

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

February 10, 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 6:15 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	_____
John Straw, Chair	_____	x
Dr. Alfonso Bustamante, Vice President	x	_____
Lucy Grant, Vice Chair	_____	x
Boris Molina, Treasurer	_____	x
Bobbie Kraus, Secretary	x	_____
Valerie Sullivan, Member	x	_____
Scott Overpeck, Member	x	_____
Kristin Collins, School Director	x	_____
Vanessa Besack, Dir. Of Operations	x	_____

G. REPORT OF CLOSED SESSION DECISIONS

No reportable actions were taken in closed session.

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.

Erica Vicario – Has worked at OCEAA for 4 years. Previously worked at 2 high schools. Loves her job and would like to stay here. She is concerned about the future because salaries are not competitive with the districts around us. Concerned about teachers and students. Not good for students to have a revolving staff. She has brought salary schedules to look at and would like us to consider the days worked. Would suggest contracts should be offered earlier rather than later. She is not pointing fingers or trying to cause uneasiness. She asks that the Board look into teacher salaries.

Alondra Diaz – Shares the same concerns as Ms. Vicario. She is a proud ORCA. She loves what she does and is passionate about OCEAA and the community. Very uncomfortable talking about money. She thinks we need to talk about teacher salaries. She sees a difference between the opportunities here and around her. She loves EL curriculum but does not want to have to decide between EL curriculum and teacher salaries. Would like us to review the budget and look at EL curriculum and teacher salaries.

Nicole Kubasek – Has been teaching here for 9 years with her best friend, Ms. Diaz. Believes in the mission of the school and from the bottom of her heart is an ORCA. She believes in OCEAA. She loves the current curriculum and model but it takes money and experienced teachers. Teacher retention is important and a competitive pay scale is needed. The differential in pay is getting so that teachers are sacrificing their families’ needs in order to stay here. A consistent staff will take OCEAA from good to great.

B. FOR INFORMATION/BOARD

Budget Update – January Check Register - Boris Molina/Leigh Taylor, CSMC
Payroll \$67,441.45
General \$140,760.56
OCDE \$1,161,365.21

III. **ITEMS SCHEDULED FOR INFORMATION**

FSO report – Tiffany Willoughby-Herard/Janine McFarlin

A Charter School Fair is next Saturday the 22nd. FSO membership drive is in progress and they have had good response. Currently working with 3 other parents for library grants for the next couple of months.

ELAC report - Elisabeth Moreno

No report.

School Director's report

Student Achievement – LCAP Goals 1 and 2

ELD/CELDT (C. Sachs): OCEAA's 2015-16 CELDT scores arrived mid January. Though the scores are currently being analyzed, it can be determined that so far 66 students out 309 students who took the CELDT reached proficiency! 8 of those students are pending IFEP classification as they are our initial CELDT students. The rest of the 58 students have met the first criterion for reclassification and are currently being considered for reclassification provided that they meet the rest of the state/OCEAA Board-adopted criteria [i.e., grade "C" minimum in ELA, grade level writing, teacher recommendation].

Literacy Team Report (M. Carrera):

- ❖ RTI conferences were held over the span of two Wednesdays (January 27th and February 3rd).
 - Classroom teachers, reading intervention teachers, literacy coach, students, and parents met to review students' progress in class as well as in reading intervention.
 - Reading data and intervention goals for quarter 3 were shared with parents.
 - Teachers and literacy team shared tips and strategies for parents to use at home to help students achieve their goals in reading.
- ❖ About 7 RTI students have qualified to go on watch (they have reached their grade level reading benchmark- as identified by the DRA) and will no longer require to attend reading intervention groups. Students will be officially placed on watch after the next RTI committee meeting.
- ❖ Intervention groups have been restructured based on data collected in December.

Math/Jiji (N. Kubasek & J. Chavez):

- ❖ Started intervention groups for 4th grade focused on fluency and multiplication strategies
- ❖ Computer Lab days have been established after school on Tuesdays and Thursday from 3:10-4:00 so students can use their Jiji and Go Math programs.
- ❖ Awards were sent out to over 90 students for completing 50% of the Jiji program.
- ❖ Grades 1-3 have a 46% progress over all. Our goal is 60% for the end of February.

Professional Development – LCAP Goals 1, 2, & 3

ELA/ELD Framework Launch-Roll Out Event (C. Sachs): 4 primary teachers, 1 upper grade teacher, and 2 middle school teachers attended the ELA/ELD Framework Roll Out training that took place on January 29, 2016. The event was coordinated by LACOE and delivered by experts in the field who co-wrote and published the framework in late 2014. The team of teachers who attended are currently brainstorming possible dates to share the acquired ELD strategies with teachers via PD.

