

Orange County Educational Arts Academy
A California Public Charter School
825 N. BROADWAY, SANTA ANA, CA 92701
714/558-ARTS

BOARD OF DIRECTORS
MEETING MINUTES

General Meeting

December 14, 2016

6:00 p.m. – Closed Session

7:00 p.m. – Open Session

OCEAA Public Comment Policy

The OCEAA School Board of Directors (Board) welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board is to conduct the affairs of the school in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda item(s) or under the general category of "Oral Communications." Any person may address the Board on agenda or non-agenda items. To be recognized by the Board Chair, an individual must write their name and the agenda item(s) on the cards provided and submit this to the Board Chair or Secretary. The Board Chair will then announce the person's name at the appropriate time during the meeting. Each person will be granted up to three minutes to make his or her presentation. If requested, the Board Chair may grant additional time to individuals, circumstances permitting.
3. "Oral Communications" is set aside for members of the audience to raise issues that are not specifically on the agenda. These presentations are limited to three (3 minutes) each and total time allotted to non-agenda items will not exceed fifteen (15) minutes. Due to public meeting laws, the Board can only listen to your issue, not respond or take action. The Board, however, may give direction to staff to respond to your concern.
4. With regard to the items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak for up to three (3 minutes) when the Board discusses that item. Following a presentation on an agenda item by staff, committees or the public to the Board, the Chairman will recognize members of the public who have submitted on that agenda item. This period precedes Board discussion and deliberation.
5. Formal presentations to the Board by members of the public may be scheduled in advance by notifying the President and/or Board Chair in writing two weeks prior to the next regularly scheduled Board meeting. The President and/or Board Chair shall determine whether the citizen request is or is not an item directly related to school business prior to it being placed on the agenda. No citizen-requested item shall be placed on the agenda if it is repetitive of a previous item placed on the agenda and considered by the Board. Scheduled formal presentations shall not exceed 15 minutes in duration.

In addition to the above, any Board member may ask a member of the public to answer brief questions or make comments on an agenda item under discussion in order to gather information before deliberating on a decision.

I. PRELIMINARY

A. CALL TO ORDER

The Board Chair called the meeting to order at 6:05 p.m.

B. ESTABLISH QUORUM

C. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

D. ADJOURN TO CLOSED SESSION – Items Scheduled for Closed Session:

Staffing appointments/terminations/contracts/resignations (Gov. Code section 54957)

E. CALL TO ORDER – REGULAR SESSION

F. ROLL CALL

	Present	Absent
Dr. Kimberly Barraza-Lyons, President	x	_____
Dr. Alfonso Bustamante, Vice President	_____	x
Valerie Sullivan, Chair	x	_____
Scott Overpeck, Vice Chair	x	_____
Boris Molina, Treasurer	x	_____
Bobbie Kraus, Secretary	x	_____
Flor Barajas Tena, Member	x	_____
Kristin Collins, School Director	x	_____
Vanessa Besack, Dir. Of Operations	_____	x

G. REPORT OF CLOSED SESSION DECISIONS

On motion made by so, seconded by vs, the board approved the following staffing changes, with kbl, fbt, vs, so, bm and bk voting in favor:

<u>2016/17 Staffing Appointments</u>	<u>Effective Date</u>
Monica Patricia Bennett, Tech. Coordinator/Teacher	11/30/2016
Karina Rodriguez, KEDS Floater/KEDS Sub	11/10/2016

<u>2016/17 Contracts</u>	<u>Effective Date</u>
Monica Patricia Bennett, Tech. Coordinator/Teacher	11/30/2016

<u>2016/17 Staffing Resignations</u>	<u>Effective Date</u>
Flor Barajas-Tena, Marketing PS	11/30/2016

II. COMMUNICATIONS

A. ORAL COMMUNICATIONS: Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

B. FOR INFORMATION/BOARD

Budget Update – November Check Register - Boris Molina/Leigh Taylor, CSMC
Account Balances:

- Payroll - \$224,913.81
- General- \$243,562.49
- OCDE - \$612,003.66

November check register was presented for review and approval.

