or take action on any item not listed on the agenda. Questions, concerns, and/or input may be referred to the appropriate person for follow-up. Time is limited to 3 minutes per person. An additional three minutes will be given to individuals utilizing an interpreter.

**No comments at this time.**

**6.0 ACKNOWLEDGMENTS**

**Executive Director, Annie Millar, thanked Taylor Farms for all their support and for the use of their facilities for this retreat.**

**7.0 DISCUSSION/RECOMMENDATIONS/ACTIONS**

**7.1 DISCUSSION: Form 700 Requirement for Board Members**

**Ms. Millar distributed Form 700 to new Board members and asked for them to be completed by 9/15/24.**

**7.2 ACTION: Professional Services Agreement (PSA) with ATX Learning for the 2024-25 School Year (SY)**

That the Governing Board approve the Professional Services Agreement with ATX Learning to provide a Special Education Teacher for the 2024-25 SY. Annie, I could say something like, “The ED reviewed with the group the need for and cost of the contract,” but I suspect this may be an example what you and I agree on that the less said the better? Thoughts?

**Motion to approve the PSA with ATX Learning for the 2024-25 SY by Board Vice President, Melissa Edwards; Seconded by Board Member, Julie Laughton.**

**Vote on Motion: 3 - 0**

**Motion: Approved**

## **8.0 PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

This time is reserved for any person to address the Board on Closed Session items. The public may address the Board on any Closed Session item or any item not listed on the agenda. Pursuant to the Brown Act, during this period the Board cannot consider issues or take action on any item not listed on the agenda. Questions, concerns, and/or input may be referred to the appropriate person for follow-up. Time is limited to 3 minutes per person. An additional three minutes will be given to individuals utilizing an interpreter.

**No comments at this time.**

## **9.0 ADJOURNMENT TO CLOSED SESSION**

### **9.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: one case

## **10.0 RECONVENE TO OPEN SESSION**

**Upon reconvening, the Board directed the Executive Director to prepare a response to the 6/11/24 Letter of Concern from the authorizer. The Board reintroduced themselves as they were joined by the Oasis Community Council (OCC) Secretary, Jenavine Rivera, for the Brown Act Training.**

## **11.0 PRESENTATION OF BROWN ACT TRAINING**

Lee Rosenberg, Attorney with Young, Minney and Corr presented training on the Brown Act and best practices regarding Board and Executive Director roles, responsibilities and communication including teleconferencing.

## **12.0 DISCUSSION/RECOMMENDATIONS/ACTIONS CONTINUED**

### **12.1 Goals for 2024-25 SY**

- Charter Renewal

### **12.2 Strategic Planning for Charter Renewal in 2026-27 SY**

- Timelines
- Goals and Targets

- **Story of Oasis - Past, Present and Future**

### **13.0 FUTURE AGENDA ITEMS**

- Summer Program Report (August)
- Unaudited Actuals (September)
- 23/24 Student Achievement Report (September)
- First Interim Budget Report (December)

Additional requests for Board Topics included:

- Parent Voice
- Progress Reports in preparation of re-chartering
- Bylaw Revision

### **14.0 NEXT MEETING DATE**

Regular Board Meeting, Tuesday, August 27, 2024

### **15.0 ADJOURNMENT**

**Meeting adjourned at 11:50 a.m.**

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**Oasis Charter School**  
**Board Agenda Supplemental Information**

**TITLE OF AGENDA ITEM: ACTION 7.2 July Warrants**

**BOARD MEETING DATE: August 27, 2024**

**BOARD AGENDA ITEM INFORMATION:**

Beginning with this Board meeting, staff will bring financial activity for the prior month for the Board's approval. It is important that the Board is aware of the organization's financial activity. This is a common practice in both charter schools and school districts.

Staff is prepared to answer questions regarding expenditures.

**ATTACHMENTS: July 2024 Warrants**

**Administration Recommendation: Approve  Information**

**Person submitting item: Annie Millar, Executive Director**

**Oasis Charter Public School  
Check Register  
For the Period From Jul 1, 2024 to Jul 31, 2024**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
070124-1-EFT	7/1/24	VISION SERVICE PLAN- (CA)	91120000000000	109.84
070124-2-EFT	7/1/24	METLIFE	91120000000000	894.66
1345	7/1/24	ANTONIO PEREZ	91140000000000	2,272.10
070124-EFT	7/1/24	REPUBLIC SERVICES #471	91120000000000	1,256.28
070124-3-EFT	7/1/24	LEAF	91120000000000	398.80
070124-4-EFT	7/1/24	LEAF	91120000000000	49.17
070224-EFT	7/2/24	EMPLOYMENT DEVELOPMENT DEPARTMEN	91120000000000	581.76
070324-EFT	7/3/24	CHARTERSAFE	91120000000000	13,161.00
070524-EFT	7/5/24	SAFE AND SOUND SECURITY, INC.	91120000000000	107.72
071124-EFT	7/11/24	EMPLOYMENT DEVELOPMENT DEPARTMEN	91120000000000	526.91
11300	7/11/24	ARI SERVICE INC.	91120000000000	4,166.67
11301	7/12/24	MR. ANTHONY SAMMUT	91120000000000	22,990.00
11302	7/12/24	AFLAC	91120000000000	2,117.92
11303	7/12/24	WESTRIDGE PKWY SELF-STORAGE, LLC	91120000000000	597.02
11304	7/12/24	DATAFLOW BUSINESS SYSTEMS	91120000000000	343.01
11305	7/12/24	FIRST ALARM	91120000000000	1,408.83
11306	7/12/24	QUALITY WATER ENTERPRISES, INC.	91120000000000	697.26
11307	7/12/24	LAW OFFICES OF YOUNG, MINNEY & CORR	91120000000000	6,869.50
11308	7/12/24	PROVIDENT LIFE & ACCIDENT INS. CO.	91120000000000	99.52
11309	7/12/24	MONTEREY BAY PARENT	91120000000000	370.00
11310	7/12/24	EMS LINQ INC.	91120000000000	1,326.34
11311	7/12/24	DOCUMENT TRACKING SERVICES	91120000000000	425.00
11312	7/12/24	POSITIVE BEHAVIOR SUPPORTS CORP	91120000000000	54,008.75
11313	7/12/24	VOID	91120000000000	
11314	7/12/24	GRISELA MACIAS	91120000000000	357.68
11315	7/12/24	IAN COOPER	91120000000000	154.50
11316	7/12/24	CATHY DOZIER	91120000000000	212.09
11317	7/12/24	HORHEI TECH LABS LLC	91120000000000	62.33
071924-EFT	7/19/24	PG&E	91120000000000	4,094.35
072224-EFT	7/22/24	BALBOA CAPITAL	91120000000000	578.97
072624-EFT	7/26/24	PAYCHEX	91120000000000	555.72
073124-EFT	7/31/24	EMPLOYMENT DEVELOPMENT DEPARTMEN	91120000000000	212.28
11318	7/31/24	MONTEREY COE	91120000000000	5,274.77

