

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

December 10, 2014

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 6:19 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 (Gov. Code section 54957)
Interim Principal goal setting

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 (via teleconference; closed session only)	_____
Boris Molina, Treasurer	x	_____
Bobbie Kraus, Secretary	x	_____
Valerie Sullivan, Member	x (open session only)	_____
Scott Overpeck, Member	x	_____
Kristin Collins, Interim Principal	x	_____
Vanessa Besack, Director of Operations	x	_____

G. FLAG SALUTE

H. REPORT OF CLOSED SESSION DECISIONS

On motion made by SO, seconded by JS, the board with JS, LG, BM, BK and SO voting in favor, unanimously approved the following staffing appointment:

<u>2014/15 Staffing Appointments</u>	<u>Effective Date</u>
Kamil Hazel, Student Activities Director	12/1/2014

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

November Check Register (Tabled) - Boris Molina
Payroll \$53,746.12
General \$230,716.96
OCDE \$1,147,198.57
Budget Update – Jennifer Afdahl Rice, CSMC
Important deadline: Approving Audit tonight

Good book balance; revenue coming in well. 1st Interim report shows on track for most budgeted items. There have been some updates re personnel and there will be some unexpected expenses but those won't hit the actuals until next month due to increase in insurance. Doing well in terms of liquidity.

Actuals show net loss in October. At net loss in restricted funding, which is a good thing.
Charter Renewal Update – Kimberly Barraza Lyons - Tabled

III. ITEMS SCHEDULED FOR INFORMATION

FSO report – Conception Marin – Tabled

ELAC report - Marcela Cid Rosas

They had their monthly meeting this week. Ms. Collins was present as was a representative from OCDE who was helping to train the committee on how to conduct the meeting. Mirna from OCEAA was at meeting to talk about the importance of attendance. Tabled a talk on PowerSchool because of lack of time. This will happen in January. They are hoping the OCDE representative will be there to continue to instruct them in the formalities of their meetings. On Monday, Julio Guerrero got an email saying that for the Board meeting they needed to submit a summary of what they would be presenting to the Board and limiting their presentation to 3 minutes. They want to know if it was the Board or the President who was limiting the time. ELAC has submitted a letter that will be attached to the minutes.

Principal's report

Student Achievement

- ❖ Quarter 2 coming to a close. Teachers are assessing students and report cards will be complete on Dec. 17, 2014. Parent conferences will be held on Jan. 7 and 14, 2015 to update parents on students' academic progress and identify ways parents can support their students at home.

CELDT

- ❖ Results have just arrived.

KEDS

- ❖ Completed online Toolbox Survey. This will help us see the quality of our after school program.
- ❖ Working with new SAD to assess current program quality goals.

Safety

- ❖ Fire drill & evacuation held November 20.
- ❖ December drill for KEDS will be scheduled.

Arts

- ❖ Holiday Extravaganza was a success. We had over 300 student performers and it was a profitable fundraiser for our Outdoor Science and the Arts. Video will be in this week. Link to pictures <http://davidmoyle.smugmug.com/OCEAA-Fall-Performance/n-67QWN/>
- ❖ Give Art with Your Heart
Orange County Fine Arts Artists contacted OCEAA to donate supplies for our student artists.
Artwalk in December and January will have drop off locations for supplies with student artwork. Planning a culmination event for February/March to have a student showcase of art.
- ❖ Orange County Register Article
<http://www.ocregister.com/articles/art-643487-arts-drive.html>
- ❖ Logan Creative

Students attended a field trip with a working artist at the new Logan Creative gallery. They learned hands on printmaking.

❖ Bowers

Met with Bowers and they will continue to offer all students a free field trip. Will be planned for second semester. There is a re-opening of Kidseum.

❖ OCMA Family Day is scheduled for March 8th

❖ UCI Creative Connections

Partnering again with UCI interns who will help in our theatre classes.

❖ Arts Advantage

Sent 12 teachers to first session of Arts Advantage training. Teachers will attend two more sessions this year.