Math (N. Kubasek):

- ❖ Leading professional development on Go Math! implementation, CAASPP interim assessments, grade book and assessment

- ❖ Assisting teachers in navigating their digital resources. Next week will be proctoring the Interim assessment for teachers.
- ❖ Attended the 3rd county assessment training and applying changes to current performance tasks
- ❖ Leading a professional read of “Mathematical Mindsets” which is focused on combining the growth mindset with teaching math

Expeditionary Learning Site Visit: On Feb 2, Dinah Consuegra met with ELA teacher teams to consult on implementing their second ELA module, and with 7/8 content teachers to continue implementing learning targets in their classrooms. Dinah, Kristin & Tania discussed ideas for next year’s training and a possible timeline for becoming an EL network school. There are currently no existing network schools in Orange or LA counties. May be possible for next year but not this year.

PBIS (K. Collins, J. Chavez, M. Carrera): Ms. Chavez and Ms. Carrera attended the Tier 2 team training at OCDE on February 2nd, and returned with new ideas for developing Tier 2 supports and data-based processes for determining when students move into Tiers 2 and 3.

School Safety and Climate – LCAP Goal 3

PBIS

- ❖ Tier 1 supports (ORCA Splash, Class Dojo) continue to be refined and aligned within and cross grade levels. More teachers are using Class Story and messaging to connect with parents.
- ❖ Semester 1 MDR/ODR data entry is being updated so that we can conduct analyses and plan for an array of Tier 2 services and supports.

Parent Engagement – LCAP Goal 4

School Site Council: Omar Guillen from OCDE conducted initial training for SSC members on Feb 1st. The first open-meeting is scheduled for Feb 29th from 3:30-5pm. Anticipated agenda items are the bylaws and an introductory read of OCEAA’s current Single Plan for Student Achievement (SPSA); OCEAA will be using the Single School District Plan template to integrate the required SPSA and LEA Plan elements into one document.

Pathways to Biliteracy Awards Parent/Teacher Workshop: During the month of January, Mrs. Hardman Greene and Mrs. Sachs led workshops for teachers and parents on the CA Seal of Biliteracy and Pathway to Biliteracy Awards. All students in grades 6 and 8 who meet the state/county criteria will receive the recognitions at the end of this school year. Students in grades 6 & 8 have received a presentation with all of the requirements and were informed of upcoming workshops (in February and April) that will take place with the aim of helping students accomplish all of the to-dos that this process requires. The following is a reflection of the parent feedback for the combined Nov 30 & Jan 25 workshops (am & pm):

7 Attended in November
21 Attended in January
 28 total

Overall
 89% (25) rated session as "Excellent"
 11% (3) rated session as "Fair"

Feedback from sessions:

	No/No	Fair/Regular	Yes/Sí
<u>¿Fue la agenda clara?</u>		4 14%	24 86%
<u>¿Fue la agenda apropiada e interesante?</u>		3 11%	25 89%
<u>¿Fue la agenda cubierta?</u>	1 4%	2 7%	25 89%
<u>¿Estuvo la junta bien organizada?</u>		2 7%	26 93%
<u>¿Fue la acomodación satisfactoria (mesas, sillas, etc.)?</u>			28 100%
<u>¿Se utilizaron los materiales adecuadamente?</u>		1 4%	27 96%
<u>¿Fue el uso de los materiales efectivo?</u>		2 7%	26 93%
<u>¿Hubo suficiente tiempo para cubrir la agenda?</u>	1 4%	8 28%	19 68%
<u>¿Cuál es su evaluación general de la reunión?</u>	Mal	Regular 2 7%	Excelente 26 93%

Human Resources/Finances

- ❖ OCEAA is evaluating how new minimum wage laws will affect the budget. While all hourly employees make more than the minimum, there are new caps for salaried employees. Only a few employees will be affected by the changes.
- ❖ OCEAA and CSMC will be working on Second Interim Reports, due this month.

