

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

May 11, 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:

Conference with Legal Counsel – Anticipated Litigation, one possible case: Government Code sections 54954.5(c) and 54956.9(d)(2)
 Staffing appointments/terminations/contracts/resignations (Gov. Code section 54957)
 Staff Evaluations/Privacy or Other Confidential Issue (Government Code section 54957(b))

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 AB seconded by BK, with KBL, VS, AB, BK, JS and SO all voting in favor, the Board approved the following staffing changes:

2016/17 Contracts signed by Karla Mandujano (1-year), Teacher and Claudia Sachs (2-year), TWBI/EL Coordinator/TOSA, both effective 8/1/2016

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 – April Check Register - Boris Molina

Account Balances:

Payroll \$116,730.35

General \$155,608.00

OCDE \$1,311,235.72

The check register is presented for review and approval.

FSO Report – Valerie Sullivan

Fireworks check for \$16,000 was being submitted. Teachers have volunteered to help with scheduling and will contact parents who have helped in the past to see if they will help with the fireworks stand. Fundraiser will happen at end of the school year. It is the Opportunity Drawing that will be auctioned off.

III. ITEMS SCHEDULED FOR INFORMATION

School Director’s report

Uniform Survey – It was explained that this was an opinion survey. There is no policy and no

action expected to be taken at the board meeting tonight. Those not in favor explained that it was in conflict with the idea this is an art school. About 170 parents responded. Staff also is being surveyed. So far 42 responses have been received. Students 4th grade and up can also take the survey.

LCAP Update – presented by K. Collins

Priorities: stabilize teacher retention; increase external funding; improve internal and external communication; continue to build a relationship with Expeditionary Learning; become WASC certified and qualify for recognitions such as Blue Ribbon, CA Distinguished School, etc.; maintain coordinator positions to support teachers; continue investing in professional development; update middle school program; purchase a new student assessment and curriculum mapping; expand behavioral supports including Tier 2 and Tier 3 interventions for emotional and behavioral supports. Overarching goals: 100% of students achieve proficiency in core subjects; 100% in TWBI program exit 8th grade fully biliterate, bilingual and bicultural and 100% of ELs meet or exceed state targets for attaining proficiency on the CELDT; 100% of students are focused on learning in a healthy, safe and positive school environment.

Student Achievement - LCAP Goals 1 & 2

California Assessment of Student Performance and Progress

6th-8th graders completed the ELA Smarter Balanced Assessments last week. Students put forth strong efforts and felt they were prepared for the tests!

- Testing continues through the first week of June.
- Interim assessments:
 - o Each student in grades 4-5 completed an assessment “block” and a ‘performance task’ for math and ELA in April.
 - o Results were encouraging!

Literacy Team Report

- Reading intervention teachers held “check-in” meetings with parents and families to go over student progress and goals during student lead conferences
- Intervention groups continue to be pulled
- Looking Ahead:
 - End of the year RTI conferences will be held over the span of two days at the beginning of June.
 - Intervention students will be assessed to monitor progress the week of May 16th in preparation for end of the year conferences
 - With the data collected, the RTI committee will make adequate changes to the RTI tiers in order to set the stage for next school year
 - Students who reach grade level (based on their DRA) will be placed on watch
 - We invite board members to attend International Literacy Night which will take place Thursday May 26th from 5:00pm to 7:00pm
- Professional Development – LCAP Goals 1, 2, & 3
Jocelyn Vargas and Christina Aranda are participating in the new K-2 Cognitively Guided Instruction training cohort through OCDE.
- Literacy Partners facilitated a day of Writer’s Workshop training for TK-3 teachers on April 29th.
- Dinah Consuegra, EL coach, conducted walkthroughs of 4th-8th grade classrooms with Kristin Collins on April 20th, and facilitated a reflective discussion with teachers implementing the EL curriculum and learning targets in their classrooms. She also met with the ILT to discuss next steps for PD and becoming a network school.
- Math, Writing, and ELD PLCs continued meeting to improve practices in these content areas.

- Kristin Collins attended an LCAP training hosted by EdTech on May 4th, and an ESSA workshop on April 14th at OCDE.
- Jessica Chavez, Marlynn Carrera and Kristin Collins attended the final Tier 2 PBIS Coaches Training at OCDE on April 28th.

