

**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**

March 9, 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	_____
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**

On motion made by bk, seconded by so, the board approved (with bk, js, so, kbl, vs voting in favor) the following staffing change:

<b>2015/16 Staffing Appointments</b>	<b>Effective Date</b>
Barbara Hallman (Arts Teacher)	02/19/2016

**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.

Alondra Diaz/Nicole Kubasek: Thank you for Outdoor Science School and for the opportunity to provide this to the students. Students shared what they learned/liked about Outdoor Science School: Pupils get bigger in the dark; how to be a friend with someone you don't know; working as a team helps you learn; I can go out to play and not stay indoors; don't give up; keep trying; respect nature; I can make new friends easier than I thought; recommend this camp you ma not want to go because you don't want to leave your home or you are scared but your home and family will be there when you get back; I learned I am not alone in this world. Lots of schools left students behind who couldn't afford to go but not OCEAA.

**B. FOR INFORMATION/BOARD**

Budget Update – February Check Register - Boris Molina/Leigh Taylor, CSMC

Payroll \$78,787.15

General Account \$219,286.74

OCDE \$1,222,525.32

Slightly above in our revenues due to our clean energy funds. Due to ADA figures not meeting our target we are taking a hit to our revenue figure of about \$75,000. We will be in the negative at the end of the year.

Discussed salary increases at budget committee.

FSO Approvals for Expenditures on Fall Festival and Fireworks Stand – Valerie Sullivan

At last FSO meeting they discussed two check needing Board approval – fireworks and fall fundraiser. These are always over \$5,000. Would like to have pre-approval on the checks so they can get back to the vendors sooner. For fireworks need to give the check by June so would need it approved prior to that. Would ask for approval in April even though FSO will not have the exact amount but would be around \$15,000 and fall festival is around \$10,000.

### **III. ITEMS SCHEDULED FOR INFORMATION**

FSO report – Tiffany Willoughby-Herard/Janine McFarlin

Last meeting heard a lot about Outdoor Science School. Discussed IT funding request. Mr. Felix wanted \$100 per 40 computers so they could be refurbished for the classrooms. FSO allocated money for 12 out of the 40 computers. FSO wants to know the significance of technology in the school and what the school's plan is for that before they fund more. Book fair is coming up at the same time as the jog-a-thon and will probably only be for 4 days.

ELAC report - Elizabeth Moreno, President

- 1- did a survey located in the front of school 3/11 – 3/14 eliciting feedback from parents re priority needs to support academic success and it will be calculated and presented at the meeting by Ms. Collins;
- 2- discussed tardiness and attendance and the importance of this
- 3- letter from Morgan Hill, outside organization who won court order to have access to all information. Parents were concerned about student data being released. Letter went or from Kristin telling how to decline giving the info out. 4/1 is the deadline and they wanted the info put on the website.

Next meeting is 3/23.

School Director's report

#### **Student Achievement – LCAP Goals 1 and 2**

##### **CELDT Scores**

CELDT score sheets were sent to English Learner families during the month of February.

Currently, students who are initially identified as eligible for reclassification according to CELDT proficiency are taking a writing test in which they are able to demonstrate English writing competency. Students who meet all of the reclassification requirements will be able to reclassify during the month of March.

##### **Smarter Balanced Interim Assessments**

Math performance task interim assessments are scheduled for after spring break.

ELA performance tasks will be administered before the March 25<sup>th</sup> PD so that guided scoring can be done on that day.

##### **Math Interventions**

- Intervention groups are continuing for 4th grade. There have been significant gains in multiplication fluency in just one month of intervention. A highlight is a student who went from 11 facts under 3 seconds to 88 facts in under 3 seconds.
- In March, piloting a new online math gaming site [www.prodigymath.com](http://www.prodigymath.com). The site is common core aligned and.....FREE!

#### **Professional Development – LCAP Goals 1, 2, & 3**

##### **February 26<sup>th</sup> PD:**

Grades TK-2 participated in several activities to support powerful Tier 1 instruction: Room environment walkthroughs based on data, UbD planning and standards mapping, math Factwise training for supporting fluency in addition and subtraction facts & discussion of long-term math plans/PD.