**Oasis Charter Public School**  
**Check Register**  
**For the Period From Jul 1, 2024 to Jul 31, 2024**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
11319V	7/31/24	PROVIDENT LIFE & ACCIDENT INS. CO.	91120000000000	-90.20
11320	7/31/24	PROVIDENT LIFE & ACCIDENT INS. CO.	91120000000000	80.88
<b>Total</b>				<b><u>126,361.63</u></b>

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**Oasis Charter School**  
**Board Agenda Supplemental Information**

**TITLE OF AGENDA ITEM: ACTION: Current Cash Flow**

**BOARD MEETING DATE: August 27, 2024**

**BOARD AGENDA ITEM INFORMATION:**

Beginning with this meeting, staff will bring the current cash flow to the Board for review. This is a common practice in both charter schools and school districts. It is especially important to ensure that UCEN maintains a positive cash flow at all time.

**ATTACHMENTS: Current Cash Flow**

**Administration Recommendation: Approve  Information**

**Person submitting item: Annie Millar, Executive Director**

Oasis Charter Public School - Cash Flow																	
No Actuals, only Projections for July 1																	
Budget	YTD	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Estimated	Budget
Forecast	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Variance
Beginning Cash																	
Revenues																	
LCFF Funding																	
State Aid	1,140,090	71,292	1,28,326	1,28,326	1,28,326	1,28,326	1,28,326	1,28,326	1,28,326	1,28,326	1,28,326	1,28,326	1,28,326	1,28,326	1,28,326	1,28,326	0
EPA Funding	601,820	0	58,504	58,504	58,504	58,504	58,504	58,504	58,504	58,504	58,504	58,504	58,504	58,504	58,504	58,504	0
In Lieu Tax Portion	531,307	0	55,523	55,523	55,523	55,523	55,523	55,523	55,523	55,523	55,523	55,523	55,523	55,523	55,523	55,523	0
Federal Revenues - IDEA 3310	30,169	0	30,169	30,169	30,169	30,169	30,169	30,169	30,169	30,169	30,169	30,169	30,169	30,169	30,169	30,169	0
Federal Revenues - Title I & II / Fed Nutrition	156,581	0	156,581	156,581	156,581	156,581	156,581	156,581	156,581	156,581	156,581	156,581	156,581	156,581	156,581	156,581	0
State Lottery	53,111	0	53,111	53,111	53,111	53,111	53,111	53,111	53,111	53,111	53,111	53,111	53,111	53,111	53,111	53,111	0
Other State Revenues (State Nutrition**Mand	61,852	0	61,852	61,852	61,852	61,852	61,852	61,852	61,852	61,852	61,852	61,852	61,852	61,852	61,852	61,852	0
Other State Revenues-LREBG+Edu Effect	74,488	0	74,488	74,488	74,488	74,488	74,488	74,488	74,488	74,488	74,488	74,488	74,488	74,488	74,488	74,488	0
Other State Revenues-AMS / AMIM	87,502	0	87,502	87,502	87,502	87,502	87,502	87,502	87,502	87,502	87,502	87,502	87,502	87,502	87,502	87,502	0
Other State Revenues-ELO-P	257,821	9,670	248,151	248,151	248,151	248,151	248,151	248,151	248,151	248,151	248,151	248,151	248,151	248,151	248,151	248,151	0
Other State Revenues-SB740	206,910	0	206,910	206,910	206,910	206,910	206,910	206,910	206,910	206,910	206,910	206,910	206,910	206,910	206,910	206,910	0
Other State Revenues-STRS on behalf Contr	74,428	0	74,428	74,428	74,428	74,428	74,428	74,428	74,428	74,428	74,428	74,428	74,428	74,428	74,428	74,428	0
Other State Revenues-ERMHS II	12,250	617	11,633	11,633	11,633	11,633	11,633	11,633	11,633	11,633	11,633	11,633	11,633	11,633	11,633	11,633	0
Other Local Rev-Interest/Donation/Other	27,500	0	27,500	27,500	27,500	27,500	27,500	27,500	27,500	27,500	27,500	27,500	27,500	27,500	27,500	27,500	0
Other Local Revenue-Taylor Farms	200,000	0	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	0
Other Local Revenue-Fundraising	7,000	0	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	0
Transfers of Appointments-SPed	125,133	6,257	118,876	118,876	118,876	118,876	118,876	118,876	118,876	118,876	118,876	118,876	118,876	118,876	118,876	118,876	0
<b>Total Revenues</b>	<b>3,648,562</b>	<b>87,836</b>	<b>3,560,726</b>	<b>3,560,726</b>	<b>3,560,726</b>	<b>3,560,726</b>	<b>3,560,726</b>	<b>3,560,726</b>	<b>3,560,726</b>	<b>3,560,726</b>	<b>3,560,726</b>	<b>3,560,726</b>	<b>3,560,726</b>	<b>3,560,726</b>	<b>3,560,726</b>	<b>3,560,726</b>	<b>0</b>
Expenses																	
Certificated	984,496	0	984,496	984,496	984,496	984,496	984,496	984,496	984,496	984,496	984,496	984,496	984,496	984,496	984,496	984,496	0