School Climate – LCAP Goal 3

Still awaiting results from WestEd for the Healthy Kids, Parent and Staff Climate surveys. They should be in soon and in time for making adjustments to the updated LCAP based on results. Opinion surveys on school uniforms were provided to staff and students via Survey Monkey. Results are in-progress.

Parent Engagement – LCAP Goal 4

- School Site Council approved Article III of its bylaws and reviewed math data for Goal 1b at the April meeting.
- Coffee chat on 5/15 was well attended – items discussed include board meeting update, math instruction, uniforms.
- Parent committee prepared and implemented an opinion survey about school uniforms for parents – results to be reported.
- FSO was updated about program development and maintaining a dual program in middle school on 5/4 by K. Collins.

Human Resources/Finances

OCEAA has identified a candidate for Human Resources administrative assistant. Both Ms. Besack and Ms. Peñaloza are confident in the candidate skills and ability to do a good job. In the meantime, OCEAA has received a proposal for HR services through ManageEase. Several organizations were contacted and only ManageEase responded. The cost for outsourced services is less than the cost of the HR Manager. However, the cost of having an outsourced HR firm and an administrative assistant would increase expenditures by \$10-\$15K. However, it is anticipated that the cost will be easily defrayed through savings in legal costs associated with HR matters.

A job description is being created for a part-time Librarian, to take over Dusty Brown's vacancy when she retires at the end of this year. Administration will speak with Dusty to ask about what the minimum requirements and time commitment should be for this position.

OCEAA has joined the Santa Ana Chamber of Commerce. The membership will hopefully help with community relations efforts and bring sponsors to the school.

Enrollment Update: Registration

- Enrollment for May 2016:
 - o Number of students enrolled 578
 - Student Withdrawals: 3
 - 1 2nd grade
 - 1 4th grade
 - 1 7th grade
 - o Two moved to a different county and the other went back the home district.
- TK/K preregistration appointments took place on April 19, 20, 21, 26 and 29 families met with health clerk and registrar

o There were eight (8) no shows, and families have been contacted to confirm continued interest for enrollment

o Depending on outcome of no-shows, the possibility exists of contacting families from our wait-list

o With the newly adopted change in TK (to follow the dual-immersion program), wait-list families will be contacted as needed

- o Registrar is working with Literacy Coach to determine spaces available once retainees are confirmed for each grade level (with the exception of TK)
- o Recently adopted TK policy will allow TK candidates born between 9/2/11 through 2/1/12 the opportunity to enroll in program, thus allowing more flexibility
- Both director of operations and registrar are reviewing enrollment efforts to determine the best way to promote OCEAA amongst our community and neighboring cities
- o We hope to gain more exposure with advertisements in OC Weekly in the upcoming May edition and Summer Guide

Technology Update

Currently, planning for next year's Technology Department is almost complete. Ms. Besack will be meeting with the Technology Committee soon to discuss future plans and get their input before anything is finalized. But for now, major components have been handled for the remainder of the year.

Nutritional Services

Student Participation – Breakfast Program participation 42%; State average 22%; Lunch Program participation 87%; State Average 53%
Sean is doing an amazing job and is a great asset to the school.

Nutritional Services experienced an increase of \$867 in revenues during the month of April.

Procurement in the 21st Century is a two-day training that provides general concepts about the procurement of goods, products, and services for School Nutrition Programs. Participants will identify key factors for implementing a fair, open, and cost-effective procurement system that supports compliance with federal, state, and local policies.

Effective July 1, 2016, the criterion that allowed a food that contains at least 10 percent of the Daily Value for one of the following nutrients: calcium, potassium, vitamin D, or dietary fiber becomes obsolete. Therefore, as of July 1, 2016, the only two allowable general nutrition standards that can qualify a competitive snack or entrée for compliance are:

- Fruit, vegetable, dairy food, protein, or whole grain-rich items or any food with fruit, vegetable, dairy, protein, or whole grain listed as the first ingredient
- Combination foods, with at least two food groups that contain at least 1/4 cup fruit and/or vegetable

Agriculture Appropriations Act authorized the U.S. Department of Agriculture (USDA) to grant California approximately \$3.5 million to competitively award eligible SFAs with equipment assistance funding. These funds will allow SFAs to purchase equipment to serve healthier meals that meet the updated meal patterns, with emphasis on more fruits and vegetables in school meals, improved food safety and energy efficiency, and expanded access.