Grades 3-8 participated in a county training on the ELA/ELD Framework. The training was held

at OCEAA and it was delivered by OCDE's Services for English Learners (SEL) Coordinators, Tracey Gaglio and Richard Romero. Teachers were able to experiment with the framework by reviewing the CA ELD Standards, studying the elements of Designated and Integrated ELD, participating in an Integrated ELD mini-lesson, and looking at how to incorporate the use of the ELD Scaffolds tool (given by OCDE). Teachers will be receiving support as they make the transition into these newly acquired practices. A follow-up session to this training is in the works.

**COMMON CORE/SLA:** On February 20 and February 23 a group consisting of five primary grade teachers, three upper/middle school teachers and two coordinators attended a training at: SDCOE &/or at El Sol Science and Arts Academy (OCDE) on the Common Core en Español (four attended both trainings). Both trainings provided teachers with strategies on how to strengthen the development of academic language in Spanish along with comprehension, vocabulary, grammar and spelling. Close Reading strategies were modeled in both trainings and resources such as sample books by Benchmark Publishing and graphic organizers were distributed. OCDE also announced the coming of GLAD training in Spanish (August 2016). On February 26 teachers who attended these workshops had the opportunity to share the strategies with OCEAA staff.

**Expeditionary Learning Site Visit:** On March 1, Dinah Consuegra observed teachers implementing their second ELA module, and consulted with 7/8 content teachers to continue implementing learning targets in their classrooms. Glows included improved pacing and synchronization of instructional delivery, more referencing of anchor charts, and learning targets that are more precise. A general grow is increasing checking for understanding during instruction.

### **School Safety and Climate - LCAP Goal 3**

**Safety Plan:** A revised evacuation plan has been made for the Annex based on recommendations from our safety consultant and the fire marshall; practice drills will begin next week – first without the fire alarm and then with it.

**PBIS:** As part of implementing best-practices, MDRs and ODRs have been entered into SWIS so that data reports may be created. Informed by ongoing training in Tier 2 this year, the PBIS committee will be making recommendations for entry and exit criteria for targeted and individualized interventions. The PBIS committee is also considering revising the part-time social worker position to become a PBIS Coordinator Position so that the program may be fully operational and make use of needed Tier 2 and 3 intervention activities.

**Healthy Kids Survey:** 7<sup>th</sup> and 8<sup>th</sup> graders have taken the surveys; 5<sup>th</sup> & 6<sup>th</sup> graders will be finished by March 15.

### **Parent Engagement - LCAP Goal 4**

**Pathways to Biliteracy Awards Parent/Teacher Workshop:** To encourage students to begin the process of collecting their requirements for the 6th grade and 8th grade Bilingual and Biliteracy Awards, two workshops were held - one for 6th graders and one for 8th graders on Feb. 8 and Feb. 16. Students were taught how to fill out their applications, reading logs, and community service logs. The second set of workshops will take place during the month of April.

**ELAC Needs Assessment:** ELAC committee parents sent out the Needs Assessment to all English Learner homes during the last week of February. The survey is intended to collect the opinion of parents of English Learners on the academic program and setting of their children. Surveys are due on March 11 upon when ELAC officers will analyze the data and report it to OCEAA's principal. The results of the Needs Assessment will help in the writing of SPSA/LCAP for 2016.

**School Site Council:** the first School Site Council meeting was held on February 29<sup>th</sup> at 3:30 in room 208. The council approved 2 bylaws and a meeting calendar, and reviewed the Title I and Title III activities/expenditures presented in the Single Plan for Student Achievement (SPSA) template. These activities/expenditures were transferred from relevant sections of the Local Educational Agency Plan (LEA Plan) approved at the August 12, 2015 board meeting. The SPSA template is a key tool for focusing the SSC's work on its required mandates.

**Family Math Night:** An event hosted by the MIND Research Institute is set for Tuesday, March 15<sup>th</sup> from 5-7pm in the Garden Grill. RSVPs are coming in and we are already 75% full; promotion was targeted to 1<sup>st</sup>- 3<sup>rd</sup> grade families.