Enrollment Update

- ❖ Registration
 - Enrollment for January 2015:
 - Number of students enrolled 580
 - Student Withdrawals: 4
 - 1- K student
 - 1 – 1st Grade
 - 1 – 2nd Grade
 - 1 – 4th Grade
 - Reasons for disenrollment varied from personal to returning to home district or enrollment at another charter school
 - New Students: 5
 - 2- 3rd Grade
 - 2 – 4th
 - Two families received priority registration, the remaining were selected through our wait-list process
 - Preliminary ORCA meeting was held on January 15 to discuss summer registration dates, assessments, and processes

❖ Gateway Registration

- Currently testing New Student site to ensure it's ready for pre-registration (for families receiving priority registration for TK and K)
- Reviewing KEDS enrollment processes to determine if it can be integrated into the Returning Student site

Technology Update

❖ Infrastructure & Telecommunications

Annex Enterprise Wireless and Network Electronics Project

The Annex Network Infrastructure Project has been officially completed. The vendor has requested final payment from USAC to close the project.

The MPLS Circuit completion in the annex for the VoIP Phone system has been delayed. The circuit has been installed, but we need to run a cable from the MPOE to the Server room, so that the signal can reach the VoIP router. We are looking to get some quotes to get this portion of the work done.

Main Building

BIIG Grant 1GB Internet Connection – Waiting for the equipment to be BIIG Grant 1GB Internet Connection – We have received all the equipment for the circuit activation. We have installed a new electrical outlet to service the equipment in the server room. We are waiting now on AT&T to schedule the equipment installation and configuration. This circuit will most likely be installed during business hours and some disruption in service will be experienced. We will let the staff know when the actual service outage will take place and will try our best to minimize disruptions in operations.

Hosted Applications

UMRA User Account Tool

We are continuing training and testing the tools4ever UMRA user account management tool and we expect to implement (go-live) within the next couple of months. We are about 50% complete on our training and testing of the tool. This tool will create and delete staff/student user accounts automatically for most of our edtech/administrative applications based on the active/inactive status of the user, saving countless hours of system administration related tasks.

❖ Student Devices

We have presented to FSO and requested funding for 40 computers that we currently have in storage and are in need of refurbishing. We requested \$4000 to deploy them and should be getting an funding approval soon so that we can get them to the classrooms. These computers will replace the old white eMacs currently being used.

❖ Educational Technology

Accelerated Reader

48% of students have averaged at least 85% or better on quizzes taken in January. Breakdown per grade-level is as follows:

TK– N/A

K – N/A

1st Grade – 57%

2nd Grade – 40%

3rd Grade – 30%

4th Grade – 45%

5th Grade – 49%

6th Grade – 58%

7th Grade – 56%

8th Grade – 58%

48% of OCEAA students have at least taken 1 quiz

Since the beginning of the school year, OCEAA students have read 5,514 books and 62,022,061 words collectively.

Student Technology Skills Training

The tech committee and 3rd grade are collaborating in developing lessons and assessments, so that students develop basic computer literacy skills. These lessons will cover Basic Computer skills including desktop navigation, file management, Internet browsing, digital citizenship, Google apps training, and email etiquette. We plan to extend those lessons vertically to the upper grades, so that the students will continue to build on the skills they have learned. The selection for the lessons in those areas were based on the results of the Atomic Learning Technology Diagnostic Test, which helped us focus on the areas that needed the most improvement.

Nutritional Services

- ❖ Student Participation – Breakfast Program participation 39%; State average 22%; Lunch Program participation 87%; State Average 53%
- ❖ Nutritional Services experienced an increase of \$2,103 in revenues during the month of January.
- ❖ Orange County Environmental Health Department permit was received and was posted.
- ❖ Nutritional Services is applying for the Fresh Vegetable and Fruit grant. The grant writing process is currently underway.
- ❖ Federal law requires all National School Lunch Program and School Breakfast Program sponsors to complete an annual training on administrative procedures. Chef Sean has begun the training with CAL-PRO-NET..

Facilities

- ❖ No updates at this time.

ARTS

- ❖ OCMA and Bowers Field Trips are planned for the year.
- ❖ Bowers Family Day instead of OCMA Family Day being planned for April.
- ❖ Erica attended a Professional Development at Bowers about Project Based Learning and Diego Rivera's Popol Vuh exhibit. Plans to share with the middle school students before they attend the exhibit.
- ❖ This Little Light of Mine Assembly a success. All students 1st-8th grade honored Dr. Martin Luther King Jr. and performed the song at last week's assembly after learning about the importance of the song during the Civil Rights Movement.
- ❖ South Coast Repertory Neighborhood Conservatory Grant Received; Students began their 9 week course in theater. Great turn out of students. We have 20 students enrolled in this free after school course.
- ❖ Erica participated in the Santa Ana Arts Future meetings. Met with consultant regarding the vision for the arts in Santa Ana to provide input.
- ❖ Barbara Hallman will return to teach the 7/8 Visual Arts class on Friday beginning on March 4th.

