

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

BOARD OF DIRECTORS
MEETING AGENDA

General Meeting

September 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 6:10 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)
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
Dr. Alfonso Bustamante, Vice President	_____	x
Valerie Sullivan, Chair	x	_____
Scott Overpeck, Vice Chair	x	_____
Boris Molina, Treasurer	x	_____
Bobbie Kraus, Secretary	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 bk the Board unanimously approved the following staffing changes (bk, bm, so and vs voting in favor):

<u>2016/17 Staffing Appointments</u>	<u>Effective Date</u>
Angel Guzman - KEDS Floater	8/19/2016
Flor Barajas-Tena - Marketing	8/19/2016
Saida Vargas – Receptionist	8/19/2016
Sarai Vaca –Teacher	8/05/2016
Sonia Bellina - Culinary Assistant	8/24/2016
Guillermina Muñoz - Kitchen/Dining-Custodial	8/25/2016
Michael Ramirez - Health Clerk	8/23/2016
Wendy Zendejas, Classroom	8/1/2016
<u>2016/17 Contracts</u>	
Gabriel Castrillon (1-year) - PBIS	8/1/2016
Miriam Garcia (1-year) - Teacher	8/1/2016
Gabriela Gomez (1-year) - Teacher	8/1/2016
Mary C Gonzales (1-year) - Teacher	8/1/2016
Sarai Vaca (1-year) - Teacher	8/5/2016
<u>2016/17 Staffing On Maternity Leave</u>	<u>Effective Date</u>
Viviana Gutierrez	9/30/2016
<u>2016/17 Staffing Resignations</u>	<u>Effective Date</u>
Nora Barreto - Health Coordinator	8/8/2016
Evelin Jacobo - KEDS Teacher	8/4/2016
Catalina Rodriguez - KEDS Teacher	8/5/2016
Laura Poff - KEDS Floater	8/20/2016
Adam Real - Culinary Assistant	8/5/2016
Kevin Aufdemburg - Kitchen/Dining-Custodial	8/10/2016

2016/17 Terminated Employees

ID#110

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 – August Check Register - Boris Molina/Vanessa Besack, CSMC

Account Balances: Payroll \$125,263.79
General \$254,054.53
OCDE \$845,133.52

The August check register is submitted for review and approval.

Ms. Besack: Ended last year on the positive side. This does not take into account placing an amount into reserves. Still need to talk about classified salary increases and potential new hires such as Technology Coordinator. New members on budget committee this year, which includes 4 teachers.

III. ITEMS SCHEDULED FOR INFORMATION

FSO report – Valerie Sullivan

Full team is in place for FSO this year. Skate night is 9/29. Fall fundraiser is starting on the 21st. Fall Festival is Oct. 21.

ELAC report - Elisabeth Moreno – No report

School Director’s report

LCAP Goal 1 – 100% Proficiency

- TK-3 teachers participated in a 1-day training on Learning Targets with Expeditionary Learning, expanding this core practice to all grades. Follow-up coaching days are tentatively scheduled in October, February and May.
- Wednesday Professional Development calendar has been set with three rotating activities:
 - Collaborative, cross grade planning for integrated literacy (TK-3) and Expeditionary Learning/ELA (4-8)
 - PLCs for math (TK-8) and writing (3-8) for data and inquiry cycles to improve student performance
 - Business/Data for ongoing safety & school climate updates and data input & review.
- Illuminate will replace Data Director for our student assessment system; initial meetings have taken place to begin transferring achievement data and schedule training.
- Accelerated Math Bundle for 100 students has been purchased for the math RtI program
- Awaiting arrival of approved Chromebook Carts; request approval for 2 more carts for math RtI program per the Single School District Plan approved in August. This comes from Title I funding.
- OCEAA’s students outperformed the district in every subgroup on the Smarter Balanced Assessments in math and ELA, and met or exceeded state proficiency averages (see CAASPP snapshot attached)

LCAP Goal 2 – 100% Biliterate/Bilingual

- OCEAA’s Title III Plan, a sub-section of OCEAA’s Single School District Plan (formerly LEA Plan) has been reviewed and approved by the California Department of Education.
- OCEAA’s English Learners outperformed the state and district by significant percentages on the Smarter Balanced Assessments in math and ELA (see CAASPP Snapshot attached).