### **Single School District Plan (SSDP)**

It is recommended by CSMC, our back-office provider, that OCEAA switch from using the LEA plan model to the Single School District Plan (SSDP) model; this model blends the requisite parts of the SPSA (managed by the SSC) and LEA Plan (managed by the OCEAA 'district') into one document for board approval. CSMC also recommended the following revisions to the SSDP to improve compliance:

- Eliminating the practice of allocating a percentage of salaries to Title I by
  - Removing the expenditure for % of teacher salaries devoted to tutoring (Goal 1a Strategy 3, Goal 1b Strategy 2)
  - Fully funding the Literacy Coach under Title I (Goal 1a Strategy 2)
- Maximizing compliance flexibility by opting for School Wide Program (SWP) status.

The plan presented for approval maintains all of the activities in the board-approved LEA plan while correcting the above.

### **Annex Activities**

Students celebrated Read Across America day by wearing their pajamas. We had a great turn out of parents coming to volunteer and read to our students some of Dr. Seuss books!

Our students had their second assembly this year, and we celebrated milestones for students in Jiji & Class Dojo. Students of the month of February for the K classes are:

Mtra. Vargas- Valerie Canchola

Mtra. Gutiérrez- Emiliano Flores

Mtra. Aguilera- Tatiana Ramírez

Mtra. Gaytán - Bernardo Gaytán

### **Human Resources/Finances**

- ❖ OCEAA and CSMC are finalizing Second Interim Reports, due this month.
- ❖ Taxes for both OCEAA and OCEAA Facilities, LLC have been completed and submitted.
- ❖ Administration is currently evaluating staffing opportunities for next school year.

### **Enrollment Update**

#### ❖ **Registration**

- Enrollment for January 2015:
  - Number of students enrolled 579
    - Student Withdrawals: 2
      - 1- K student
      - 1 – 3<sup>rd</sup> Grade
    - New Students: 0
      - Two students may potentially enroll in our dual program (3<sup>rd</sup> and 7<sup>th</sup>)
    - OCEAA participated in Santa Ana's Charter School Fair

Saturday, February 20

- Expanded TK Enrollment
  - After a review of local practices and policy briefs, it is recommended that the board approve the following to allow TK to expand its enrollment pool:
    - Students must be 5 years old on or before February 1 to be eligible for enrollment in OCEAA's Transitional Kindergarten Program.
    - Priority enrollment will be given to students who will have their fifth birthday on or after September 2 and on or before December 2.
    - For future consideration: Kindergarten age-eligible students may be considered for TK enrollment with parent consent by completing and signing, the *Parent of Kindergarten Eligible Student Requesting Transitional Kindergarten* form. Note: Submission of the *Parent of Kindergarten Eligible Student Requesting Transitional Kindergarten* form does not ensure placement.
      - If placement is granted, a signed *Kindergarten Continuance Form* must also be on file.
- ❖ **Gateway Registration**
  - Launching of new OCEAA website has delayed uploading of documents and accessibility of links, therefore pushing-out anticipated dates in early March for Priority Registration (for current OCEAA families)
  - Dates for both priority and general-lottery enrollment may take place in April due to unanticipated changes  
Implementation team continues to work with Gateway to modify New Student site, recommendations were made to enhance Health Section, and remove forms that are not necessary for TK/K enrollment

## Technology Update

### ❖ **Infrastructure & Telecommunications**

#### **Annex**

A Jive engineer was on site to complete the VoIP router configuration on Feb 29th. Enrique Luna ran the signal cable we needed, and that saved us about \$600.00 on labor. The MPLS Circuit installation for the VoIP Phone system has been completed, and the annex now has a primary and a backup circuit for the phones, as required by the State Contract.

#### **Main Building**

BIIG Grant 1GB Internet Connection – an AT&T Engineer was on site to configure equipment and activate the circuit on Feb 18<sup>th</sup>. We now have successfully transition our Internet service to OCDE. We requested our old internet service provider (Cbeyond/Birch) to cancel all services, starting on Feb 18<sup>th</sup>. We are still using our old firewall, so we are not getting the full 1GB speed yet. We are currently configuring the new firewall and will switch it with the old one in March. This will be performed after hours to minimize disruptions in service.