Facilities

During the rain on Friday May 6, Broadway St. became flooded and forced water to come into the annex through some windows and doorstops. We will be contacting the general contractors to see if the company that originally installed the windows can come back and seal them. We will also seal them in order to prevent any flooding with future rainfalls.

KEDS

Dia Del Nino

On April 27th, KEDS celebrated Dia del Nino at the main campus. The celebration was organized by a group of dedicated KEDS teachers and parent donations were used to fund the event. The celebration included a bounce house, a photo booth with props, a popcorn station, a football toss, a basketball free throw competition, a ping-pong toss, face painting and a wonderful performance by the glee club.

Staff at the Annex celebrated Dia del Nino with a “healthy” frozen yogurt party on Thursday 4/28. They also had song presentations from each class during their “Magic Monday” meeting. Parents were invited to the song presentations from each class.

Jog a thon update

Monies have been turned in and counted and the winners have been identified. The overall winning class that raised the most money was Mr. Aguilar’s 4th grade homeroom. Mr. Aguilar’s class was able to raise \$515.50. They will be receiving a party. The top individual winner for grades TK-3rd was Nathan Nerto in Grajeda’s 1st grade class. Nathan was able to raise \$155.25. The winner for grades 4th -8th was 7th grader Mireya Gomez in Mr. Cervantes’ homeroom class. Mireya was able to raise \$213.00. Both students will get to select a prize from a list of prizes. All students that raised over \$20 dollars will be receiving a silicone ORCA FEVER bracelet.

Winners will be announced during our Wednesday morning assembly.

K.R.O.C.

On Saturday April 30th OCEAA students will participate in the Kid Run the OC Marathon. For the past 10-weeks students have accumulated over 20 miles of exercise through FUN and activities during their PE classes. Saturday’s marathon is the culminating event. Our students will join over 6000 participants from the OC as they run their last mile of the program.

KEDS Staff/Teacher of the month

Ms. Patty -TK and Sandy Diaz – 4th grade

Both teachers have gone above and beyond the call of duty when it comes to the KEDS program. Both teachers received a certificate and a gift card and their name will be displayed on the KEDS info board.

KEDS Adventure Island Camp

Enrollment for our Adventure Island Camp continues, and is going strong. We currently have 30 students enrolled and our numbers are growing daily. We are currently working on the curriculum schedule and we are trying to incorporate a reading class that will operate during the camp as one of the class choices. This class will be for students that want to strengthen or retain information that was taught throughout the year.

Trainings

On 4/28, 4 KEDS teachers participated in the Active Shooter Training. They will share the information that they learned during the training with KEDS staff the first week of May.

KEDS Music Class/Dance class

KEDS music classes and dance class are preparing for their final presentations during the month of May. The OCEAA community will be invited to attend the presentations that will display what the students have been learning.

Arts

Bowers Family Day - Great family event. Wonderful to see so many families and performances! Bowers is looking to continue partnership and event next year. All students received free field trips to the Bowers this year.

Gold Dust or Bust - 4th grade teachers Aguilar and Arce put on a wonderful presentation.

OCMAA Awards - Patty Valadez honored at OCMAA awards. Received elementary dance teacher of the year.

Junior Conservatory Program Update - Met with OCSA to find instructors to help develop and teach The After School Program. Looking to begin in the fall, the after school program.

Service Learning - 7th graders will partner with Literacy and host an International Literacy Night on May 26th. Please let us know if you have any contacts of performers that may be willing to donate time.

Vietnamese Workshop - Thank you to Mai Nguyen and Tran Nguyen guest artists for teaching our 4th graders a traditional folk song from Vietnam. They will perform on May 12th at OCDE along with our Mariachi.

End of Year Extravaganza - May 13th. We hope we can see all of you there. We're prepping for a great show!

Annex

- TK: Students had the opportunity to visit the Kidseum yesterday. Our students had a tour and had the opportunity to make some clay statues. They were very excited and came back with great stories.
- Kinder: Our Jardín de Niños students had the opportunity to visit Centennial Farm at the OC Fairgrounds. Our students had the opportunity to see chicks, cows, pigs and goats. Our ORCAS came back happy and excited to share what they learned.

Director of Operations Report

Working to create a part time librarian job description. Getting input from Dusty with this. We joined the Santa Ana Chamber of Commerce. Hoping this will help with fundraising and bring good things to the school.