LCAP Goal 3 – 100% Positive School Climate

- Successful opening weeks of school with ORCA expectations
- PBIS Team will be attending Tier 3 training throughout the year
- Gabriel Castrillón and Jessica Chavez will be attending a training on Restorative Practices

LCAP Goal 4 – 100% Parent-School Partnerships

- Parent opening on the School Site Council – nominations were submitted by Friday, Sept. 9th for upcoming ballot/parent election

Human Resources/Finances

❖ Despite financial challenges left over from the 2014/15 school year, the budget for 2015/16 ended in a net positive, based on final unaudited numbers. These numbers proved that the conservative approach and financial management techniques that have been used throughout the last few years have been effective.

❖ OCEAA turned in its eligibility certification for the Charter Schools Facility Incentive grant on Aug. 31. The grant brings \$10,000 in revenue to the school.

❖ OCEAA met with representatives from Baird to discuss refinancing the main building. So far, Baird is the second company OCEAA has met with over the last few months to discuss a potential refinance and bond re-issuance. A recommendation will be made once information has been reviewed.

❖ Rent for the main building has gone up this year from \$70,864 to \$71,004.

❖ Our former Health Clerk, Nora Barreto resigned her position to go back to the district she formerly worked at. After posting the position, we have hired Michael Ramirez as the new health clerk. Michael is an LVN and worked as a health clerk at Santa Ana Unified previously.

❖ HR consultant Malena Otero held a customer service training with front and business office staff on Aug. 23. Some key findings in conversations with staff include:

- Some staff are unclear about their duties due to new incoming staff
- Staff feel that there needs to be stronger communication among administration
- Overall, staff is feeling positive about their place of employment.
- Ms. Besack will be meeting with staff to discuss concerns and clarify duties and review job descriptions.

❖ The front office team has been meeting to discuss front office climate and expectations. The team will be working on the expectations together and will be charged with also ensuring anyone that enters the space meets the expectations created.

- The team will also be collaborating together in a “face lift” project, ensuring the main building is welcoming to anyone who enters and also securing holiday decorations to make it a more inviting space.

Enrollment Update

- ❖ Registration
- Enrollment for Sept 2016:
 - Number of students enrolled 568

- Registrar is working to secure both TK and Kinder spots, which were impacted by disenrollments.
- Efforts are also being made to fill 1st grade classrooms, however, the waitlist only has 2 families.
- Waitlist is expected to grow after first parent tour on Oct. 7
- Our Community and Outreach liaison has already begun contacting local organizations to also help with recruitment efforts.

Technology Update

- ❖ The Technology Teacher/Coordinator position will be presented to the Board for approval and will then be posted.
- ❖ Due to issues with upgrades to PowerSchool, OCEAA will not continue to host PowerSchool on its servers, but be hosted remotely by PowerSchool itself. This will allow upgrades to the program to be seamless and will also free up time for Nixsys to work on other more important initiatives.

Nutritional Services

- ❖ Student Participation – Breakfast Program participation 36%; State average 22%; Lunch Program participation 82%; State Average 53%
- ❖ Application to participate in the free and reduced lunch program for both the Main Facility and Annex have been submitted and approved.
- ❖ Application to participate in the free and reduced breakfast program for both facilities have been submitted and approved.
- ❖ Application to participate in the afterschool snack program has been submitted and approved.
- ❖ SB10 Certification has been submitted and approved.

Facilities

- ❖ To help with branding and recruitment, while also giving the TK/K team a rest from the heat, we are looking into window tinting that showcase pictures from past Extravaganzas. We have requested quotes from vendors and will be selecting one soon.
- ❖ There are two outside construction projects that could potentially cause a disruption for OCEAA and parents. These include
 - The conversion of the former Social Services building into a residential apartment unit.
 - Ms. Besack attended an information session on Sept. 7 and was told by Mike Harrah and Caribou that the tenant improvement project should have minimal impact on OCEAA, as most the construction is within the building.
 - Ms. Besack will keep in communication with Caribou, Mr. Harrah and the City to ensure there are no surprises during the construction and to also ensure that OCEAA's interests are kept in consideration.
 - The building will hold apartments ranging from 500-850 square feet and will have artists retail units, as well as a Jamba Juice and Starbucks on the bottom floor.
 - According to Harrah, there is a great deal of interest from OCSA staff and families, who travel far to work or study at the school.
 - The rehabilitation of the old YMCA building on Civic Center and Sycamore. Rehabilitation of the building is expected to start the week of Sept. 12.
 - The City has reassured Ms. Besack that the construction shouldn't have an impact on the school. She will keep in contact to make sure there are no notable issues arising from the project.