### ❖ **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 60% 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 Assessment System**

Our current SAS, DataDirector is at the end of its life, and the vendor (Houghton Mifflin Harcourt) will be discontinuing service after the 2016-17 school year. The Tech Dept. has been tasked with finding a replacement for it and we will start the process in March. We will be putting together a selection committee, developing criteria for product selection and inviting 5 vendors to demo their product.

#### **Tentative Implementation Schedule:**

March – Develop selection criteria and evaluate product

April – Select and recommend product for purchase based on criteria

May – Purchase product based on recommendation

June – implement and configure system

August – Train staff

### ❖ **Student Devices**

FSO funded two computers for Ms. Aranda's class. We are still waiting on their decision to fund the rest of the Hackintosh computers, to replace the old white eMacs currently being used in the classrooms.

Pending board approval, we will be ordering an additional 64 Chromebooks on two carts to be deployed for 5<sup>th</sup> and 4<sup>th</sup> grade in March. These devices provide the best platform for accessing the Digital Go Math! program resources. If equipment is leased it may not come out of the budget. The quote provided is for purchase.

### ❖ **Educational Technology**

#### **Accelerated Reader**

49% 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 – 53%

2nd Grade – 50%

3rd Grade – 30%

4th Grade – 32%

5th Grade – 59%

6th Grade – 54%

7th Grade – 59%

8th Grade – 79%

58% of OCEAA students have at least taken 1 quiz.

Since the beginning of the school year, OCEAA students have read 6,419 books and 72,419,165 words collectively.

### **Student Technology Skills Training**

The tech committee has developed two assessments for technology skills. One is on Basic Computer Knowledge and the other is on Digital Citizenship. We will be piloting these with 3<sup>rd</sup> grade in March, with Mr. Felix facilitating the lessons as a combination of online videos and class lecture. We expect to extend these assessments and lessons to the 4<sup>th</sup> through 8<sup>th</sup> grade levels.

### **Nutritional Services**

- ❖ Student Participation – Breakfast Program participation 38%; State average 22%; Lunch Program participation 87%; State Average 53%
- ❖ Nutritional Services experienced an increase of \$425 in revenues during the month of February.
- ❖ ServSafe re-certification was completed on March 4.
- ❖ The Fresh Vegetable and Fruit grant was submitted in February.
- ❖ Cal-Pro-Net training will be completed on March 23.

### **Facilities**

- ❖ The Annex underwent its first Fire Inspection on March 2. A few minor issues were pointed out and will be fixed before the Fire Marshal return visit on March 24.
- ❖ The play structure in the Annex may need to be replaced. While popular with the kids, the structure has had trouble withholding the wear and tear.

### **ARTS**

- ❖ Starbucks Art Thank you to Shannon Overpeck for volunteering to display student artwork during artwalk at Starbucks.
- ❖ Bowers Family Day will be Sunday April 17th- student performances and artwork on display.
- ❖ Working to develop updated 5 year Arts Plan.
- ❖ Mrs. Hallman will be returning to teach our middle school visual arts classes.
- ❖ A collaboration with OCSA has been forged to create after-school conservatories for 6-8<sup>th</sup> graders starting in fall 2016. More details to come!

### **KEDS Updates**

- ❖ KEDS sponsored **Fun Friday** on this past Friday, Feb. 26. Fifty plus students participated in games and arts and crafts activities led by KEDS teachers. Students also watched a movie, ate popcorn, danced and had participated in organized playtime.
- ❖ KEDS is gearing up for Summer Camp 2016. We are slashing the prices for camp this year in order to make it more affordable for more parents. OCEAA's summer camp has also secured a table at the 2016 Orange County Fair to advertise for this years camp.
- ❖ KEDS is participating in the Original Art Fundraiser in which students create artwork that is then transferred on items that parents can purchase. Artwork should be going home this week and all money is due back by March 11. A percentage of the money collected goes back to the KEDS program.