Classified	524,892	8,000	516,892	516,892	516,892	516,892	516,892	516,892	516,892	516,892	516,892	516,892	516,892	516,892	516,892	516,892	0
Employee Benefits	394,331	33,000	361,331	361,331	361,331	361,331	361,331	361,331	361,331	361,331	361,331	361,331	361,331	361,331	361,331	361,331	0
Books and Supplies	246,001	2,500	243,501	243,501	243,501	243,501	243,501	243,501	243,501	243,501	243,501	243,501	243,501	243,501	243,501	243,501	0
Services & Operational Expenses	1,136,726	70,000	1,066,726	1,066,726	1,066,726	1,066,726	1,066,726	1,066,726	1,066,726	1,066,726	1,066,726	1,066,726	1,066,726	1,066,726	1,066,726	1,066,726	0
Subagreements for Services-Prop 39	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Oversight Fees	22,738	0	22,738	22,738	22,738	22,738	22,738	22,738	22,738	22,738	22,738	22,738	22,738	22,738	22,738	22,738	0
SPED Encroachment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt Service Interest-Rabobank	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt Service Interest-PPP Loan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Expenses</b>	<b>3,309,184</b>	<b>113,500</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>0</b>
<b>Net Increase/Decrease in Fund Balance</b>	<b>339,378</b>	<b>-25,664</b>	<b>-144,374</b>	<b>-144,374</b>	<b>-144,374</b>	<b>-144,374</b>	<b>-144,374</b>	<b>-144,374</b>	<b>-144,374</b>	<b>-144,374</b>	<b>-144,374</b>	<b>-144,374</b>	<b>-144,374</b>	<b>-144,374</b>	<b>-144,374</b>	<b>-144,374</b>	<b>0</b>
<b>Total</b>	<b>3,309,184</b>	<b>113,500</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>3,195,684</b>	<b>0</b>

	Budget Forecast	YTD Actual	Budget Remain	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Estimated Accruals	Budget Variance
<b>No Actuals, only Projections for July 1</b>																		
Beginning Cash	1,145,308		1,145,308	1,268,480	1,296,704	1,336,778	1,494,024	1,512,767	1,523,803	1,596,544	1,544,119	1,798,393	1,746,268	1,668,590	1,145,308			
<b>Adjustments and Prior Year</b>																		
<b>Current Year Adjustments</b>																		
Payroll Liabilities																		
Payroll Reserve for Summer Pay																		
Employee Receivable																		
Accounts Receivable																		
Prepaid Expenses																		
Accounts Payable																		
<b>Other Sources/Uses</b>																		
Investment Accounts																		
All Other Financing Sources																		
Capital Outlay																		
Sites/Building Improvement																		
Suspense Clearing 9910																		
Deferred Revenues 9650																		
Debt Service Principal Payments-Other																		
<b>Prior Year Transactions</b>																		
Accounts Receivable	526,995	217,974		217,974	165,298	2314.42	141,408									526,995	0	0
Prepaid Expenses	24,119	12,004		12,004												12,004	12,115	0
Accounts Payable	-54,019	-772		-772												-772	-53,247	0
Loans/Lease Liability Payable	0	0		0												0	0	0
Payroll Liabilities	-80,370	-80,370		-80,370												-80,370	0	0
<b>Total Adjustments and Prior Year</b>				148,836	172,598	9,614	148,708	7,300	7,300	7,300	7,300	7,300	7,300	7,300	7,300	538,157	-41,132	0
<b>Net Change and Ending Cash Balance</b>				123,172	28,224	40,074	157,247	18,743	11,036	72,740	-52,424	254,274	-52,125	-77,678	209,858	1,145,308		
<b>Net Change in Cash Position</b>				1,268,480	1,296,704	1,336,778	1,494,024	1,512,767	1,523,803	1,596,544	1,544,119	1,798,393	1,746,268	1,668,590	1,878,449	1,878,449		
<b>Ending Cash Balance</b>																		

No Actuals, only Projections for July 1 Beginning Cash	Budget Forecast	YTD Actual	Budget Remain	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Estimated Accruals	Budget Variance
				1,145,308	1,268,480	1,296,704	1,336,778	1,484,024	1,512,767	1,523,803	1,596,544	1,544,119	1,798,393	1,746,268	1,668,590	1,145,308		

**Oasis Charter School**  
**Board Agenda Supplemental Information**

**TITLE OF AGENDA ITEM: Action 8.1 Nomination and approval of Board Officers: Treasurer; Secretary**

**BOARD MEETING DATE: August 27, 2024**

**BOARD AGENDA ITEM INFORMATION:**

At the July 30, 2024, no action was taken to nominate and approve officers for the position of Treasurer and Secretary.

