

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

September 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 6:08 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 (Gov. Code section 54957)
Staff Evaluations (Gov. Code section 54957)
Principal evaluation - goal setting (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 (at 6:35)	_____
Boris Molina, Treasurer	x (at 7:20)	_____
Bobbie Kraus, Secretary	x	_____
Dr. Juan Mejia-Ariza, Member	_____	x
Valerie Sullivan, Member	x (at 6:25)	_____
Scott Overstock, Member	x	_____
Linda Hardman Greene, Principal	x	_____

G. FLAG SALUTE

H. REPORT OF CLOSED SESSION DECISIONS

Kbl moved, AB seconded, the board on a vote of 4-1 (JS, RO, AB, KBL in favor, BK, opposed) approved the following staffing changes:

<u>2014/15 Staffing Appointments</u>		<u>Effective Date</u>
Phillip Jordan	MS Arts Teacher/KEDS	08/15/2014
Catalina López	Dining Hall Supervisor	08/25/2014
Janet Regalado	Dining Hall Supervisor	08/18/2014

<u>2014/15 Staffing Resignations</u>		<u>Effective Date</u>
Catharine Quinn	School Nurse	08/16/14
Debra Benavidez	MS Arts Teacher/KEDS	08/22/14

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.

Marcelo Rosas – Worried about Math in the school and the children’s academic performance in Math. She has seen it for a year now and it was confirmed at the meeting yesterday that performance in Math is going down. The meetings she has attended since June are more focused on budget rather than academics. Her major question is why are we waiting to talk about academics. Our budget is in order and is set and everyone should sit down and discuss how we are going to overcome the academic performance. She is only talking

about Math but wonders what other subjects are involved. We need to sit down and look at every subject and see how we are doing.

Rosario Roman – Referring to the meeting yesterday she thinks it is urgent to have a specialist in Math to work with the students and to have a psychologist and they should be hired immediately not in three months.

Laura Alvarez – (translated by Patty Arroyo) Got a print out of test results and heard rumors from parents who were at the meeting yesterday. Very concerned if this is the path her son is heading for. Prides herself in bringing her son to the school but wants to make sure we re setting our kids for success not failure and that seems to be where we are heading. Wants to make sure the teachers are qualified and can take our kids to the next level. We need more teachers that are here for the specific areas. Math is used in different areas and we need it. Doesn't want her child to be an experiment that fails and he is below average and it takes him 5 years to get back to where he needs to be. Is there a way to get a list of the qualifications of our teachers and what qualifications they need?

Enrique Santiago – Addressing the low level academic of students in Math and English, especially those in the dual program. Why aren't we looking at this but instead are expanding the school to a new building? There was meeting yesterday and they were showed graphs with statistics that showed students were 50% below normal in certain subjects. Does not appear to be doing well for a charter school. Many teachers are under qualified or not qualified to teach the subjects at this student and this may be why the students are struggling. His daughter asked a teacher with help for a math problem but the teacher said she didn't know how to help her and would get back to her the next day.

B. FOR INFORMATION/BOARD

Budget Update/August Check Register - Boris Molina/ Jennifer Afdahl Rice, CSMC

Balances:

Payroll \$86,759.06

General \$125,248.04

OCDE \$1,129,028.59

Jennifer Afdahl Rice, CSMC – Unaudited actuals report going to the District. First column is unrestricted; second is federal funds that are restricted; third column is total. \$3.7 million in state revenue and \$5.4 million in total revenue. \$5 million unrestricted; \$426,000 in restricted funds that must be used for education. Majority of expenses is salaries - \$1.75 million in teachers' salary only; classified staff is about \$1 million; with benefits there is \$643,000 added. Thus the majority of budget is these three expenses (\$3.3 million out of the \$5 million) This is in line with other schools. Books/supplies is \$400,000. \$1 million is for facilities. There is \$5.7 million in expenses, which puts us \$205,000 in the red. This is good news because we expected to be \$400,000 in red and we saved \$200,000 in cash, which shows fiscal responsibility because we were able to unfreeze teacher salaries and give classified staff raises as well. This is how we ended the year. We have heard from the auditors about the Prop. 39 and Common Core funds that we were deferring. Adding the revenue in now will make our bottom line for last year look better but lower for next year.

Fund balance adjusted for start of this year is \$2.4 million. Hoping deferrals will go away this year. Most of our assets are in cash and accounts receivables. The building is held by

the LLC so not showing up on budget here. Report shows that at this point we do not have a lot of debt. Will be working on July and August report. Remember to look at Charter Vision to look at the budget. YMCA is putting on a Brown Act training in Los Angeles soon. Use Prop. 39 money to make building improvements to save energy costs so will have more money to spend in the classroom.