KEDS/Student Activities Updates

- ❖ KEDS will sponsor **Fun Friday** on Feb 26, 2016. This Fun Friday will be a slumber party theme and students are invited to wear their pajama's (or comfortable sleep wear) and bring a blanket. Students signed up for fun Friday will participate in fun activities and games. The

cost for Fun Friday is \$25 dollars for care from 9:00 to 4:00. We are also offering extended care that day for an extra \$10.

- ❖ KEDS is gearing up for Summer Camp. We are slashing the prices for camp this year in order to make it more affordable for more parents. More details about summer camp will be forthcoming.
- ❖ Erica Vicario has secured after school classes with the South Coast Repertory Theatre Company beginning on Jan 28th and running thru March 31st every Thursday for grades 6th -8th grade. These classes are free to OCEAA students. The instructor for the class is a veteran teacher of both acting and musical theatre classes for children, teens, and adults in SCR's Theatre Conservatory, Diana Burbano. Diana is also a bi-lingual Spanish speaker, as well as an experienced professional actress of both television and theatre.
- ❖ Creative Writing with OCSA has begun once again for grades 3rd thru 8th every Tuesday from 3:30-4:30 pm.
- ❖ Glee club has also started back up on Mondays and Thursdays. Grades 2nd-3rd will report to Glee from 3:00- 3:55 pm and grades 4th- 8th will report from 4:00- 4:55 pm.
- ❖ Registration for KEDS music classes has been successful once again. Classes in Guitar 1, Ukulele, Piano and Mariachi are now full. There is still space available in violin classes.
- ❖ Planning has begun for this years annual Jog-a-thon, which is scheduled to be on April 8, 2016 at Willard Intermediate. More information will be available in the very near future, as we need a large number of volunteers in order to make the event a success.
- ❖ OSCA's Spanish leadership students have volunteered their time to help out on Fridays with the KEDS TK and Kinder students.
- ❖ The PE classes have begun implementing the activities aligned for the Kids Run OC.
 - 2016/2017 Calendar
190 days for teachers and 175 days for students. Essentially the same calendar as current year.

Director of Operations Report

Working hard on the Charter School Fair so that we have a strong presence. Food will be served. Working on collateral that will represent us and let people know about the school. At Vista Heritage Middle School on Feb. 20 from 10 to 2.

- Donations

Fundraisers & Donations to OCEAA

DATE	SOURCE	DESCRIPTION	AMOUNT
1/11/16	KEDS Paleta Sales	School Site Fundraising	\$564.00
	Chipotle	Offsite Fundraising (Library)	\$420.41
	The Lyons Family	Direct Give	\$5,000.00
1/13/16	T-shirts sales	School Site Fundraising	\$1,975.00
	(Art.) DVD sales	School Site Fundraising	\$135.00
	Bus Donation (Jurupa Mountain)	School Site Fundraising	\$89.00
	Riley's Farm (5th. Grade)	School Site Fundraising	\$1,050.00
	Donation Kroger	General Donation	\$59.78
	Donation Target	General Donation	\$700.00
	(for Margarita Chavez Program)		\$9,993.19

Total:
\$9,993.19

Totals to Date \$112,650.36

2014/15 Comparison -\$4,271.03

Corporate/Grant \$759.78
Funds:

Corporate/Grant Funds To Date: \$43,792.69

2014/15 Comparison: +\$36,143.35

IV. FOR BOARD DISCUSSION

None.

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 – January 2016

It is recommended that the Board approve Agenda Items A.	Motion: so Action: Pass Second: bk Vote: ab, bk, vs, so vote in favor; kbl votes no;
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VI. ITEMS SCHEDULED FOR ACTION

A. Approve Minutes from 12/9/15 Board Meeting

It is recommended that the Board approve Agenda Item A.	Motion: kbl Action: Pass Second: so Vote: kbl, bk, ab, so vote in favor; vs abstains
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B. Approve Minutes from 1/13/16 Board Meeting

It is recommended that the Board approve Agenda Item B.	Motion: so Action: Pass Second: kbl Vote: kbl, bk, so, vs vote in favor; ab abstains
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C. Approve 2016/2017 Calendar – Draft B

It is recommended that the Board approve Agenda Item C.	Motion: bk Action: Pass Second: vs Vote: ab, kbl, bk, so, vs vote in favor
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VII. ADJOURNMENT

The meeting was adjourned at 7:46 p.m.

The next regularly scheduled meeting is Wed., March 9, 2016, at 6:00 p.m. – Closed Session and 7:00 p.m. – Open Session