It is recommended that these positions be filled at this time.

The bylaws stipulate "Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as either the President or the Executive Director."

The Board is requested to nominate and approve officers for the 2024-25 SY (through June 30, 2025) for these two (2) positions.

**ATTACHMENTS: 4th Amended Bylaws of Under Construction Education Network, Inc.**

**Administration Recommendation: Approve**  **Information**

**Person submitting item: Annie Millar, Executive Director**

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# **UNDER CONSTRUCTION EDUCATION NETWORK, INC.,**

a California Non-Profit Corporation

D.B.A. Oasis Public Charter School

## **FOURTH AMENDED BYLAWS OF**

Under Construction Educational Network, Inc.,

A California Nonprofit Public Benefit Corporation

### **Article I - Name**

The name of the Corporation is Under Construction Educational Network, Inc., referred to hereafter as UCEN.

### **Article II - Authority**

UCEN, formerly named "All Children for Tomorrow" was formed by Barbara Blalock on July 26, 1998. Authority was passed to the Board of Directors on March 27, 2000. The Board of Directors officially changed the name of the Corporation on April 27, 2000.

### **Article III - Purpose**

The purpose of the Corporation is to manage, operate, guide, direct and promote one or more California public charter schools. Also, in the context of these purposes, the Corporation shall not, except to an insubstantial degree, engage in any other activities or exercise of power that do not further the purposes of the Corporation.

The Corporation shall not carry on any other activities not permitted to be carried on by: (a) a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code; or (b) a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. No substantial part of the activities of the Corporation shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

### **Article IV - Offices**

#### **Section 1. Principal Office**

The principal office of the Corporation for the transaction of its business is located at 1135 Westridge Parkway, Salinas, in Monterey County, California.

#### **Section 2. Other Offices**

The Corporation may also have offices at such other places, within or without the State of California, where it is qualified to do business, as its business may require and as the Board of Directors may, from time to time, designate.

## **Article V - Members**

There are no members of this Corporation.

## **Article VI - Directors**

### **Section 1. Number**

The Board of Directors (“Board”) shall be no less than three (3) and no more than five (5) members unless changed by amendments to these Bylaws. The Board of Directors should be a mix of community members and parents with no more than two (2) current parents on the Board at a given time. All directors shall have full voting rights, including any representative appointed by the chartering authority as consistent with Education Code Section 47604(c). If the chartering authority designates a representative to serve on the Board of Directors, the Board of Directors may appoint an additional director to ensure an odd number of Board members.

### **Section 2. Powers**

The Board of Directors shall have all the powers, duties and responsibilities as given by law, and all powers normally given to the members. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the Articles of Incorporation or Bylaws, the Corporation’s activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Directors.

### **Section 3. Terms**

Each director shall hold office unless otherwise removed from office in accordance with these Bylaws for four (4) years and until a successor director has been designated and qualified.

### **Section 4. Appointment**

All directors, except for the representative designated by the chartering authority, shall be appointed at the annual meeting in June by a majority vote of the seated directors. At the Board meeting prior to the Annual Meeting, the Governance Committee shall present the names of candidates for appointment to the Board.

### **Section 5. Vacancies**

Vacancies on the Board of Directors shall exist (1) on the death, resignation or removal of any director; (2) if the Board of Directors declares by resolution of a vacancy in the office of a director who has been convicted of a felony, declared of unsound mind by a court order, or found by final order or judgment of any court to have breached a duty under California Nonprofit Public Benefit Corporation Law, Chapter 2, Article 3; (3) whenever the number of authorized directors is increased; and (4) the failure of a director to attend three (3) meetings in a fiscal year without approval of the President.

Any director may resign effective upon giving written notice to the President, the Secretary, or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation. No director may resign if the Corporation would then be left without a duly elected director or directors in charge of its affairs, except upon notice to the Attorney General.



The President shall propose Board candidates for Board appointed seats following consultation with the Governance Committee. All directors, except for the representative appointed by the chartering authority, shall be appointed by majority vote of the Board or, if the number of directors then in office is less than a quorum, by (1) the affirmative vote of a majority of the directors then in office at a regular or special meeting of the Board, or, or (2) a sole remaining director. A vacancy in the seat of the representative of the chartering authority shall be filled by the chartering authority.

A person appointed to fill a vacancy shall serve for the remainder of the unexpired term and until a successor director has been designated and qualified.

### **Section 6. Removal**

Any director, except for the representative appointed by the chartering authority, may be removed, with or without cause, by an affirmative two-thirds (2/3) vote of the directors then in office at a special meeting called for that purpose, or at a regular meeting, provided that notice of that meeting and such removal are given in compliance with the provisions of the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code) as said chapter may be modified by subsequent legislation ("Brown Act"). The representative designated by the chartering authority may be removed without cause by the chartering authority or with the written consent of the chartering authority.

### **Section 7. Compensation**

Directors shall serve without compensation but may receive reasonable advancement or reimbursement of expenses incurred in the performance of regular duties in accordance with the provisions of adopted policies.