- ❖ Creative Writing with OCSA has started once again for grades 3<sup>rd</sup> thru 8<sup>th</sup> every Tuesday from 3:30-4:30 pm but attendance is at an all time low. New flyers have been created and will be passed out to all KEDS student grades 2<sup>nd</sup> thru 8<sup>th</sup> grade. KEDS admin. and the creative writing program director have begun to revamp the program to gain student interest. The program has added a book club aspect in addition to having students create a writing portfolio at the end of the program. The program has now opened up to 2<sup>nd</sup> graders as well.
- ❖ Registration for KEDS music classes will be opening back up the second week of March. The upcoming session will be the final session of music classes and will end sometime in June with a big performance.
- ❖ Save the date flyers have gone out to all OCEAA students for this years annual Jog-a -thon, which is scheduled to be on April 8, 2016 at Willard Intermediate School. Jog a thon money collection envelopes are scheduled to go out the second week of March.
- ❖ The PE classes are still implementing the activities aligned for the Kids Run OC. PE is also working towards conditioning students for the annual fitness tests which are approaching.
  - KEDS After School Program Account Clerk Job Description
  - Purchase of 64 Chromebooks and 2 carts up to \$25,000
  - Expand TK enrollment eligibility through January with priority to students whose birthdays fall in the Sept 2-Dec 2 window.
  - Updated Single School District Plan (Replaces the LEA Plan)

#### Director of Operations Report

- Teacher Compensation for 2016/17  
Last month several teachers pointed out the differences in our salary schedule and SAUSD's and other districts. We looked at different percentages of increases to see what would make sense and decided 7% would help close the gap. Budget committee looked at this and agreed and voted for it unanimously. It would still put us under the other schools looked at. Our salary schedule needs to be revamped. This will take months. Plan is to take it to ILT to get input. Need a plan going forward on teacher salary increases, bonuses, stipends, goals, etc. 7% was based on assuming ADA would be the same and we would be no worse off next year than last year. Recruitment is very important for funds for next year. Goal was to give as much as shool good without going into the negative.
- UCI Partnership and Development Curriculum  
We entered into a partnership last year; will be starting soon with health education – human development will start soon for 5th and 8<sup>th</sup> grade. Will be instructing re emotional health for high anxiety students. Curriculum developed by UCSF, worked through with El Sol. It is a bilingual program. Effective 1/16 all public school is required to have specific reproductive health instruction. It is required to be taught once in Middle School and once in High School. Schools cannot opt out although parents can. If you teach sex ed. everything must be included – the law is very specific as to what must be included. Abstinence only

instruction is not permitted but is allowed only in conjunction with HIV education. A lot of self-esteem is included in the curriculum. Very interactive with lots of role-playing. All is IRB approved. This year we will be doing vision screening and human development for 5<sup>th</sup> and 8<sup>th</sup> grade. Other grades will be added next school year. Taught by 2 leads and then 2-4 others to teach the curriculum.

- Revive and Rename Funding Agreement - tabled
- Playground Structure for Annex – current structure not holding up. Looking into a sturdier playground. Will cost between \$12-20k to do it. It will be a capital lease. Would like board approval of a structure not to exceed \$20k.
- Health Coordinator Job Description
- Donations

2/4/16	FSO Fall Catalog	School Site Fundraising	\$90.00
	Outdoor Science School	School Site Fundraising	\$100.00
	Riley's Farm	School Site Fundraising	\$580.00
2/5/16	Riley's Farm	School Site Fundraising	\$860.00
2/10/16	Valentine's Gram (5th grade)	School Site Fundraising	\$1,095.42
	Riley's Farm	School Site Fundraising	\$150.00
2/18/16	KEDS Paletas sales	School Site Fundraising	\$273.00
2/23/16	Dart Foundation (Ms.Jimenez class)	School Site Fundraising	\$3,195.00
	Riley's Farm	School Site Fundraising	\$145.00
	T-shirts	School Site Fundraising	\$185.00
	Late Pick Up	School Site Fundraising	\$40.00
	Outdoor Science School	School Site Fundraising	\$400.00
	Bus donation (Jurupa Mountains)	School Site Fundraising	\$84.22
	Bolivian Consulate	General Donation	\$200.00
2/25/16	KEDS Paletas sales	School Site Fundraising	\$680.00
			\$8,077.64

Total: \$8,077.64

**Totals to Date \$120,728.00**

**2014/15 Comparison -\$4,648.51**

#### **IV. FOR BOARD DISCUSSION**

FSO Report – When staff members approach a group such as FSO what is the process? Do they need approval in advance? Mr. Felix did so this time because he gave the fireworks stand to run instead of him and then he asked for some of the money back. This should not have happened and shouldn't happen in the future. FSO should develop a process for handling.

