

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

November 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 6:11 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	<u> X </u>	<u> </u>
Dr. Alfonso Bustamante, Vice President		<u> X </u>
Valerie Sullivan, Chair	<u> X </u>	<u> </u>
Scott Overpeck, Vice Chair	<u> X </u>	<u> </u>
Boris Molina, Treasurer	<u> X </u>	<u> </u>
Bobbie Kraus, Secretary	<u> </u>	<u> X </u>
Kristin Collins, School Director	<u> X </u>	<u> </u>
Vanessa Besack, Dir. Of Operations	<u> X </u>	<u> </u>

G. REPORT OF CLOSED SESSION DECISIONS

On motion made by KBL, seconded by SO the board unanimously approved (with ** all voting in favor) the following staffing changes:

<u>2016/17 Staffing Appointments</u>	<u>Effective Date</u>
Cathy Lynn Nowel, ELA Teacher	10/3/2016
<u>2016/17 Contracts</u>	
Cathy Lynn Nowel, ELA Teacher	10/3/2016

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

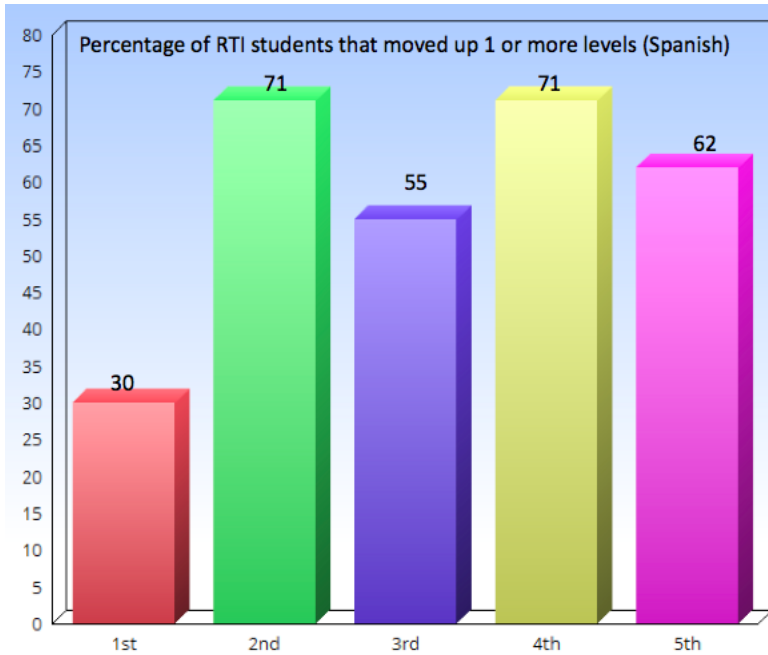
Budget Update – October Check Register - Boris Molina/Leigh Taylor, CSMC
Interview Potential New Board Member Flor Barajas Tena

III. ITEMS SCHEDULED FOR INFORMATION

FSO report – Felicia Brown
ELAC report - Elisabeth Moreno
School Director’s report
LCAP Goal 1: 100% Proficiency (literacy, math, science, social studies, arts)
Literacy Team Data Report (Marlynn Carrera):

- Literacy team looked over DRA reading data and revised the RTI tiers in order to reflect all necessary changes (please see quarter 1 data below)
- Literacy team set personalized quarter 2 goals with all students in RTI
- Goal setting meetings are being held during conferences to facilitate collaboration between parents, teachers, intervention teachers, and students, in order to ensure academic success
- Information for parents on how to better support literacy at home is being distributed to RTI students' parents
- Literacy coach and Mrs. Martínez (literacy aide) attended Illuminate training and are working on utilizing this digital tool to facilitate administration and tracking of assessments given to intervention students

The following data is a summary of the data collected for quarter 1. It shows the percentage of students in RTI per grade that moved up one or more reading levels (as determined by the DRA):



* Grades 6th through 8th receive intervention in English only

Math Data Report (Nicole Kubasek and Jessica Chavez):

- Gave AR STAR math to level 1 and level 4 students based on the 2015-2016 CASSPP results.
- Intervention groups were set up for both advanced and intervention students – including Tier 2 and Tier 3 interventions.
- Letters were drafted and will be sent home (10/31) with students informing parents of services being given.