### **Section 8. Restriction Regarding Interested Directors**

No persons serving on the Board may be interested persons. For purposes of this Section, "interested persons" means either:

- a. Any person who is currently being compensated by the Corporation for services rendered it within the previous twelve (12) months, whether as a full- or part-time officer or other employee, independent contractor, or otherwise, excluding any reasonable reimbursement paid to a director as director; or
- b. Any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person.

### **Section 9. Place of Meetings**

A. Meetings shall be held at the principal office of the Corporation unless otherwise provided by the Board. The Board of Directors may also designate that a meeting be held at any place within the physical boundaries of the county in which the charter school is located. All meetings of the Board of Directors shall be called, held and conducted in accordance with the terms and provisions of the Brown Act. A two-way teleconference location shall be established at each schoolsite.

- B. Members of the Board of Directors may participate in teleconference meetings so long as all of the following requirements in the Brown Act are complied with<sup>1</sup>:
- a. At a minimum, a quorum of the members of the Board of Directors shall participate in the teleconference meeting from locations within the physical boundaries of the county in which that charter school or schools are located ;
  - b. All votes taken during a teleconference meeting shall be by roll call;
  - c. If the Board of Directors elects to use teleconferencing, it shall post agendas at all teleconference locations with each teleconference location being identified in the notice and agenda of the meeting;
  - d. All locations where a member of the Board of Directors participates in a meeting via teleconference must be fully accessible to members of the public, shall be listed on the agenda; and members of the public shall be provided with an opportunity to address the Board of Directors directly at each teleconference location<sup>2</sup>;
  - e. Members of the public must be able to hear what is said during the meeting; and
  - f. Members of the public attending a meeting conducted via teleconference need not give their name when entering the conference call<sup>3</sup>.
- C. The Board shall adopt a regular Board meeting schedule at the annual Board meeting. The regular Board meeting schedule may be revised as necessary by the Board of Directors. The President shall have the authority to reschedule a regular meeting as necessary to establish a quorum of directors. Regular meetings of directors shall be held once each month with the May meeting designated as the Corporation's Annual Meeting.
- D. Special meetings of the Board of Directors may be called by the President or by a majority of the Board. If a President has not been elected then the Vice-President is authorized to call a special meeting in place of the President. The party calling a special meeting shall determine the place, date, and time thereof.
- E. Regular meetings of the board may be held with seventy-two (72) hours' notice in compliance with the Brown Act. The Board of Directors, or its designee shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting.
- F. In accordance with the Brown Act, special meetings of the Board of Directors may be held only after twenty-four (24) hours' notice is given to the public through the posting of an agenda. Directors shall also receive at least twenty-four (24) hours notice of the special meeting, in the following manner:

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<sup>1</sup> Pursuant to Government Code Section 54953, the Corporation may use teleconferencing without complying with the requirements of paragraphs (a), (c), and (d) if the Corporation complies with the requirements of Section 54953(e).

<sup>2</sup> This means that members of the Board of Directors who choose to utilize their homes or offices as teleconference locations must open these locations to the public and accommodate any members of the public who wish to attend the meeting at that location.

<sup>3</sup> The Brown Act prohibits requiring members of the public to provide their names as a condition of attendance at the meeting.

- a. Any such notice shall be addressed or delivered to each director at the director's address as it is shown on the records of the Corporation, or as may have been given to the Corporation by the director for purposes of notice, or, if an address is not shown on the Corporation's records or is not readily ascertainable, at the place at which the meetings of the Board of Directors are regularly held.
- b. Notice by mail shall be deemed received at the time a properly addressed written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed received at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or is actually transmitted by the person giving the notice by electronic means to the recipient. Oral notice shall be deemed received at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient whom the person giving the notice has reason to believe will promptly communicate it to the receiver.

The notice of special meeting shall state the time of the meeting, the place, and the general nature of the business proposed to be transacted at the meeting. No business, other than the business the general nature of which was set forth in the notice of the meeting, may be transacted at a special meeting.

- G. A quorum for the transaction of business shall consist of a majority of the director then in office. All acts or decisions of the Board of Directors, except as otherwise provided in these Bylaws, will be by majority vote of the directors in attendance, based upon the presence of a quorum. Should there be less than a majority of the directors present at the inception of any meeting, the meeting shall be adjourned. Directors may not vote by proxy. The vote or abstention of each Board member present for each action taken shall be publicly reported.
- H. Meetings of the Board of Directors shall be presided over by the President. In his or her absence, the meeting shall be presided over by the Vice President or, in the absence of each of these persons, by a Chairperson chosen by a majority of the directors present at the meeting. The Secretary shall act as secretary of all meetings of the Board, provided that, in his or her absence, the President shall appoint another person to act as Secretary of the Meeting. Meetings shall be governed by Robert's Rules of Order insofar as such rules are not inconsistent with or in conflict with these Bylaws, with the Articles of Incorporation of this Corporation, or with provisions of law.

#### **Section 10. Non-Liability of Directors**

The directors shall not be personally liable for the debts, liabilities, or other obligations of the Corporation.

#### **Section 11. Indemnification By Corporation of Directors, Officers, Employees and Other Agents**

To the fullest extent permitted by law, the Corporation shall indemnify its directors, officers, employees, and other persons described in Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of the Corporation by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this bylaw, shall have the same meaning as in that section of the Corporations Code.

On written request to the Board of Directors by any person seeking indemnification under Corporations Code Section 5238 (b) or Section 5238 (c) the Board of Directors shall promptly decide under Corporations Code

Section 5238 (e) whether the applicable standard of conduct set forth in Corporations Code Section 5238 (b) or Section 5238 (c) has been met and, if so, the Board of Directors shall authorize indemnification.