❖ Ms. Besack met with OCSA's new Dean of Facilities and Supervision, Michael Ciecek. The meeting proved fruitful and both are planning on meeting quarterly to discuss upcoming event, project and any concerns.

- One topic of discussion at the meeting is OCSA's plans to reconfigure its parking after purchasing the standalone building next to OCEAA. The building will be demolished and OCSA plans on adding new landscaping to the area. Mr. Ciecek told Ms. Besack that OCSA will continue to provide OCEAA with the three visitor parking spaces next to the building. Ms. Besack will ask to be shown plans prior to the start of construction and will inform the Board of anything related to the project.

Marketing Communications

❖ A committee comprised of Administrative Staff and Board Members have met to discuss the vision and mission of the organization moving forward. The committee is expected to have a draft for stakeholder review within the next two months.

❖ The Marketing Committee met to discuss initiatives moving forward and to also ensure that everyone is working collaboratively and giving the same message out in the community.

- The committee is comprised of Flor Barraja Tena, Marketing and PR; Lee Rogers, Marketing Specialist; Linda Hardman Greene, Community Outreach and Recruitment Liaison; Erica Vicario, Arts Coordinator; and Vanessa Besack, Director of Operations.
- Goals created include:
 - To increase enrollment at OCEAA
 - To increase OCEAA's presence in the community
 - To increase positive messaging within as well as outside the organization
- Initiatives that the group collaborates on will be reported here monthly.

Annex

The first week of school went smoothly at the Annex. Most parents were respectful of the rules and were understanding of the school norms and expectation. Parents have questions in regards to updates and improvements to the exterior of the Annex building. A request has been made to add greenery to the exterior of the building to make it more lively and welcoming.

Arts

Arts Jr. Conservatory: We are happy to begin our Jr. Conservatory Program that is partially donor funded with two professional artists.

- Donald Amerson is an OCSA theater teacher who also works with South Coast Rep. He will be teaching 4th thru 6th grade Jr. Conservatory.
- Dr. Lisa Crawford is our vocal teacher. She has over 30 years of experience and came highly recommended. She will be working closely with Dr. Lazarova at OCSA to help design our program. Our program begins September 13th.

Middle School Arts Elective offerings

- Media Arts-Mary Pastrana
- STEAM – Dr. Alvarado
- Dance – Erica Vicario
- Theater – Donald Amerson

Arts Roundtable

Erica will be representing OCEAA at the Santa Ana Arts Roundtable at Segerstrom on

August 27th. Santa Ana Arts is putting together an arts directory for the city.

Director of Operations Report

- Job Descriptions: Jr. Conservatory Instructors - Tabled
- Consolidated Application, including the Protected Prayer Certification Statement – should have been approved 8/31. It is the same as was approved by the Board previously.
- Donation Report

DATE	SOURCE	DESCRIPTION	AMOUNT
7/13/2016	Fireworks	FSO	\$13,940.00
8/11/2016	Keds Ice-Cream Paletas	School Site Fundraising	\$685.00
	OCMA Donation	General Donation	\$300.00
	Registration 2016-2017	School Site Fundraising	\$7,517.05
			\$22,442.05
Totals to Date			
\$22,42.055		2015/16 Comparison + \$5,914.20	
Corporate/Grant Funds:			
\$300			
Corporate/Grant Funds To Date: \$300			
2014/15 Comparison: +\$300			

IV. FOR BOARD DISCUSSION

Principal's report
 Director of Operations report

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 – August 2016

It is recommended that the Board approve Agenda Items A. Motion: bm Action: Pass
 Second: so Vote: vs, bk, bm and so in favor

B. Approve Professional Tutors of America Invoice #59349 in the amount of \$11,985.

It is recommended that the Board approve Agenda Items B. Motion: so Action: Pass
 Second: bm Vote: vs, bk, bm and so in favor

C. Approve Professional Tutors of America Invoice #59479 in the amount of \$5,763.

It is recommended that the Board approve Agenda Items C. Motion: vs Action: Pass
 Second: bk Vote: vs, bk, bm and so in favor