❖ Arts Integration

Working with teachers to integrate arts into the curriculum. Will be looking through Ubd's to help plan arts integration.

Charter Renewal

❖ Charter renewal committee met and will update Board.

Human Resources/Finances

❖ Raza Development Fund has approved extending the term of the loan to ten years instead of seven years. This means that after the 12-month interest only period the loan will fully amortize over nine years. This should help you with our cash flow and ability to meet debt service coverage ratios.

❖ Through Evergreen Associates, LLC, OCEAA has contracted Ms. Claudia Sachs as its Interim Primary School Director during Ms. Hardman Greene's leave. Ms. Sachs will help the TK-3rd Grade teams develop curriculum and will also assist with discipline and safety. She will be under the supervision of our Interim Principal, Ms. Kristin Collins.

Technology Update

❖ **Infrastructure & Telecommunications Update**

Infrastructure

New VoIP Phone System:

- "Go Live" date pushed back to December 2nd.
- System has been configured, all the handsets have been placed and we are ready to go live
- The new OCEAA 2014-15 directory has been published with all the new extension numbers and direct lines

Application and File Servers

- No New Developments

❖ **Hosted Applications**

Goggle Apps for Education

- Teacher Websites have been completed and we are ready to train the teachers on how to maintain their grade level websites.

OCEAA Share Drive:

- We are continuing to work in the background to clean and organize some of the remaining folders, so that we can transfer them and users can find their resources easier.

Accelerated Reader

- 52% of students have averaged at least 85% or better on quizzes taken in November. Breakdown per grade-level is as follows:
 - TK/K – N/A
 - 1st Grade – 38%
 - 2nd Grade – 62%
 - 3rd Grade – 44%
 - 4th Grade – 44%
 - 5th Grade – 54%
 - 6th Grade – 51%
 - 7th Grade – 67%
 - 8th Grade – 71%
- 75% of OCEAA students have taken at least 1 quiz
- Since the beginning of the school year, OCEAA students have read 6,049 books and 66,800,721 words collectively.

ST Math

Students as a whole have achieved 32% progress. This is on pace with the progress goals for the year at this point in time.

Nutritional Services

- ❖ Student Participation – Breakfast Program participation 44%; State average 22%; Lunch Program participation 85%; State Average 53%
- ❖ Shamrock Foods credit application is being submitted. Shamrock Foods was able to demonstrate that foods under the Healthy Hunger Free Kids Act that are required are available and are cost effective. Sysco Foods, our current vendor, has been unable to meet these needs.

Facilities

- ❖ The construction team is still working on finding ways to cut construction costs at the annex and bring the budget down to what was originally anticipated. More information and a revised budget will be provided as it becomes available.
- ❖ Broadway on Tour will be leasing some space in the downstairs area of the annex to store old sets. OCEAA will receive \$150 a month as payment until construction starts and we will be allowed to use some of the sets for our own productions.

Fundraising Update

- ❖ Staff has been trained on DonorPerfect. This month, Ms. Besack will be working with Ms. Marissa Muñoz and a possible parent volunteer to help further automate Parent Funding Agreement invoicing and collections.
- ❖ Ms. Besack has met with 3 different organizations to discuss possible grant writing. Ms. Besack will present the Board with a recommendation once one has been established.

Audit report – presented by Vanessa Besack

Report was very positive. No major changes. Some assets were changed from OCEAA to LLC. The change was due to the change from an operating lease to a capital lease. Juan may need to be added back in even though no longer on the board.

Contract with Evergreen Associates for Interim Primary School Director – Ms. Claudia Sachs will be a contract employee through Evergreen. Her role is to help with curriculum development and discipline TK-3 and she reports to Kristin.