## **Section 12. Insurance for Corporate Agents**

The Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Corporation (including a director, officer, employee or other agent of the Corporation) against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such.

## **Article VII - Officers**

### **Section 1. Officers**

The officers of the Corporation shall be a President, a Vice-President, Secretary, Treasurer and an Executive Director. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as either the President or the Executive Director.

### **Section 2. Qualification, Election and Term of Office**

Any board member in good standing may serve as an officer of this Corporation. A slate of Officers shall be presented for consideration by the Governance Committee at the Board meeting prior to the annual meeting. Officers shall be elected by the Board of Directors at the annual meeting in June and shall hold office for one year.

### **Section 3. Removal and Resignation**

Without prejudice to the rights of any officer under an employment contract, the Board of Directors may remove any officer with or without cause an affirmative two-thirds ( $2/3^{\text{rd}}$ ) vote of the Board of Directors, at any time. Any officer may resign at any time by giving written notice to the Board of Directors or to the President or Secretary. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

### **Section 4. Vacancies**

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board of Directors. In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by appointment by the President until such time as the Board shall fill the vacancy. Duties of the President caused by a vacancy shall be fulfilled by the Vice President until the next election cycle.

### **Section 5. Duties**

The duties of each officer shall be those normally incident to such office and other duties as assigned or designated by the Board.

#### **A. President**

The President shall preside at all meetings of the Board of Directors. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, he or she shall, in the name of the

Corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors. The President shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time.

### **B. Vice President**

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Board of Directors.

### **C. Secretary**

The Secretary shall:

- a. Certify and keep at the principal office of the Corporation the original, or a copy of these Bylaws as amended or otherwise altered to date.
- b. Keep at the principal office of the Corporation or at such other place as the Board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors. The minutes of meetings shall include the time and place that the meeting was held; whether the meeting was annual, regular, special, or emergency and, if special or emergency, how authorized; the notice given; the names of the directors present at Board of Directors and committee meetings; and the vote or abstention of each Board member present for each action taken.
- c. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- d. Be custodian of the records and of the seal of the Corporation and see that the seal is affixed to all duly executed documents, the execution of which on behalf of the Corporation under its seal is authorized by law or these Bylaws.
- e. Exhibit at all reasonable times to any director of the Corporation, or to his or her agent or attorney, on request of the Articles of Incorporation, Bylaws and the minutes of the proceedings of the directors of the Corporation.
- f. Shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time.

### **D. Treasurer**

The Treasurer shall:

- a. Oversee the preparation of and adherence to an annual budget. The fiscal year shall be July 1 to June 30.
- b. Serve on the Board Finance Committee and present quarterly reports to the Board.
- c. Keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's properties and transactions.
- d. Exhibit at all reasonable times the books of account and financial records to any director of the Corporation, or to his or her agent or attorney, on request therefore.

- e. Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
- f. Deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board of Directors may designate.
- g. Disburse the Corporation's funds as the Board of Directors may order.
- h. Render to the President, Chair, if any, and the Board, when requested, an account of all transactions as Treasurer and of the financial condition of the Corporation; and
- i. Have such other powers and perform such other duties as the Board, contract, job specification, or the bylaws may require.

#### **E. Executive Director**

The Executive Director shall be the general manager of the Corporation and shall supervise, direct, and control the Corporation's activities, affairs, and officers as fully described in any applicable employment contract, agreement, or job specification. The Executive Director shall have such other powers and duties as the Board of Directors or the Bylaws may require.

### **Article VIII - Committees**

#### **Section 1. Committee of the Board of Directors**

The Board, by resolution adopted by a majority of the directors then in office, may create one or more committees of the Board, each consisting of two or more directors and no one who is not a director, to serve at the pleasure of the Board. Appointments to committees of the Board of Directors shall be by majority vote of the directors then in office. Any such committee shall have all the authority of the Board, to the extent provided in the Board of Directors' resolution, except that no committee may:

- a. Fill vacancies on the Board of Directors or any committee of the Board;
- b. Amend or repeal bylaws or adopt new bylaws;
- c. Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or subject to repeal; or
- d. Create any other committees of the Board of Directors or appoint the members of committees of the Board.

#### **Section 2. Advisory Committees**

The Board may also create one or more advisory committees composed of directors and non-directors. The Board shall be authorized to appoint such committees as it deems necessary.

- A. All Committee Chairs shall be appointed by the President with the advice and consent of the Board. They shall serve one-year terms and may serve up to three (3) terms.

- B. Committee members shall be appointed by the Committee Chair, with the advice of the Governance Committee.
- C. Committee members (except as designated below) do not need to be members of the Board, however, every committee shall have at least one (1) Board Member. Non-Board members may serve on only one (1) committee at a time.
- D. All committees may include, as non-voting members, experts in any given field of knowledge needed for the functions of that committee.
- E. Committees shall act in an advisory capacity only to the Board.

### **Section 3. Standing Committees**

#### **Governance**

- A. The Governance Committee shall be composed of not less than three (3) Board Members and shall not include any non-Board members;
- B. The committee shall act as a recruitment and nominations committee and make nominations for Board Members and Officers and recommendations to fill vacancies.
- C. The committee shall also be responsible for the on-going training, mentoring and monitoring of the Members of the Board of Directors and ensuring their engagement and accountability. Additionally, the committee shall track Board terms.