D. Approve Birch invoice in the amount of \$5,944.18

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

A. Approve Minutes from 6/8/16 Board Meeting

It is recommended that the Board approve Agenda Item A.	Motion: bk Action: Pass Second: vs Vote: vs, bk, bm and so in favor
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B. Approve Minutes from 8/10/16 Board Meeting

It is recommended that the Board approve Agenda Item B.	Motion: bk Action: Pass Second: vs Vote: vs, bk, bm and in favor; so abstains
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C. Approve Chromebook leasing not to exceed \$25,000 for Math RtI program

It is recommended that the Board approve Agenda Item C.	Motion: so Action: Pass Second: vs Vote: vs, bk, bm and so in favor
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D. Approve Consolidated Application, including the Protected Prayer Certification Statement

It is recommended that the Board approve Agenda Item D.	Motion: bm Action: Pass Second: vs Vote: vs, bk, bm and so in favor
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E. Approve job descriptions for: Technology Teacher/Coordinator

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

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

The next regularly scheduled meeting is Wed., October 12, 2016, at 6:00 p.m. – Closed Session and 7:00 p.m. – Open Session

OCEAA Technology Teacher/Coordinator

JOB SUMMARY: The Technology Teacher/Coordinator is a leader who synchronizes long and short-term goals for technology-based student outcomes with professional development for staff to ensure OCEAA meets the goals outlined in its charter petition and LCAP. OCEAA's core program uses the 90:10 dual immersion model; the ideal candidate is able to communicate with students, staff and parents in both Spanish and English.

Schedule: Full Time; Reports to: School Director

DUTIES AND ESSENTIAL JOB FUNCTIONS

Duties of this position include but are not limited to:

1. Teaching
 - Plan a course of study that integrates technology and literacy (e.g., digital research, presentation and publishing) and is aligned to ISTE and Common Core Standards.
 - Teach 2 sections of the course to 7th and 8th graders.
2. Assistance to staff
 - Assist teachers make instructional decisions based on best practices in technology and the results of assessment data.
 - Assist teachers incorporate technology into specific classroom activities.
 - Encourage and support classroom motivation and management strategies through the use of technology.
 - Assist teachers in creating materials to be utilized in a 1:1 environment that are in alignment with curriculum frameworks.
 - Assist teachers in aligning their teaching with appropriate standards, curriculum and assessments.
 - Work collaboratively and collegially with other instructional and technology support specialists and school administration.
3. Resource to staff
 - Provide recommendations to teachers on technology-based instructional resources that will effectively and efficiently support learning.
 - Provide assistance in researching instructional and/or curriculum practices and work with staff to implement such practices that facilitate change that has a positive impact on student learning through the use of technology.
 - Provide organized, individual and/or group learning opportunities for teachers.
 - Provide support in analyzing student assessment data.
 - Manage time and schedule flexibility to maximize teacher access and learning.
4. Leadership
 - Lead the Technology Committee in the development of a technology plan and an articulated technology curriculum, instruction and assessment system.
 - Become familiar with edtech programs currently in use, coordinate the administration of edtech programs, support and monitor their implementation, and evaluate their effectiveness as part of an ongoing improvement process. (e.g. Accelerated Reader, Illuminate, Google Classroom, Tech Steps, Go Math)
 - Encourage ongoing professional growth for all teachers.
 - Communicate with district staff, parents and community members.
 - Work positively toward meeting identified school improvement goals.
 - In collaboration with administration and support staff, act as the CAASPP Site Coordinator to organize the annual CAASPP testing schedule, including distribution of devices, and provide ongoing staff training.
5. Professional Development
 - Facilitate professional collaborative groups among teachers focusing on implementing effective technology integration and instruction.
 - Design and deliver in-depth professional development for building staff, which focuses on the integration of technology and curriculum.
 - Demonstrate lessons, observe classroom instruction, and coach teachers one-on-one.
6. Other duties as assigned

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree in related field
2. Current California Teaching Credential
3. Advanced Degree, preferred