III. ITEMS SCHEDULED FOR INFORMATION

FSO report – Conception Marin (Vice President is here for Conception) FSO is working on skate night on Sept. 25th. Not a fundraiser but a community event. Will be offering 2 scholarships for ceramics and for painting class. Laminater is delayed but will be here. Deadline on fundraiser extended from Sept. 12th to the 15th so the students can have an additional weekend to make sales. Thinking of starting a “boxtop” contest to increase fundraising there. Want to see if teachers can motivate more parents to join.

❖ Principal’s report

Student Achievement

- ❖ *CELDT*: Last years schedule is being reviewed and updated. TK and K must be tested within 30 days.
- ❖ *CST In Science for 5th and 8th Grade*: Preliminary digital scores have been made available, individual paper reports are projected to be ready for distribution mid September, and individual digital reports will be available early October.
- ❖ *Aprندا*: Scores have arrived and were distributed during back to school night. For those who did not pick up their scores, they will be sent home with the student.
- ❖ *Physical Fitness Test*: (5th and 7th graders): Corrections submitted around August 13th.
- ❖ Beginning of the year Professional Development (PD) was focused on Curriculum Development. Teachers received feedback from WestEd on their first or second UbD curricular unit. Feedback was well received and overall the feedback was very positive. The WestEd representative informed me that they were very impressed with our units. In meeting with ILT, we have decided to shift the focus from math in follow up units to focus our work on our integrated language arts/social studies/science units. Most teachers felt the Go Math curriculum provides a solid foundation for transitioning to the Common Core math standards.

Human Resources/Finances

- ❖ A revised Organization Roles and Responsibilities chart is currently being worked on. Once complete, it will be forwarded to all staff and the Board.
- ❖ Unaudited reports were created by CSMS, reviewed, signed and delivered to SAUSD on Sept. 2.
- ❖ OCEAA has submitted its application for 2 years worth of funding for Prop. 39. Vanessa Besack is currently working with Joe Sullivan (an OCEAA parent) as well as with Electric Service and Supply Co. to evaluate options that could result in an energy savings of 60% of OCEAA’s lighting energy usage.
- ❖ 2014/15 Teacher Salary Schedule adjusted and presented to Board for review, to include adjustments to part time accumulation of service credit. Next step will be to take it to Budget Committee for review.

Fundraising Update

- ❖ After much consideration, it was decided to not opt for Raiser’s Edge as a fundraising tool. Vanessa Besack looked into Salesforce, but the platform was too big for OCEAA’s immediate need and the upfront cost would be more than Raiser’s Edge. Donor Perfect, a donor management tool geared toward smaller organizations and the second

runner up after Raiser's Edge, was opted for instead.

- ❖ A precursory look at the parent funding agreement indicates that OCEAA could raise nearly \$55,000 if all parents who pledged a monetary donation are able to always pay what they pledged.
- ❖ OCEAA was notified that Disney awarded us with a \$5,000.00 grant that will be used towards the purchase of materials and equipment for the middle school Science lab. A big thank you to John Straw and Holly Maddox for putting the grant together!

Technology Update

- ❖ No update provided

After School

- ❖ KEDS program continues the enrollment process for the coming year. As of the writing of this report, 279 students either qualify as ASES student or have parents that are requesting the after school care. We are in the process of bringing on additional staff members to handle the increased interest in the KEDS program.
- ❖ After School Governance: KEDS TOSA, Maggie Chávez, will be leading this group in order to guide the further development of the after school program. A key element this year will be using data to support student learning. Meetings have not yet been scheduled.
- ❖ Student Data: In development
- ❖ KEDS Clubs being updated

Nutritional Services

- ❖ Student Participation:

Breakfast Program participation 45%; State average 22%

Lunch Program participation 87%; State Average 53%

- ❖ The NSD has \$41,808.in reserve after 2013-14 expenses.

- ❖ Staff Development:

- Olivia Rico has returned as NSD Cashier working with Marissa Munoz.
- Martha Ruiz, Martha Dominquez and Ana Mejia will all be returning as Dining Hall Noon Supervisors and PM traffic assistants.
- Clara Olivan, Adam Real will be returning as kitchen workers.
- Kevin with Staffing Solutions has accepted the custodial position with OCEAA.
- Susie Montiel was evaluated and deemed able to return to work at full capacity by Dr.Kumar,Stephen Kiran on 7/9/14.
- Please help welcome to OCEAA Gudelia Penaloza as Culinary Apprentice along with Janet Regalado and Catalina Lopez as Dining Hall/ Noon Supervisors.