#### **Finance**

- A. The Finance committee shall include at least two (2) Board Members, one being the Treasurer who shall not be the Chair of the committee.
- B. The committee shall meet monthly, and at other times as needed, to review the finances and provide budget oversight. They shall work with any and all accountants or outside counsel and deliver quarterly reports to the full Board.
- C. The committee shall be responsible for the Corporation's fiscal policies and practices.
- D. The committee shall recommend investment of funds as needed to safeguard and maximize the return on such funds.
- E. When appropriate, the Finance Committee will cooperate with the Audit Committee, including recommending auditing firms.

### **Section 4. Meetings and Action of Committees**

Meetings and actions of committees of the Board of Directors and advisory committees shall be governed by, held, and taken under the provisions of these bylaws concerning meetings, other Board of Directors' actions, and the Brown Act, if applicable, except that the time for general meetings of such committees and the calling of special meetings of such committees may be set either by Board of Directors' resolution or, if none, by resolution of the committee. Minutes of each meeting shall be kept and shall be filed with the corporate records. The Board of Directors may adopt rules for the governance of any committee as

long as the rules are consistent with these bylaws. If the Board of Directors has not adopted rules, the committee may do so.

## **Article IX - Execution of Instruments**

### **Section 1. Execution of Instruments**

The Board of Directors, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

## **Article X - Contracts with Directors and Employees**

The Corporation shall not enter into a contract or transaction in which a director directly or indirectly has a material financial interest (nor shall the Corporation enter into any contract or transaction with any other corporation, firm, association, or other entity in which one or more of the Corporation's directors are directors and have a material financial interest).

The Corporation shall not enter into a contract or transaction in which an employee directly or indirectly has a material financial interest unless all of the requirements in the Corporation's Conflict of Interest Code have been fulfilled.

## **Article XI - Maintenance of Corporate Records**

The Corporation shall keep:

- a. Adequate and correct books and records of account;
- b. Written minutes of the proceedings of the Board and committees of the Board; and
- c. Such reports and records as required by law.

## **Article XII - Inspection Rights**

### **Section 1. Directors Right to Inspect**

Every director shall have the right at any reasonable time to inspect the Corporation's books, records, documents of every kind, physical properties, and the records of each subsidiary, as permitted by California and federal law. This right to inspect may be circumscribed in instances where the right to inspect conflicts with California or federal law (e.g., restrictions on the release of educational records under FERPA) pertaining to access to books, records, and documents. The inspection may be made in person or by the director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents as permitted by California and federal law.

### **Section 2. Maintenance and Inspection of Articles of Incorporation and Bylaws**

The Corporation shall keep at its principal California office the original or a copy of the Articles of Incorporation and Bylaws, as amended to the current date, which shall be open to inspection by the directors at all reasonable times during office hours.



## **Article XIII - Required Reports**

### **Section 1. Annual Reports**

The Board of Directors shall cause an annual report to be sent to itself (the members of the Board of Directors) within 120 days after the end of the Corporation's fiscal year. That report shall contain the following information, in appropriate detail:

- a. The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year;
- b. The principal changes in assets and liabilities, including trust funds;
- c. The Corporation's revenue or receipts, both unrestricted and restricted to particular purposes;
- d. The Corporation's expenses or disbursement for both general and restricted purposes;
- e. Any information required under these bylaws; and
- f. An independent accountant's report or, if none, the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the Corporation's books and records.

### **Section 2. Annual Statement of Certain Transactions and Indemnifications**

The Corporation will comply with Corporations Code section 6322.

## **Article XIV - Bylaws**

### **Section 1. Adoption of Bylaws**

These amended Bylaws shall become effective upon approval of the Board.

### **Section 2. Amendments to Bylaws**

These Bylaws may be amended by an affirmative two-thirds (2/3<sup>rd</sup>) vote of the seated Board at any meeting provided the amendments have been submitted to the members of the Board at the meeting prior to the voting meeting.

**CERTIFICATE OF SECRETARY**

I certify that I am the duly elected and acting Secretary of the Under Construction Educational Network, Inc., a California nonprofit public benefit corporation; that these Bylaws, consisting of \_\_\_\_\_ pages, are the Bylaws of the Corporation as adopted by the Board of Directors on \_\_\_\_\_; and that these Bylaws have not been amended or modified since that date.

Executed on \_\_\_\_\_ at \_\_\_\_\_, California.

\_\_\_\_\_  
\_\_\_\_\_, Secretary

# **Oasis Charter School**

## **Board Agenda Supplemental Information**

**TITLE OF AGENDA ITEM: 8.3 DISCUSSION: Governance Committee Process and Timeline for Addressing Upcoming Board Member Vacancy (to be filled by 12/1/24)**

**BOARD MEETING DATE: August 27, 2024**

**BOARD AGENDA ITEM INFORMATION:**

UCEN has a Board member vacancy coming up on 12/1/2024. The next Board member vacancies will occur in 2028.

Recommended timeline for filling the Board member vacancy:

- August: form Governance Committee
- September: Governance Committee meets to direct school staff to outreach for potential Board member candidates and to review the process for addressing a vacancy
- October (prior to 10/29/24): Governance Committee meets to interview potential Board member candidates and make recommendations to the Board
- October 29, 2024: UCEN Board considers accepting nominations from Governance Committee
- November 19, 2024: UCEN Board approves new Board member

**Administration Recommendation: This is a discussion item.**

**Person submitting item: Annie Millar, Executive Director**

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**Oasis Charter School**  
**Board Agenda Supplemental Information**

**TITLE OF AGENDA ITEM: 8.4 DISCUSSION. Executive Director Evaluation Process Proposal**

**BOARD MEETING DATE: August 27, 2024**

**BOARD AGENDA ITEM INFORMATION:**

Recommendation to follow a modified version of Charter School Development Center's evaluation process for the Lead Administrator for the Oasis Executive Director Evaluation for the 2024/25 School Year:

August: Establish a Board subcommittee to coordinate the evaluation process of the Executive Director.