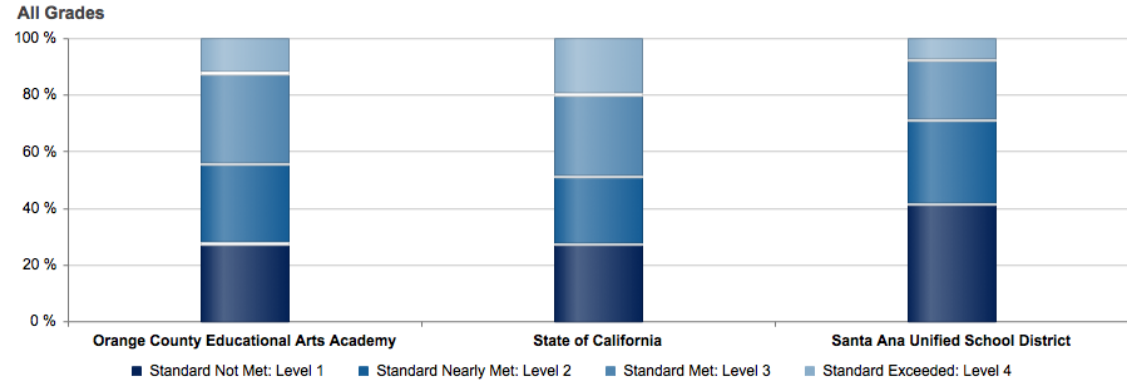
4. Minimum of three years of successful teaching experience
5. Minimum of one year coaching or teacher leadership experience
6. Demonstrated knowledge of Common Core, International Society for technology in Education Standards, technology integration and digital learning best practices.
7. Bilingual in Spanish and English
8. Excellent presentation and oral communication skills
9. Ability to be flexible and revise priorities/problem solve based on daily events
10. Ability to work with the public in a professional manner
11. Ability to sit, stand, climb stairs, lifting up to 25 lbs, bend, pull, push, carry, walk and operate equipment

Salary: Based on experience

OCEAA, State and SAUSD results – All grades, All Students

ENGLISH LANGUAGE ARTS/LITERACY

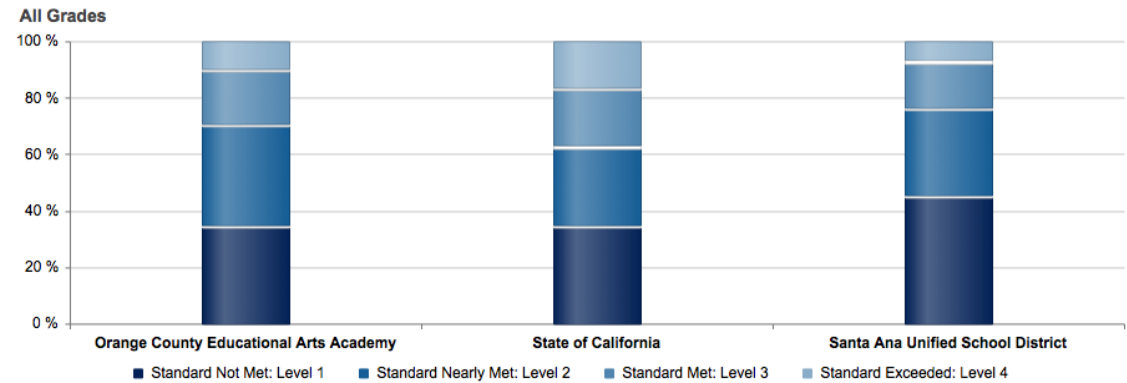
2016 Achievement Level Distribution



ALL	Below	Near	Meets	Exceeds
OCEAA ELA	28	28	32	12
State ELA	28	24	29	20
SAUSD ELA	42	29	21	7