- 2016/2017 budget – Leigh Taylor, CSMC

At P2 lost 2 ADA points as compared to P1; dropped it from 95-1/2% to 95%. No big growth assumptions for next year. Projecting to have slightly lower revenues overall for next year. This is due to the loss of one-time grants that we got this year. Salaries slightly higher due to change in salary scale and addition of a teacher. Books and supplies expenses will be modified to align with LCAP. Projecting \$61,000 net income for next year.

We will be working on enrollment to try to bring in revenue. Will be working on community outreach and recruitment. Coming up with a marketing plan.

- HR contract with ManageEase

Highly recommended by a colleague of Vanessa. They have bilingual people. They will come on campus and meet staff. They will not be working on site. They have different people that handle different aspects of HR. Should help us rely less on legal counsel so can save money that way. We would have an HR admin assistant that would work on site. The HR company alone would be less than we currently spend; however, adding in an HR admin person adds an extra \$15,000 to what we pay today.

- Donations

DATE	SOURCE	DESCRIPTION	AMOUNT
4/14/16	KEDS Paletas sales	School Site Fundraising	\$674.00
	Bookfair	School Site Fundraising	\$2,786.69
	Valentine's Grams (5th Grade)	School Site Fundraising	\$39.00
4/19/16	Bus Donation (3rd Grade)	School Site Fundraising	\$27.00
	T-shirts	School Site Fundraising	\$10.00
4/26/16	Jog-a-thon	School Site Fundraising	\$4,561.00
			<u>\$8,097.69</u>

Total: \$8,097.69

Totals to Date \$132,482.90

2014/15 Comparison -\$6,114.06

Corporate/Grant Funds: \$0.00

Corporate/Grant Funds To Date: \$47,759.90

2014/15 Comparison: +\$39,761.95

IV. FOR BOARD DISCUSSION

Budget – Upping student to teacher ratio in Kinder was presented to the teachers but no direct discussion has occurred. Kbl – would like to find out how the Kinder teachers feel about this.

This discussion needs to be had with an explanation as to why this is being considered. Vanessa needs to look at this to see how it would look in the future and how it impacts the upper grades and facilities. This is really proposed to address the low number of spots available in the lottery. We need to look at middle school recruitment and be more aggressive.

School Director report, including but not limited to: LCAP update and uniform survey

JS – Re uniform survey: The sense is that the “yes” parents are not upset at not having uniforms but the “no” parents would be extremely unhappy if we had uniforms.

Director of Operations report, including but not limited to 2016/2017 budget and HR contract ManageEase

JS – agrees a little more information about outside HR would be helpful. BK – hard to envision how outside HR would look here. Part of the problem with on site HR is the appearance of a lack of impartiality.

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 – April 2016

It is recommended that the Board approve Agenda Items A.

Motion: so Action: Pass
Second: kbl Vote: vs, bk, kbl, js,
so, ab, bm vote in favor

VI. ITEMS SCHEDULED FOR ACTION

A. Approve Minutes from 4/13/16 Board Meeting

It is recommended that the Board approve Agenda Item A.

Motion: bk Action: Pass
Second: vs Vote: vs, bk, kbl, js,
so, bm vote in favor; ab abstains

B. Approve Minutes from 5/4/16 Special Board Meeting

It is recommended that the Board approve Agenda Item B.

Motion: bm Action: Pass
Second: ab Vote: vs, bk, kbl, so,
ab, bm vote in favor; js abstains

C. Approve contract with ManageEase

It is recommended that the Board approve Agenda Item C.

Motion: ab Action: Does not
pass
Second: bm Vote: ab, bm, so in
favor; vs, kbl, bk opposed; js
abstains

D. Approve contract with Margaret Chidester & Associates

It is recommended that the Board approve Agenda Item D.

Motion: kbl Action: Pass
Second: bk Vote: vs, bk, kbl, js,
so, ab, bm vote in favor

E. Approve Audit agreement

It is recommended that the Board approve Agenda Item E.

Motion: kbl Action: Pass
Second: bm Vote: vs, bk, kbl, js,
so, ab, bm vote in favor

VII. ADJOURNMENT

The meeting was adjourned at 9:06 p.m.

The next regularly scheduled meeting is Wed., June 8, 2016, at 6:00 p.m. – Closed Session and
7:00 p.m. – Open Session