- ❖ California Department of Education

- National School Breakfast, Lunch and Snack Program Applications have been submitted and approved.
- SB 80 State Certification has been submitted and approved. Food Distribution Contract Packet has been submitted and approved.

Facilities

- ❖ The wireless point-to-point system has been installed at OCEAA's new Kindergarten facility, however there have been some glitches that had to be resolved. At this point, the business office should be completely functional and online.
- ❖ Vanessa Besack held a kick-off meeting with LMA and PCSD to go over timelines, budgets and schedule. The project is ahead of schedule at this time and plans will be submitted to the City by Sept. 5. Next month, a budget will be submitted to the Board detailing total budget, expenses to date and anticipated expenses.

- ❖ A committee of some Board members will be asked to meet with Raza Development Fund prior to the Board meeting on Sept. 10. This will allow Raza to interact with the Board more freely and ask pertinent questions. Raza will most likely stay for the rest of the Board meeting to meet the rest of the Board.

PBIS

- ❖ Expectation Matrices: Printed and Posted.
- ❖ Uniform Pass System: Implemented.

Safety Monitors/Production Crew/Ambassadors Update

- ❖ *Safety Monitors*: Students have applied and are providing support to the school community, we are scheduled for September 4th to calibrate roles, and switch assignments.
- ❖ *Production Crew*: Will integrate student ambassadors. Students ready to begin reviewing their scripts.
- ❖ *Ambassadors*: Folded into Student Production Crew.

Other Updates

- ❖ Staff is continuing to process new enrollments from K12 to PowerSchool into CALPADS
 - ❖ Information from K12 is being grouped into segments for those who need it (teachers for in class, at home, homework help, etc. admin for copying, office, repair, truck, etc.)
 - ❖ Files continue to be prepared and uploaded into data director. This will be an ongoing process as new enrollments occur.
- Elizabeth Bausman is working with our receptionist and Ernesto Villarreal to create new, simplified event forms for staff to use.

- Conflict of Interest Code
- Raza's Letter of Intent for funding construction at our new kindergarten facility
- 2014/15 Teacher Salary Schedule adjusted and presented to Board for review and approval, to include adjustments to part time accumulation of service credit
- Donations – August 2014

8/29/14	Rosamond Aher	Parent Funding Agreement	\$500.00
	Alexandra Arrieta	Parent Funding Agreement	500.00
	Bustamante Isabella and Alfonso	Parent Funding Agreement	\$500.00
	Jordan Campa	Parent Funding Agreement	\$50.00
	Joaquin, Maya Cantoran	Parent Funding Agreement	\$100.00
	Hanna Fregoso	Parent Funding Agreement	\$5.00
	Guadalupe Garica	Parent Funding Agreement	\$250.00
	Luisa Gomez	Parent Funding Agreement	\$250.00
	Kator Madison	Parent Funding Agreement	\$250.00
	Brian Lopez	Parent Funding Agreement	\$20.00
	Anaya Luna	Parent Funding Agreement	\$500.00
	Isabel, David Lyon	Parent Funding Agreement	\$500.00
	Gabriel Quintana	Parent Funding Agreement	\$50.00
	Krystal Regalado	Parent Funding Agreement	\$250.00
	Mathews, Victoria Rivas	Parent Funding Agreement	\$20.00
	Mateo Rodriguez	Parent Funding Agreement	\$62.50
	Emery, Landyn Slomiski	Parent Funding Agreement	\$250.00
	Chloe Wareham	Parent Funding Agreement	\$75.00
	School Site Fundraising	5th. Grade Ice Cream	\$101.01

	Parent Donation	Registration 14-15	\$208.00
	School Site Fundraising	United Way Metropolitan Dallas	\$326.09
	Jaden Ramaekers	Parent Funding Agreement	\$500.00
	Dilan Marin	Parent Funding Agreement	\$100.00
	Diego Teran	Parent Funding Agreement	\$100.00
8/22/14	School Site Fundraising	Registration 14-15	\$805.00
8/13/14	Sophia Cardenas	Parent Funding Agreement	\$250.00
8/11/14	Noe Vismantas	Parent Funding Agreement	\$250.00
8/6/14	School Site Fundraising	Ice Cream KEDS	\$227.00
	Technology Fundraiser	Fire works sales	\$2,420.00
	Parent Donation	Registration 14-15	\$395.00
8/1/14	Leysa Gaona	Parent Funding Agreement	\$250.00
			<u>\$10,064.60</u>

Total \$10,064.60

Totals to Date \$36,595.66

13/14 - 14/15 Comparison +\$31,330.66

Direct Give Total: \$5,582.50*

Direct Give To Date: \$6,542.50*

Corporate/Grant Funds: \$0

Corporate/Grant Funds To Date: \$0

*There is more money pledged in July that was through credit cards/ACH. However, OCEAA is waiting on the fundraising software to collect.

