



Oasis Charter Public School

A small school for kids with BIG ideas.

1135 Westridge Parkway, Salinas, CA 93907
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**Under Construction Education Network (UCEN)
dba Oasis Charter Public School
Finance Subcommittee Meeting**

Finance Subcommittee Meeting Agenda

**October 19, 2026
12:00 p.m.**

Join Zoom Meeting

[https://zoom.us/j/92337170487?pwd=Yy09dMjjjTJ9D9dYQqgxJaBBm6Lw.](https://zoom.us/j/92337170487?pwd=Yy09dMjjjTJ9D9dYQqgxJaBBm6Lw.1)

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Meeting ID: 923 3717 0487

Passcode: 127479

By Phone: (669) 900-9128

**Members of the public may join the meeting in person at the address listed below.
Please read the Information for the Public section below on public participation.**

**Oasis Charter Public School Boardroom
1135 Westridge Parkway
Salinas, CA 93907**

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. Speakers may provide their name, title, or organizational affiliation for the record, but providing identifying information is voluntary and is not a condition of public participation.

- 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)

- III. 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 Call Meeting to Order

1.1 ROLL CALL OF FINANCE COMMITTEE

Tamara Mitchell, Chair

Present ___ Absent___

Melissa Edwards, UCEN President

Present ___ Absent___

1.2 Pledge of Allegiance

1.3 Adoption of the Agenda

2.0 ACKNOWLEDGMENTS/ANNOUNCEMENTS/PRESENTATIONS

2.1 Land Acknowledgement

2.2 Finance Committee Purpose and Authority

The Finance Committee is a standing committee of the UCEN Board of Directors. The Committee reviews UCEN's finances, provides budget oversight, reviews fiscal policies and practices, coordinates with accountants, counsel, and the Audit Committee as appropriate, and makes recommendations to the full Board.

The Finance Committee acts in an advisory capacity. Final corporate, budget, contracting, investment, expenditure, and policy decisions remain subject to approval by the UCEN Board unless authority has been expressly delegated by a valid Board resolution.

3.0 FINANCE COMMITTEE REPORTS/COMMENTS/REQUESTS FOR INFORMATION

3.1 REPORT: BOARD MEMBERS

3.2 REPORT: EXECUTIVE DIRECTOR

4.0 PUBLIC COMMENT

Members of the public may address the Finance Committee regarding matters within the Committee's subject-matter jurisdiction that are not listed on this agenda.

The Committee may not discuss or act on an unagendized matter except as permitted by the Brown Act. Committee members may briefly respond, ask a clarifying question, refer the matter to staff or another resource, request a report at a future meeting, or request placement of the matter on a future agenda.

5.0 APPROVAL OF MINUTES FOR SEPTEMBER 9, 2026

6.0 CURRENT BUDGET, CASH, RESERVES, AND FINANCIAL POSITION

Review the current UCEN/Oasis financial position, including current-month and year-to-date budget-to-actual performance, revenues and expenditures, cash and investments, accounts payable and other obligations, restricted and unrestricted fund balances/reserves, reserve percentage, enrollment/ADA assumptions, material variances, and projected year-end position. Reconcile accounting fund balance with actual liquid cash and identify resources that are restricted, unrestricted, committed, or otherwise unavailable for discretionary use.

7.0 WARRANTS, CASH DISBURSEMENTS, AND ACCOUNTS PAYABLE REVIEW

Review current warrant registers, electronic payments, cash disbursements, accounts payable, and any prior warrant periods not previously reviewed by the Finance Committee or Board. Identify significant, unusual, or questioned transactions and discuss establishment of a consistent monthly process for Finance Committee and Board review of warrants and disbursements.

8.0 EXECUTIVE DIRECTOR PERSONAL EXPENDITURES FOR SCHOOL PURPOSES AND REIMBURSEMENT PROCEDURES

Review the Executive Director's disclosure that personal funds have been used for school-related expenses, including the nature and amount of the expenditures, reimbursement status, supporting documentation, available organizational funds, and the purchasing or reimbursement processes that resulted in personal funds being used for school expenses. Discuss whether changes to purchasing, reimbursement, petty-cash, purchasing-card, advance-payment, or other procedures are needed to ensure employees are not routinely financing school operations with personal funds.

9.0 EXECUTIVE DIRECTOR SPENDING, PURCHASING, CONTRACTING, AND REIMBURSEMENT AUTHORITY

Review current policies and practices governing Executive Director purchasing, expenditures, contracts, contract amendments, reimbursements, emergency purchases, and other commitments of UCEN funds. Discuss appropriate dollar thresholds, documentation, and reporting requirements, cumulative or related transactions, emergency authority, and other internal controls necessary to provide clear fiscal accountability while allowing efficient school operations.