III. ITEMS SCHEDULED FOR INFORMATION

FSO report – Felicia Brown

New Secretary and New Membership officers Tray Flores and Antonette Camacho. So far this year goal was to build a team of old and new parents. FSO has a full board except for lacking a 6th grade level parent. Committees have been formed and grade level parents also help with the

workload. Communication with teachers has improved. Trying to make reasonable fundraising efforts and not over-extending. Fall catalog and Fall Festival were the big events. Made \$700 more on catalog over last year. Fall Festival profit increased by \$1,000 over last year. Looking forward a goal is to do more community building among our families. Total fundraising profits - \$18,748.85. FSO has committed \$20,000 to field trips for the whole year and they are almost there. Ideas for any extra money FSO may raise: Career Day, Public Speaking Class/Club, Coding Program, Media or Graphics Arts Programs, improved PE program for 6th-8th, Spruce up Playground, JiJi for TK, more guest speakers for 6th-8th. Next general meeting is May 8th.

ELAC report - Elisabeth Moreno - No report

School Director's report

LCAP Goal 1: 100% Proficiency (literacy, math, science, social studies, arts)

Literacy Team Report:

- ❖ Goal setting meetings were held during conferences to facilitate collaboration between parents, teachers, intervention teachers, and students, in order to ensure academic success
- ❖ All parents of RTI students grades 1 to 3 and 8th attended conferences
- ❖ 90% of parents of students grades 4-7th attended RTI conferences
- ❖ RTI students were given literacy practice packets to have available during the Thanksgiving break
- ❖ 3 teachers submitted RTI referrals
 - RTI committee met to discuss the referrals and determined to wait until all RTI students have been reassessed to make final decisions
- ❖ Looking forward:
 - All RTI students will take the DRA (Developmental Reading Assessment) before winter break
 - Data collected will be studied and compiled upon returning in January

Math RtI Report (Nicole Kubasek and Jessica Chavez):

- ❖ Regularly meeting with Tier II students in small group setting one time per week.
- ❖ Tier III students are being seen one to one
- ❖ Scheduled a Renaissance training for a conference call and Webinar for best practices in implementation.
- ❖ Coordinators meet once a week to discuss patterns in intervention and next steps for PD and PLC.
- ❖ Continuing to support teachers in tech support with the digital platform for Go Math!

Arts Report (Erica Vicario)

- ❖ Students performances or exhibits.
 - ❖ Students in 1st/2nd/6th and dance 7th and 8th performed in Ritmos Del Mundo.
 - Theme of show aligned to the mission and vision.
 - Students represented countries from around the world.
 - Lacked volunteers this year.
 - Funds to go to 6th grade.
 - ❖ First Jr. Conservatory Showcase December 13th 5:00-6:00 in dining hall.
 - Small showcase for parents to demonstrate their learning in their classes.
 - All are welcome.
 - Next Event/Showcase will be a Family Art Day

- ❖ Arts Program Development
 - ❖ Arts Integration
 - Working with teachers to plan/teach quarter 2 arts integration lesson.
 - Collecting lessons and evidence.
 - Working with South Coast Rep to get classes to a live performance.

Professional Development Report:

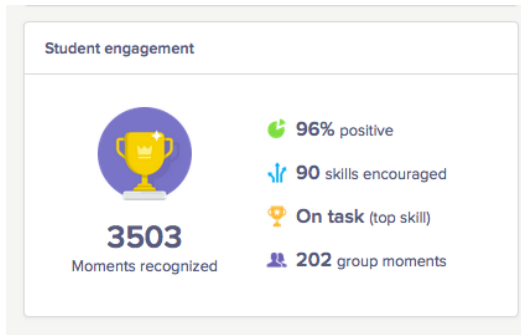
- ❖ Doraima Gomez and Gaby Gomez attended Day 2 of the Factswise math training for multiplication and division fluency
- ❖ Follow-up to Oct 28th Illuminate training - On Weds, Dec 7, teachers participated in cross grade conversations to share their experience using Illuminate assessments, evaluated their confidence levels with each type of assessment and provided feedback for support needs. ILT will review the data and determine next steps in training and practice.
- ❖ *Maestras* Aranda, Jimenez, Nuñez and Grajeda attended TCAP arts training on December 1.