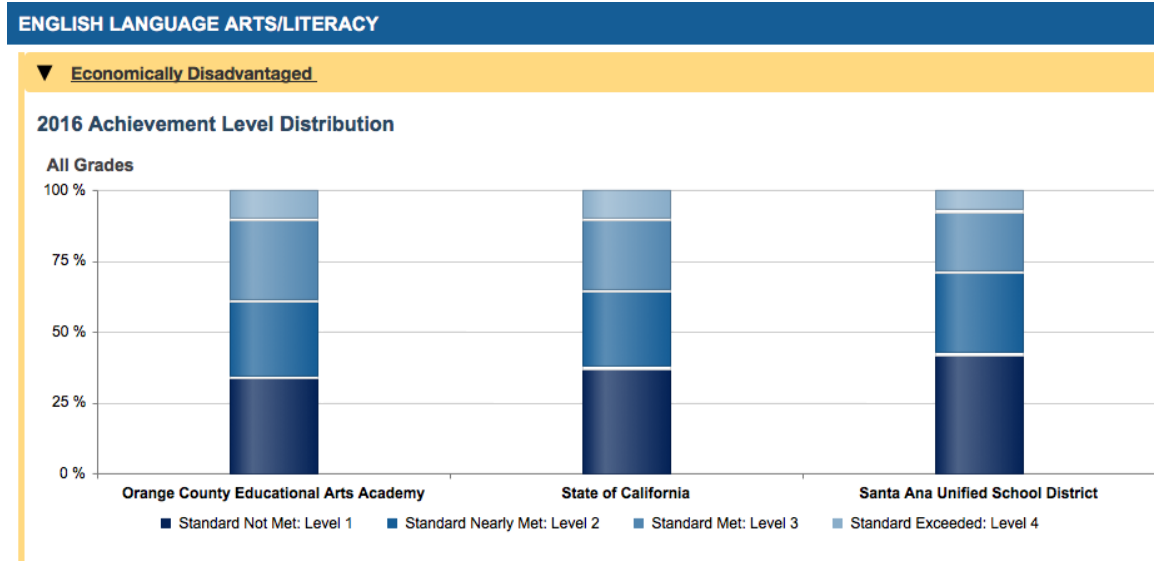
MATHEMATICS

2016 Achievement Level Distribution

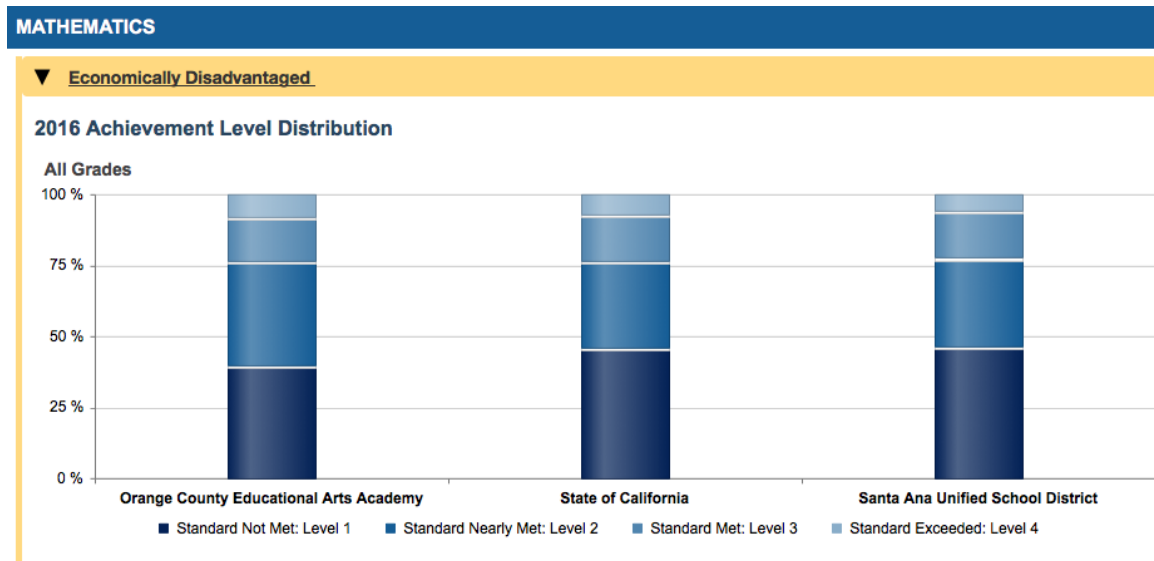


ALL	Below	Near	Meets	Exceeds
OCEAA Math	35	36	19	10
State Math	35	28	20	17
SAUSD Math	46	31	16	7