- Groups were assigned a learning plan based on STAR math results (i.e. 4.0 = 4th grade curriculum)

Arts Data Report (Erica Vicario):

LCAP Expected Annual Measurable Outcome: Annually, 100% of students will showcase their artwork in a performance or exhibit.

- **Ritmos del Mundo November 18th SAHS** - Please invite potential OCEAA partners. It would also be great to have the board meet and greet guests. Great opportunity to connect with the school
- **Dia de los Muertos November 5th** - OCEAA was represented at the annual Noche de Altares event in DT; the altar was designed by Dr. Alvarado's STEAM class in honor of Bernardo Gaytan.

LCAP Goal 1, activity 9: Arts Program Development

- Arts budget approved. Excited to implement programming and guest artists workshops. Also in the budget is funding to transport students to live shows. Budget is available if you would like to see.
- Example of guest artist workshop: Sakina Ibrahim will share her knowledge of African dance and have students participate in a Middle Passage simulation with students. More workshops coming soon...
- Arts Integration - Working to make connections with teachers and curriculum to infuse more arts into plans. Will plan arts integration quarter 2 soon.

Professional Development Report:

- Doraima Gomez and Gaby Gomez attended the Factswise math training for multiplication and division fluency
- Next Generation Science Standards (NGSS) 101 training by OCDE coming in January
- ILT participated in a Lead Team training on Oct 13th to begin using tools from Illuminate Education's Student Assessment System (replacement for Data Director); all teachers received initial training on the October 28th PD day.
- Kristin Collins, Laura Arce, Mayra Jimenez and Gloricel Grajeda attended the EL Education National Conference in Detroit, Michigan; Emily Smith conducted her first EL coaching/PD days at OCEAA on October 19th and 20th; presentation by K. Collins.

LCAP Goal 2: 100% Biliterate/Bilingual

- English Learners Data Report (Claudia Sachs):
During the month of October we tested 298 English Learners on the areas of Listening, Speaking, Reading and Writing. It was a daunting task ensuring that every student was tested accordingly. But with the great collaboration from our teaching staff and our KEDS proctors CELDT testing was completed. We now wait patiently for results in January.
- TWBI Data Report (Claudia Sachs): NA

LCAP Goal 3 – 100% Safe and Positive School Climate

Safety Report

- Emergency backpacks have been inventoried and replacement supplies are being ordered
- CA ShakeOut earthquake drill held on October 20th at both campuses; procedures were followed quickly and accurately.

PBIS Data Report (G. Castrillon): Forthcoming

LCAP Goal 4 – 100% Parent-School Partnerships

- Student Led Conferences were held on Nov 2 and 9 in grades 1-8; TK-K held traditional parent conferences and will plan a student showcase by the middle of the year.
- Teachers and staff are using multiple Class Dojo features to communicate with parents, including messaging, class and school story. Below is a snapshot of participation and recent activity:



Human Resources/Finances

- On Oct. 28, staff continued with the second part of the training based on "The 5 Dysfunctions of a Team," by Patrick Lencioni. Staff established their

own core purpose, values and expectations, so that everyone works together under the same expectations.

- Core Purpose: “We will provide a warm and resourceful environment for all in collaboration with parents, staff, administration, & students to help improve each student’s success.”
- Core values: Unity, Communication, Personal and Professional Growth, and Commitment.
- Goal for the year: To improve intrapersonal communication amongst the team.
- The budget committee approved the new art budget in Oct. It will start creating a process for reviewing potential classified staff raises and a new salary schedule for Certificated.
- Ms. Besack received a call from the Orange County Community Foundation, which she has been trying to reach to establish a relationship. OCCF will be coming to tour the school in late November or early December. The goal is to bring in funding from family philanthropic foundations that support education and charter schools.

Enrollment Update

- Update will be provided at the Board meeting due to technical issues.

Technology Update

- Two server drives failed causing the server to go down for a week and a half in Oct. The drives were replaced; however, the server caused some delays all around, including in enrollment.
 - The disruption has led us to create a manual process in case we don’t have access to the server (such as in a power outage).
- Ms. Bausman and Ms. Besack are also working with Nixsys to see what can be done from a technology perspective to ensure systems are less likely to go down.