Donations – November 2014

DATE	SOURCE	DESCRIPTION	AMOUNT
11/3/14	Fall Festival	FSO	\$2,895.00
	Broadway on Tour	Rental Income	\$1,000.00
	Eileen Garcia	Parent Funding Agreement	\$25.00
	Anonymous	Parent Funding Agreement	\$30.00
	Faud Barrera	Parent Funding Agreement	\$50.00
	Marelin Estrada	Parent Funding Agreement	\$40.00
	Ana Orduñez	Parent Funding Agreement	\$50.00
	Ms. Diaz (zumba class)	School site Fundraising	\$113.00
	Parent Committee	Ice-Cream	\$37.00
	5th. Grade	Ice-Cream	\$21.00
11/5/14	Ms. Jimenez	Bus Donation	\$33.00
	Ms. Rafael	Bus Donation	\$30.00
	Ms. Vu	Bus Donation	\$9.00
	Skate Night	FSO	\$163.50
	Fall Festival	FSO	\$74.00
	Membership	FSO	\$106.00
11/17/14	KEDS	Ice-Cream	\$325.33
	5th. Grade	Ice-Cream	\$121.00
	Sofia Regalado	Parent Funding Agreement	\$150.00
	Eileen Garcia	Parent Funding Agreement	\$25.00
	Emely Benavides	Parent Funding Agreement	\$50.00
	Michelle Rivera	Parent Funding Agreement	\$70.00
	Arly Adame	Parent Funding Agreement	\$150.00
	Caitlyn Cerpa	Parent Funding Agreement	\$100.00
	Stephanie Benitez	Parent Funding Agreement	\$30.00
	Daniel Macias	Parent Funding Agreement	\$25.00
11/20/14	Membership	FSO	\$176.00
	West Coast Fundraising	FSO	\$13.80
	5th. Grade	Thanksgiving sales	\$333.50
	Holiday Extravaganza	FSO	\$4,872.00
	Parking	Rental Income	\$38.00
	Ms. Aguilar	Bus Donation	\$27.00
	Ms. Chavez Rubio	Bus Donation	\$29.00
	Ms. Sierra	Bus Donation	\$36.00
	Agenda	School site Fundraising	\$22.00
	Kimberly Barraza Lyons	Give or Get	\$5,000.00
11/21/14	FSO (transfer Bank to Bank)	School site Fundraising	\$7,935.77
			<u>\$24,205.90</u>

Total \$24,205.90*

Totals to Date \$104,016.10*

13/14 - 14/15 Comparison +23,812.76*

**FSO contribution is \$16,236.07 this month and \$41,569.32 for the year.*

Direct Give Total: \$795

Corporate/Grant Funds: \$0

Direct Give To Date: \$22,306.30

Corporate/Grant Funds To Date: \$2,049.34

IV. FOR BOARD DISCUSSION

Budget Update/Check Register

ELAC report – Do they need to submit their report to the Board. Linda asked that a written summary be presented to Kristin to make sure it is compliant with ELAC’s role. ELAC parents or anyone else can fill out a speaker card to talk about things that are not part of ELAC’s official functions. This is to help to make sure their presentations are compliant with the Brown Act.

Principal’s report, may include anything from the report; specifically, but not limited to:

Audit report – presented by Vanessa Besack

Contract with Evergreen Associates for Interim Primary School Director

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 – November 2014 - Tabled

It is recommended that the Board approve Agenda Items A.	Motion: ___ Action: ___ Second: ___ Vote: ___
--	--

VI. ITEMS SCHEDULED FOR ACTION

- A. Approve Minutes from 11/12/14 Board Meeting

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

- B. Approve Minutes from 11/23/14 Special Board Meeting

It is recommended that the Board approve Agenda Item B.	Motion: bk Action: Pass Second: vs Vote: so, vs and bk in favor; js abstains
---	--

- C. Approve Audit report pending amendment to correct board designations

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

- D. Approve Contract with Evergreen Associates for Interim Primary School Director

It is recommended that the Board approve Agenda
Item D.

Motion: bm Action: Pass
Second: vs Vote: bm, so, vs,
js, and bk in favor

VII. ADJOURNMENT

The meeting was adjourned at 7:36 p.m.

The next regularly scheduled meeting is Wed., January 14, 2015, at 6:00 p.m. – Closed