2012/13 DG Comparison: +\$2,932.50

2012/13 Corp./Grant Funds Comparison: 0

IV. FOR BOARD DISCUSSION

FSO report – Where is skate night? Holiday Skate in Orange at Tustin and Chapman. Students will get a homework pass for attending. Teachers are excited about laminator. FSO was able to buy a big one. Bingo night will start the first Monday in October at 7 pm at Chapter One. For \$10 you get 5 games and a drink.

Students' scores: We have Apprenda scores and they will be presented at next meeting. Science was due but scores are not here yet. The plan is to have ILT do regular presentations on scores. We are still waiting for the state to come up with benchmarks that will align with the test. We have come up with our own but we are waiting on the state to come up with them. The money we are spending with WestEd (which is about \$20,000 for the year), half the money was supposed to be going to Math curriculum. Last year was the first year we adopted the Math curriculum so that was the first year teachers were able to immerse themselves in it. There is a learning curve there. Started in August with curriculum review and WestEd felt the units were strong. WestEd felt the language arts, social studies and science areas we were ready to focus on these areas and teachers expressed a need for help in selecting challenging texts. We now feel we don't need as much support in Math as in the other areas. This does not mean that Math is getting ignored. Looking at 5th, 6th, 7th and 8th, which had the lowest scores, those teachers were looking at Math. The basic math facts seem to elude us. We have parents and a board member that are willing to volunteer to assist in this area. Half the teacher learning community is focusing on Math and then sharing with the rest of the community. There is ongoing training and discussions on how to improve our Math instruction and student learning. John would like updates on Math at regular intervals so we don't lose our focus on that. All teachers we have hired are credentialed except the two that are provisional.

We will refer ELAC to our website so they can see the SARC report re teachers' credentials and also the credentialing website for teachers so they can see that themselves. John recalls MS teachers wanted support from a social worker/counselor. Linda says we are putting together a job description for a social worker to fill the vacancy left by the nurse.

Kim: Re flow chart – asking that it be presented to the Board prior to it being presented to the staff. Re facilities – Understands that some glitches are inevitable in setting up the building across the street. We have had glitches with technology this year and we want to make sure our technology director is aware of the dissatisfaction with what has been going on.

John – By next board meeting we want someone designated to do simultaneous translation at the board meeting so we can keep the meeting going.

Raza's Letter of Intent for funding construction at our new kindergarten facility – Numbers are conservative and a good level of contingencies have been built into the budget. We can pay back early without penalty.

2014/15 Teacher Salary Schedule adjusted to include adjustments to part time accumulation of service credit - John: Would like to say Board has discretion to approve service without putting a specific number, i.e., 70%. Linda will have to see if that is okay.

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 2014

It is recommended that the Board approve Agenda Items A.	Motion: bk Action: Pass Second: kbl Vote: bm, vs, js; lg, kbl, and bk in favor
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B. Approve Proposal from Houghton Mifflin Harcourt in the amount of \$6,025.19 Tabled - Already approved last month

It is recommended that the Board approve Agenda Items B.	Motion: ____ Action: ____ Second: ____ Vote: ____
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VI. ITEMS SCHEDULED FOR ACTION

A. Approve Minutes from 8/13/14 Board Meeting

It is recommended that the Board approve Agenda Item A.	Motion: js Action: Pass Second: bm Vote: bm, vs and js for; lg, kbl, bk abstain
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B. Approve Conflict of Interest Code

It is recommended that the Board approve Agenda Item B.

Motion: kbl Action: Pass
Second: lg Vote: bm, vs, js;
lg, kbl, and bk in favor

C. Approve Raza's Letter of Intent for funding construction at our new kindergarten facility

It is recommended that the Board approve Agenda Item C.

Motion: bm Action: Pass
Second: lg Vote: bm, vs, js;
lg, kbl, and bk in favor

D. Approve parking contract with Sycamore Parking Concepts c/o Caribou Industries, Inc.

It is recommended that the Board approve Agenda Item D.

Motion: kbl Action: Pass
Second: js Vote: bm, vs, js;
lg, kbl, and bk in favor

E. Approve 2014/15 Teacher Salary Schedule to include adjustments to part time accumulation of service credit - Tabled

It is recommended that the Board approve Agenda Item E.

Motion: ____ Action: ____
Second: ____ Vote: ____

VII. ADJOURNMENT

The meeting was adjourned at 8:37 p.m.