10.0 BOARD CLERK OVERTIME, WORKLOAD, AND POSITION DUTIES

Review the current amount and cost of Board Clerk overtime, the duties generating overtime, the Board Clerk's regular work schedule, and the current job description. Identify recurring Board and governance-support duties that are part of the position and determine whether those responsibilities can reasonably be performed during the regular workday. Discuss whether scheduling, workload allocation, staffing, planning, or administrative processes should be adjusted to reduce recurring overtime while maintaining required Board support.

11.0 PROPOSED UCEN BOARD/GOVERNANCE BUDGET - \$10,000, \$20,000, AND \$30,000 OPTIONS

Review proposed annual Board/governance budget options of \$10,000, \$20,000, and \$30,000 for Board development and training, conference participation and approved travel, governance support services, Board administration and public access, technology and supplies, meeting-related expenses when appropriate, and contingency. Attorney and legal expenses are not included in the proposed Board/governance budget and will continue to be paid through the schools' budgeted legal-services account. As part of this review, assess the current school legal-services budget and determine whether sufficient funding remains to support anticipated charter-renewal legal needs through completion of the renewal process. If additional legal capacity is reasonably anticipated, consider recommending an adjustment to the school's legal-services budget to the full Board.

12.0 FINANCE COMMITTEE RECOMMENDATIONS TO THE BOARD

Review the matters considered by the Committee and identify recommendations, proposed budget adjustments, policy changes, internal-control improvements, or other fiscal matters to be forwarded to the full Board for consideration.

13.0 FUTURE AGENDA ITEMS

- **2026-27 First Interim Financial Report**
Review the 2026-27 First Interim Financial Report, including actual revenues and expenditures through the applicable reporting period, revised year-end projections, cash flow, restricted and unrestricted fund balances/reserves, enrollment and ADA assumptions, multiyear projections, material budget revisions, and identified fiscal risks or corrective actions. Develop a Finance Committee recommendation for presentation to the full Board.
- **Fundraising Accountability and Internal Controls Policy and Procedures**
Review the completed draft Fundraising and Cash-Handling Policy and written procedures developed in response to prior Finance Committee direction, including fundraising authorization, event records, cash and check handling, two-person verification, electronic receipts, deposits, reconciliation, donor restrictions, segregation of duties, record retention, and Board reporting. Consider recommending the completed policy and procedures to the full Board for approval.
- **Reserve Cash Management and Investment Options**
Following completion of the unrestricted-reserve and liquidity reconciliation, review appropriate cash-management and investment options for legally available surplus funds and develop recommendations for the full Board.

14.0 NEXT MEETING DATE

The UCEN Bylaws require the Finance Committee to meet monthly.

15.0 ADJOURNMENT

(ATTACHMENT BELOW)

REVISED PROPOSED BOARD/GOVERNANCE BUDGET

Budget structure: The three options below are intended to show differing levels of Board/governance operating capacity. Attorney and legal fees are excluded from these amounts and remain in the school's regular legal-services budget.

Expense Category	\$10,000 Option	\$20,000 Option	\$30,000 Option
Board Development & Training	\$1,500	\$3,000	\$4,000
CSDC Conference & Related Travel	\$3,000	\$5,000	\$7,000
Other Approved Board Travel/Mileage	\$500	\$1,000	\$2,000
Meeting Meals/Refreshments When Permitted	\$500	\$1,000	\$1,000
Governance/Board Support Services	\$2,500	\$6,000	\$9,000
Board Administration/Public Access/Technology/Supplies	\$1,000	\$2,000	\$3,000
Contingency/Unallocated Governance Capacity	\$1,000	\$2,000	\$4,000
TOTAL	\$10,000	\$20,000	\$30,000

LEGAL FEES AND CHARTER-RENEWAL CAPACITY

Legal fees are not included in the \$10,000 / \$20,000 / \$30,000 Board/governance options. Legal services for UCEN/Oasis should continue to be paid from the school's budgeted legal-services account. Finance should review that account now to determine whether the remaining legal budget is sufficient to support anticipated charter-renewal needs, including counsel review, MCOE communications, petition

revisions, governance/compliance questions, and other renewal-related legal work through completion of the process.

Finance review question: Does the current school legal-services budget, after year-to-date expenditures, provide enough remaining capacity to support the anticipated charter-renewal work? If not, the Finance Committee should consider recommending a school-budget amendment or increased legal-services allocation to the full Board rather than charging renewal legal costs to the separate Board/governance budget.

BOARD CLERK OVERTIME AND THE BOARD BUDGET

Board Clerk overtime is not included as a discretionary Board/governance budget line item at this time. Finance should first review the existing job description, regular work schedule, overtime usage, duties generating overtime, and current school-budget treatment before determining whether any separate Board-support allocation is appropriate.