September: Board subcommittee meets with Executive Director to create goals and actionable objectives for the 2024/25 school year.

January: Board and Executive Director meet in Closed Session to discuss progress towards the goals. Goals may be modified at this time.

February: Board subcommittee meets with Executive Director to develop and disseminate surveys (one to staff; one to all families) to solicit input.

March: Evaluation template goes out to Board members soliciting input on Executive Director's performance. The Executive Director writes a self-evaluation.

May: Board subcommittee meets to compile information from the surveys, Board members and Executive Director to draft a summary.

June: Board and Executive Director meet in Closed Session to finalize the summary.

**ATTACHMENTS: Charter School Development Center Timeline for Lead Administrator Evaluation**

**Administration Recommendation: Approve**  **Information**

**Person submitting item: Annie Millar, Executive Director**



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## Timeline for Lead Administrator Evaluation\*

Charter school governing boards are only responsible for the evaluation of a single employee – the Lead Administrator. (This individual might be called a school executive director, superintendent, or head of school.) Charter school governing boards need to have a comprehensive, annual evaluation in place for their Lead Administrator. This evaluation can be used to establish a trajectory towards meeting the goals and mission of the school, and it can protect the school against potential issues with litigation in the event that the Lead Administrator needs to be released from employment.

Evaluating a charter school's Lead Administrator is a twelve-month process that includes gathering quantitative data of student performance and qualitative information from the school's stakeholders and from individual board members. Insight into the Lead Administrator's performance can also be gleaned from a self-evaluation written by the Lead Administrator. After all this information is gathered, the board will write a final narrative to be shared with the Lead Administrator and then placed in his/her personnel file.

This Toolkit was built using materials designed by CSDC member schools. These tools have already been used by some existing charter school boards and can be adapted for use by other charter schools.

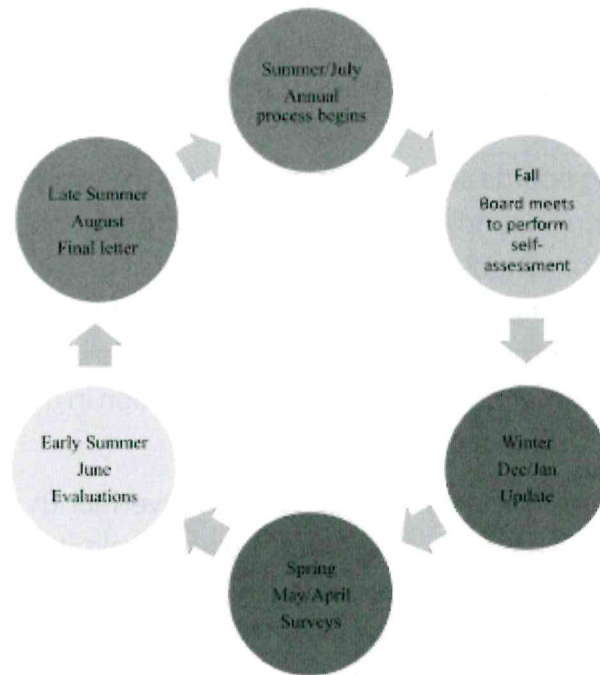
Highlights include:

- An evaluation lifecycle – effective Administrator Evaluations take place over 12 months and are an on-going process used by the governing board and added to the board's annual governing board calendar
- A template for an annual governing board calendar
- A customizable template to used by individual board members when evaluating a school's Lead Administrator<sup>1</sup>
- Suggested questions for a staff survey
- Governing board self-assessment (Google Forms)
- Template for the Lead Administrator's self-evaluation
- Template for the board chair's final written evaluation of the Lead Administrator

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<sup>1</sup> Original document created by Ting Sun PhD for use by Natomas Charter School

## The Lifecycle of An Evaluation



**Summer (July)** – The board and Lead Administrator meet in a board workshop to create goals and actionable objectives for the Lead Administrator to accomplish in the coming school year. The board may wish to review its approved annual LCAP as a part of this process.

**Fall (Sept/Oct)** – The board meets in a workshop format to perform its own self-assessment/self-evaluation of board performance.

**Winter (Dec/Jan)** – Board and Lead Administrator meet in closed session to discuss the Lead Administrator's progress toward the goals. Goals may also be modified at this time.

**Late Winter/Spring (Feb/March)** – One survey is issued to all staff, and another to all parents/families. The questions in this survey should be agreed upon by the entire governance team (board plus Lead Administrator).

**Spring (March/April)** – Evaluation template goes out to board members soliciting their input on the Lead Administrator's performance. Additionally, the Lead Administrator writes a self-evaluation.

**Late Spring (April/May)** – After collecting the evaluation template from all board members, the board chair (and an additional board member if needed) drafts a formal letter including the information collected from the other board members, the two surveys and the self-evaluation. This written letter is presented to the Lead Administrator, and placed in their personnel file in May/June.

**Note:** Evaluations need to be completed in the late spring because employee contract renewals must be done before the new fiscal year and considered in the budget adoption/approval process for the next fiscal year. Additionally, any salary increases or considerations must be completed as a result of this evaluation process and finalized in the budget process.

\* Original document created by Ting Sun PhD for use by Natomas Charter School