LCAP Goal 2: 100% Biliterate/Bilingual - Claudia Sachs

- ❖ CABE- TWBI Committee: During the month of November, the TWBI Committee is excited to announce its upcoming attendance to the California Association for Bilingual Education (CABE) conference. The attendance to this conference will support the committee's goal for 2016-17 in developing an assessment tool that can assess for multicultural competence.
- ❖ Keller Middle School (Dual Language) Visit: On November 29, Ms. Labiosa, Dr. Alvarado, and Ms. Sachs traveled to Long Beach to observe Mr. Orihuela as he modeled the implementation of his Spanish Language Arts curriculum and to gather ideas that could help the SLA teachers in the development of their own SLA curriculum. Along with principal Mr. Espinoza and Mr. Orihuela, the OCEAA team agreed to begin a collaborative relationship.
- ❖ Biliteracy/Bilingual Awards Presentations: On December 5, Ms. Sachs led the first round of parent presentations on the Biliteracy/Bilingual Awards. A total of Thirty-five families attended the workshops and were followed by a series of one-on-one in person or phone conferences for those parents who were not able to attend. Classroom presentations were also conducted to ensure that all students in grades 3,6, 8 have the information at their fingertips. This promises once again to be a continuous effort that culminates at the end of the school year once the student workshops and all students have completed their requirements.
- ❖ ELD/Differentiation: On December 2, Ms. Sachs began working with the La Secundaria on the topic of Differentiation. The team was provided with refresher training on the ELD Standards and a snapshot of differentiation and engagement strategies. Follow-up coaching cycles will be ongoing for all teachers in La Secundaria and the cycles will be gradually disseminated through grades 6, 5, and 4.

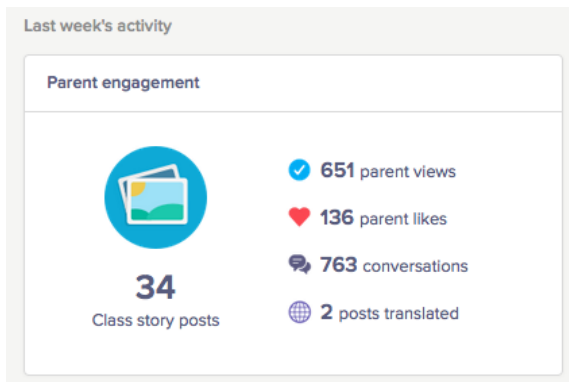
LCAP Goal 3 – 100% Safe and Positive School Climate

- ❖ PBIS Report (G. Castrillon): Forthcoming
- ❖ Class Dojo Student Feedback Data for the Week of Dec 5-9:



LCAP Goal 4 – 100% Parent-School Partnerships

- ❖ School Site Council and ELAC are meeting regularly to fulfill their mandated responsibilities.
- ❖ Class Dojo Parent Engagement Data for the Week of Dec 5-9:



Human Resources/Finances

- ❖ The budget committee approved the salary increases of two members of classified staff to meet state required minimums. As of Jan. 1, 2017, the minimum salary for an exempt employee rises to \$43,600. Both employees were off by approximately \$2,000 per year. Both hold high responsibility jobs and could not be placed on non-exempt or hourly status.
- ❖ The budget committee also discussed the process for revising the salary schedule for certificated staff. They have asked our HR consultant to review it first and provide recommendations.
- ❖ Lastly, due to the state of the budget, the budget committee has voted on holding off on Classified Salary raises this year. They will review other ways to show appreciation for the classified team.
- ❖ Todd Hanson of the Orange County Community Foundation visited OCEAA on Nov. 29. He was impressed with the school and asked for a list of programs that need funding. The marketing committee is creating a list and we will follow up with Mr. Hanson in January as discussed in the meeting. Mr. Hanson’s clientele support charter schools and are inclined to fund programs that lead to specific outcomes in the community.
- ❖ Flor Barajas Tena, Erica Vicario and Vanessa Besack will work together to apply for a few grants. These include two California Arts Council grants and the Lovett Foundation grant.

Enrollment Update

- ❖ Enrollment
 - 584

- Eight new enrollments
 - 3 TK
 - 1 Kinder
 - 1 1st grade
 - 1 3rd grade
 - 1 4th grade
 - 1 5th grade
- Four disenrollments; all families relocated
 - 2 Kinder
 - 1 1st grade
 - 1 2nd grade
- ❖ Parent Tour
 - Second tour of the year, November 04
 - Anticipated 30 attendees but only half arrived
 - Marketing Sources provided by prospective parents per Interest Forms collected during tour
 - OCEAA Website, 1
 - OCEAA Staff, 3
 - OCEAA family, 6
 - OCSA, 2
 - Friend, 3
 - Word of mouth, 2
 - Yelp, 0
 - Other: Hands Together Preschool, 1
 - Three candidates were added to our wait list, and referred to Recruitment Liaison for review of potential biliteracy assessments
- ❖ The registrar, recruitment liaison, Elizabeth Bausman and Vanessa Besack are also meeting regularly to discuss enrollment process procedures, how to streamline the process and also how to work around challenges that may present themselves.