OCEAA, State and SAUSD results – All grades, Educationally Disadvantaged



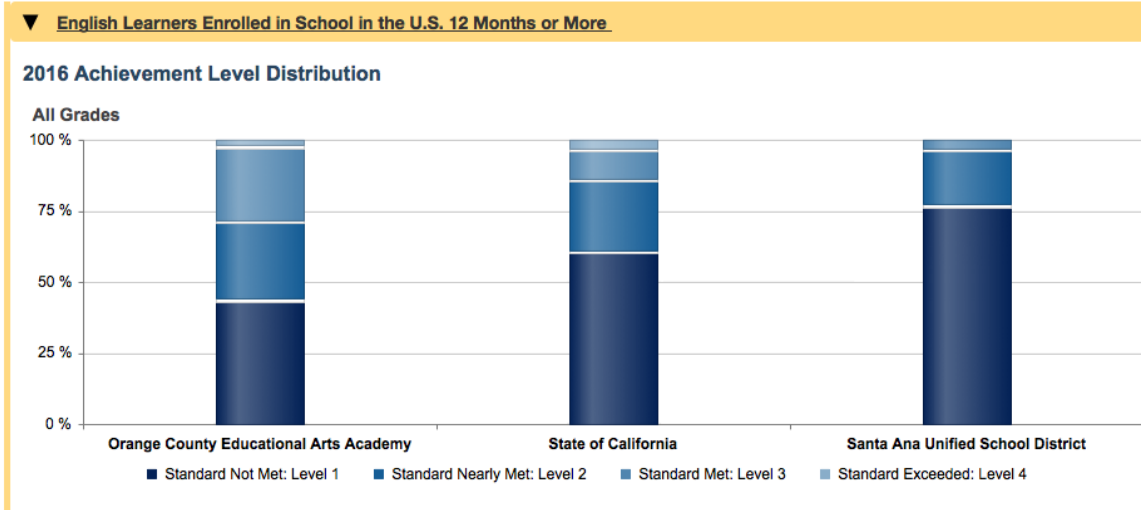
ED	Below	Near	Meets	Exceeds
OCEAA ELA	35	27	29	10
State ELA	38	27	25	10
SAUSD ELA	43	29	21	7



ED	Below	Near	Meets	Exceeds
OCEAA Math	40	37	15	8
State Math	46	30	16	7
SAUSD Math	47	31	16	6

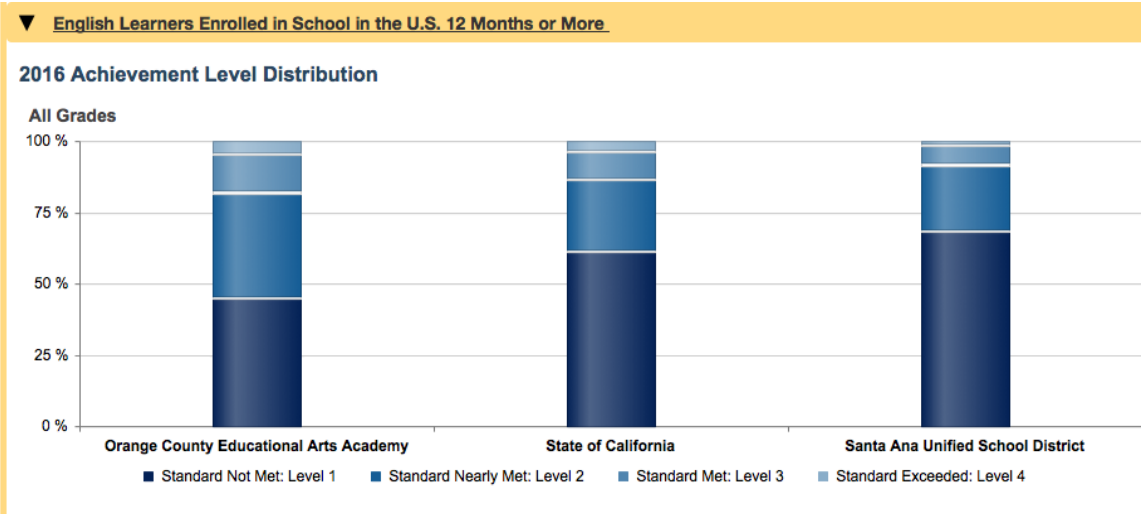
OCEAA, State and SAUSD results – All grades, All ELs 12 +months

English Language Arts/Literacy



EL 12+	Below	Near	Meets	Exceeds
OCEAA ELA	44	27	26	2
State ELA	62	25	10	3
SAUSD ELA	77	19	3	0

Math



EL 12+	Below	Near	Meets	Exceeds
OCEAA Math	46	37	13	4
State Math	63	25	9	3
SAUSD Math	71	23	6	1