School Director report, which may include anything from the report, including but not limited to the KEDS After School Program Account Clerk Job Description; Purchase of 64 Chromebooks and 2 carts up to \$25,000; Expand TK enrollment eligibility through January with priority to students whose birthdays fall in the Sept 2-Dec 2 window; and updated Single School District Plan (Replaces the LEA Plan)

Director of Operations, which may include anything from the report, including but not limited to teacher Compensation for 2016/17; UCI Partnership and Development Curriculum; revive and rename funding agreement: playground Structure for Annex; and Health Coordinator Job Description

**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 – February 2016

It is recommended that the Board approve Agenda Items A. Motion: so Action: Pass Second: bm Vote: vs, bk, kbl, js, so, bm in favor
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B. Approve invoice from Emerald Cove (Outdoor Science School) in the amount of \$16,210.80

It is recommended that the Board approve Agenda Items B. Motion: kb; Action: Pass Second: vs Vote: vs, bk, kbl, js, so, bm
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C. Approve invoice from ARI Mechanical in the amount of \$12,400

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

A. Approve Minutes from 2/9/16 Board Meeting

It is recommended that the Board approve Agenda Item A. Motion: vs Action: Pass Second: so Vote: vs, bk, kbl, so, bm in favor; js abstains
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B. Approve Minutes from 11/11/16 Board Meeting - table

It is recommended that the Board approve Agenda Item B. Motion: ___ Action: ___ Second: ___ Vote: ___
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C. Approve KEDS After School Program Account Clerk Job Description

It is recommended that the Board approve Agenda Item C. Motion: so Action: Pass Second: vs Vote: vs, bk, kbl, js, so, bm in favor
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D. Approve the purchase of 64 Chromebooks and 2 carts up to \$25,000 for purchase

It is recommended that the Board approve Agenda Item D. Motion: bm Action: Pass  
Second: vs Vote: vs, js, so, bm  
in favor; kbl and bk vote no

E. Approve expanding TK enrollment eligibility through January with priority to students whose birthdays fall in the Sept 2-Dec 2 window, with sibling priority

It is recommended that the Board approve Agenda Item E. Motion: so Action: Pass  
Second: vs Vote: vs, bk, kbl, js,  
so, bm in favor

F. Approve updated Single School District Plan (Formerly the LEA Plan)

It is recommended that the Board approve Agenda Item F. Motion: kbl Action: Pass  
Second: bk Vote: vs, bk, kbl, js,  
so, bm in favor

G. Approve teacher Compensation for 2016/17

It is recommended that the Board approve Agenda Item G. Motion: kbl Action: Pass  
Second: vs Vote: vs, bk, kbl, js,  
so, bm in favor

H. Approve UCI Development Curriculum

It is recommended that the Board approve Agenda Item H. Motion: js Action: Pass  
Second: vs Vote: vs, bk, kbl, js,  
so, bm in favor

I. Approve reviving and renaming funding agreement - tabled

It is recommended that the Board approve Agenda Item I. Motion: \_\_\_ Action: \_\_\_  
Second: \_\_\_ Vote: \_\_\_

J. Approve playground Structure for Annex not to exceed \$20,000

It is recommended that the Board approve Agenda Item J. Motion: bm Action: Pass  
Second: so Vote: vs, bk, js, so,  
bm in favor; kbl voted no

K. Approve Health Coordinator Job Description

It is recommended that the Board approve Agenda Item K. Motion: kbl Action: Pass  
Second: vs Vote: vs, bk, kbl, js,  
so, bm in favor

## VII. ADJOURNMENT

The meeting was adjourned at 9:11 p.m.