Nutritional Services

- Chef Sean will return on Nov. 14. Nothing to report until he returns.

Facilities

- Maintenance crews cleaned the facilities, replaced equipment and added shelving during the non-student day on Oct. 28.

Marketing Communications

- The presentation that was tabled in Oct. will be given during the Board meeting
- The Mission/Vision committee will be presenting the Mission/Vision and Core values to parent stakeholder groups as well as ILT this month.

KEDS REPORT:

- Earlier this month KEDS had a visit from Mr. Joshua Brady and Ms. Lupita Cruz. Both individuals work directly with the ASES grant to make sure sites are compliant and they also offer support if needed. During our meeting and walk through they asked students and KEDS teachers questions to get a better idea of the program here at OCEAA. The feedback we received was positive. The changes that were suggested consisted of

adding more students to the ASES program so that we don't lose funding due to attendance.

ASES students were added to the program immediately and we have created a document to reiterate the importance of ASES attendance.

- November 16th the KEDS staff, students and families will celebrate Thanksgiving by having our annual Thanksgiving Day Feast. Students, staffs and KEDS families will dine together, celebrate and give thanks in a feast in the dining hall. TK and kinder will join us at the main campus to participate in this event.
- KEDS Administration has begun the process for applying for the 21st Century Grant. The grant is due on Dec 21st but to make sure we have addressed everything, we will be starting the process early.
- KEDS teachers continue to meet with day school teachers to listen to day teacher concerns and also receive reinforcement activities that KEDS teachers are able to use in class.
- On October 20th Miriam Ramirez attended the regional ELP Partnership Meeting. She received a lot of valuable resources and more detailed information about the ASES grant as well as a number of networking opportunities as we look to expand the afterschool programs offerings.
- KEDS continues to enroll students in classes that have space. To date, there is still space available in the 3rd grade classes as well as a few spots left in the 1st and 2nd grade classes.
- This month KEDS will focus on Veterans Day, the elections, the schools garden and Thanksgiving. Students will work on projects/creative activities centered around the stated topics.
- On Oct 31 a groups of KEDS students were invited by OCSA to get their face painted. A select number of students in grades 3rd- 6th were chosen by their KEDS teachers to get face paintings that ranged from creepy cuts and bruises to beautiful butterflies.
 - Creative writing has begun afterschool and is sponsored by the OCSA. This year the creative writing class was opened up for the entire school to enroll and as a result the classes have reached capacity. The class meets every Tuesday and OCSA students work with OCEAA students in grade 2nd- 6th grade and help them create scripts and stories in both Spanish and English.

Director of Operations Report

- Presentation: Marketing and Recruitment Plan
- Donation Report

IV. FOR BOARD DISCUSSION

Potential New Board Member Flor Barajas Tena

Budget

FSO Report

ELAC Report

School Director report, including but not limited to Presentation: EL Education

Professional Development and National Conference report

Director of Operations report, including but not limited to Marketing and Recruitment Plan; and Donation 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 – October 2016

It is recommended that the Board approve Agenda Items A.	Motion: BM Action: PASS Second: SO Vote: 4-0
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B. Approve Invoice from West Coast Fundraising for \$12,635.35

It is recommended that the Board approve Agenda Items B.	Motion: VS Action: PASS Second: BM Vote: 4-0
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C. Approve Invoice from EL Education for \$18,000

It is recommended that the Board approve Agenda Items C.	Motion: KBL Action: PASS Second: SO Vote: 4-0
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VI. ITEMS SCHEDULED FOR ACTION

A. Approve Minutes from 10/12/16 Board Meeting

It is recommended that the Board approve Agenda Item A.	Motion: SO Action: PASS Second: KBL Vote: 4-0
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B. Approve New Board Member Flor Barajas Tena

It is recommended that the Board approve Agenda Item B.	Motion: KBL Action: PASS Second: BM Vote: 4-0
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VII. ADJOURNMENT

The meeting was adjourned at 9:17 p.m.

The next regularly scheduled meeting is Wed., December 14, 2016, at 6:00 p.m. – Closed Session and 7:00 p.m. – Open Session