Technology Update

- ❖ Monica Bennet will start in the role of Technology Coordinator on Tuesday, Dec 13.
- ❖ Elizabeth Bausman continues to work with NIXSYS and Reg Gateway on registration issues. There are still problems due to the server issues last month, though it is at a less larger scale than when the problem began.

Nutritional Services

- ❖ A full report covering Sept., Oct., Nov. and Dec. will be provided next month.

Facilities

- ❖ Lighting in the parking lot at the annex was fixed using LED lights instead of fluorescent. The fix will allow us to save on energy costs.
- ❖ The main building and annex will be deep cleaned during winter break. Some old carpeting may be changed in some of the rooms in the main building.
- ❖ We are still exploring bell and PA systems for the main building. We are down to two vendors of three, but still ironing out pricing.

Marketing Communications

- ❖ The Mission/Vision committee has presented and obtained feedback from FSO, ILT, SLT, ELAC and School Site Council. Classified staff will have their presentation during a January PD. Once all feedback is obtained, the committee will reconvene to discuss revisions and modifications.

- ❖ The marketing committee met to discuss the transition of Flor Barajas-Tenas to the Board. A job description was created as a team that reflects the marketing needs of the school. That job description will be presented to the board at the next board meeting.

KEDS – No report this month

Other

- ❖ The Fall 1 CALPADS was certified the week of Dec. 5. This is what gives OCEAA its LCFF funding. 439 Total Unduplicated FRPM/EL Eligible Count.
- ❖ Fall 2 certification will start once CALPADS releases it later this month. This matches our teachers with their SEID, and ensures they are all credentialed for what they are teaching, as well as reporting our students’ enrollments in their classes so grades can be published in June to CALPADS.

P1 enrollment is 8/24/16-12/16/16. We are at 97.51% , compared with 97.67% last year at this time. 981 days absent for approximately \$30,000 loss so far this year. We have 4 students that we are receiving no ADA for until they turn 5.

Director of Operations Report - no report

- 2015-16 Audit
- Marketing Generalist Job Description
- First Discussion on Process for Long-term Facilities Plan
- Donation Report

DATE	SOURCE	DESCRIPTION	AMOUNT
11/30/16	Ice-Cream Paletas (KEDS)	School Site Fundraising	\$340.00
	United Way of Metropolitan	General Donation	\$542.20
	Kroger	General Donation	\$36.57
	Microsoft-Calif Settlement	General Donation	\$4,708.77
	Bus Donation	School Site Fundraising	\$112.00
	T-Shirt	School Site Fundraising	\$122.00
	Membership	FSO	\$91.00
	Riley's Farm	School Site Fundraising	\$610.00
	Grams 5th. Grade	School Site Fundraising	\$95.64
	Ice-Cream Paletas (5th. Grade)	School Site Fundraising	\$40.00
	Ritmos del Mundo (6th. Grade)	School Site Fundraising	\$3,315.00
	Fall Festival	FSO	\$4,046.00
	Fall Catalog	FSO	\$213.00
			<u>\$14,272.18</u>

Total: \$14,272.18

Totals to Date \$62,038.16

2014/15 Comparison (\$40,619.01)

Corporate/Grant Funds: \$5,287.54

Corporate/Grant Funds To Date: \$6,028.52

2014/15 Comparison: (\$37,004.39)

IV. FOR BOARD DISCUSSION

No discussion

V. CONSENT AGENDA ITEMS

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removal from the agenda, there will be no discussion of these items prior to the Board votes on them. The Chair recommends approval of all consent agenda items.

A. Approve Check Register – November 2016

It is recommended that the Board approve Agenda Items A. Motion: so Action: Pass Second: kbl Vote: kbl, fbt, vs, so, bm and bk voting in favor
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B. Approve Invoice from VTD (Auditors) for \$6,243

It is recommended that the Board approve Agenda Items B. Motion: kbl Action: Pass Second: bm Vote: kbl, fbt, vs, so, bm and bk voting in favor
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VI. ITEMS SCHEDULED FOR ACTION

A. Approve 2015-16 Audit

It is recommended that the Board approve Agenda Item A. Motion: so Action: Pass Second: vs Vote: bk abstain; kbl, fbt, vs, so, bm voting in favor

B. Approve Marketing Generalist Job Description - tabled

It is recommended that the Board approve Agenda Item B. Motion: ___ Action: ___ Second: ___ Vote: ___
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VII. ADJOURNMENT

The meeting was adjourned at 7:37 p.m.

The next regularly scheduled meeting is Wed., January 11, 2017, at 6:00 p.m. – Closed Session
and 7:00 p.m. – Open Session