The next regularly scheduled meeting is Wed., April 13, 2016, at 6:00 p.m. – Closed Session  
and 7:00 p.m. – Open Session

## OCEAA Health Coordinator

Normal Schedule: Monday through Friday 7:30 am- 4:15 pm  
Reports to Director of Operations.

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**JOB SUMMARY:** The OCEAA Health Coordinator is primarily responsible for managing the health office, recommending policy changes and ensuring compliance with State and Education Code mandates and ensuring student health and welfare.

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### DUTIES AND ESSENTIAL JOB FUNCTIONS

Duties of this position include but are not limited to:

1. Function as a contributing member of the school staff in planning, implementing and evaluating the school health program.
2. Provide administration suggested policy changes in order to comply with local and state regulations.
3. Serve as liaison between County Department of Education health nurse and school in matters relating to student health and welfare).
4. Attends to County meetings, as required, relating to student health issues and services.
5. Ensure school is in compliance with mandated health reports
6. Provide leadership and exercise judgment in the development of standards for emergency care of accidents and illnesses and for reporting such emergency cases. Provide emergency medical assistance when necessary.
7. Promote a safe and healthful school environment by managing a program for the control of communicable disease and by reporting observable hazards to the proper authorities.
8. Provide leadership in interpreting the total school health program and policies to staff, parents and the community.
9. Work with outside service organization to organize a variety of examinations pertaining to the health of students including:
  - a. Physical
  - b. Vision
  - c. Hearing
10. Record the health appraisal history and the results of health appraisal examinations.
11. Coordinate planning action among students, families, and staff for preventing, eliminating, minimizing health problems.
12. Render First Aid treatment to injured and ill students. Disinfect and bandage minor cuts, abrasions and burns.
13. Gathers, assesses, records immunization information and health data.
14. Observe sick or injured students for signs of shock and other emergency situations and take appropriate remedial action following a predetermined procedure.
15. Take and record temperature
16. Provide a quiet comfortable and calming atmosphere for ill or injured students
17. Perform routine evaluations of students and injury situations and determine the need of emergency, supervisory or administrative assistance
18. Administer prescribed medication specifically prescribed for students by medical authority
19. Contact parents, legal guardian or other responsible parties of ill or injured students
20. Clean and disinfect the student health area.
21. Maintain a variety of student records and records pertaining to the health office activities.
22. Enter student health information in school database.
23. Although not a direct supervisor, serves as a lead worker by assigning, directing and/or monitoring the work of other employees assisting sick-injured children on a regular basis.
24. Other duties as assigned.

### REQUIRED QUALIFICATIONS:

1. A valid First Aid certificate issued by the American Red Cross, which includes CPR training.
2. High school diploma or GED certificate.
3. Two years experience performing a variety of general office and clerical work, preferably at a school health office or health care service environment.
4. Formal education/instruction in the medical field (vocational nurse- certified nurse aide.

5. Knowledge of Principles, methods, and practices of First Aid.
6. Routine emergency treatment.
7. Standard policies and procedures pertaining to student health services.
8. Equipment, supplies, and terminology commonly associated with a student health facility.
9. Knowledge of emergency services agencies within close proximity of the school site.
10. Knowledge of record management, storage, and retrieval systems and procedures.
11. Good oral communication.
12. Ability to read and comprehend simple instructions and memos.
13. Ability to write simple messages.
14. Ability to work with the public in a professional manner.
15. Ability to handle upset children and adults in a kind manner.
16. Basic computer literacy.
17. Ability to sit, stand, climb stairs, lifting up to 25 lbs, bend, pull, push, carry, walk and operate equipment.
18. Excellent organization, time management and follow-up skills.
19. Ability to work under minimal supervision.
20. Ability to be flexible and revise priorities based on requirements of school.

Salary: Based on experience

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that I have received and read my Job Description. I further understand that my job or position may change at any time with or without an updated job description and additional instructions from my supervisor/manager may substitute for an updated description. I further acknowledge that questions about my job, job description or job performance should be directed to my supervisor/manager or the Human Resource Department.

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Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Please Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date