The next regularly scheduled meeting is Wed., October 8, 2014, at 6:00 p.m. – Closed

RESOLUTION NO. ____

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE ORANGE COUNTY EDUCATIONAL ARTS ACADEMY
ADOPTING A CONFLICT OF INTEREST CODE
WHICH SUPERCEDES ALL PRIOR CONFLICT OF INTEREST
CODES AND AMENDMENTS PREVIOUSLY ADOPTED**

WHEREAS, the Political Reform Act of 1974, Government Code section 81000, et seq., (the “Act”), requires a local government agency to adopt a Conflict of Interest Code pursuant to the Act;

WHEREAS, the Orange County Educational Arts Academy has previously adopted a Conflict of Interest Code and that Code now requires updating;

WHEREAS, amendments to the Act have in the past and foreseeably will in the future require conforming amendments to be made to the Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation at California Code of Regulations, Title 2, section 18730, which contains terms for a standard model Conflict of Interest Code, which together with amendments thereto, may be adopted by public agencies and incorporated by reference to save public agencies time and money by minimizing the actions required of such agencies to keep their codes in conformity with the Political Reform Act.

NOW THEREFORE, BE IT RESOLVED:

Section 1. The terms of California Code of Regulations, Title 2, section 18730 (Attachment 1) and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, together with Exhibit A in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Orange County Educational Arts Academy.

Section 2. The provisions of all Conflict of Interest Codes and Amendments thereto previously adopted by the Orange County Educational Arts Academy are hereby superseded.

Section 3. The Filing Officer is hereby authorized to forward a copy of this Resolution to the Clerk of the Orange County Board of Supervisors for review and approval by the Orange County Board of Supervisors as required by California Government Code section 87303.

PASSED AND ADOPTED on _____, 2014 by the Board of Directors of the Orange County Educational Arts Academy by the following vote:

AYES:

NOES:

ABSTENTION:

ABSENT:

I declare under penalty of perjury that the foregoing Resolution was duly passed and adopted on the date and by the vote stated:

Secretary of the Board of Directors

ATTACHMENT 1



BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS
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* This document is current through Register 2014, No. 31, August 1, 2014 *

TITLE 2. ADMINISTRATION
DIVISION 6. FAIR POLITICAL PRACTICES COMMISSION
CHAPTER 7. CONFLICTS OF INTEREST
ARTICLE 2. DISCLOSURE

2 CCR 18730 (2014)

§ 18730. Provisions of Conflict of Interest Codes

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Section 87300 or the amendment of a conflict of interest code within the meaning of Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (Regulations 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Section 87200; and

(C) The filing officer is the same for both agencies. n1

n1 Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Section 81004.

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code. n2

n2 See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body,

shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the deadline for the annual statement of economic interests is 30 days following his or her return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic, Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to Regulation 18754.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure.

When an investment or an interest in real property ⁿ³ is required to be reported, ⁿ⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds \$ 2,000, exceeds \$ 10,000, exceeds \$ 100,000, or exceeds \$ 1,000,000.

ⁿ³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

ⁿ⁴ Investments and interests in real property which have a fair market value of less than \$ 2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

(B) Personal Income Disclosure. When personal income is required to be reported, ⁿ⁵ the statement shall contain:

1. The name and address of each source of income aggregating \$ 500 or more in value, or \$ 50 or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was \$ 1,000 or less, greater than \$ 1,000, greater than \$ 10,000, or greater than \$ 100,000;

3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

n5 A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported, n6 the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than \$ 10,000.

n6 Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$ 440.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$ 440 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or

the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$ 500) at any given time.

4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of \$ 500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.

2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

a. The date the loan was made.

b. The date the last payment of \$ 100 or more was made on the loan.

c. The date upon which the debtor has made payments on the loan aggregating to less than \$ 250 during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.

2. A loan that would otherwise not be a gift as defined in this title.

3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth \$ 2,000 or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth \$ 2,000 or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating \$ 500 or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$ 440 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state

administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value \$ 1,000 or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Section 83114 and Regulations 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Section 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003.

AUTHORITY:

Note: Authority cited: *Section 83112, Government Code*. Reference: *Sections 87103(e), 87300-87302, 89501, 89502 and 89503, Government Code*.

EXHIBIT A

Designated Employees:

1. Dr. Kimberly Barraza-Lyons, Board President
2. John Straw, Board Vice President
3. Bobbie Kraus, Board Secretary
4. Boris Molina, Board Treasurer
5. Dr. Alfonso Bustamante, Board Chairperson
6. Luce Grant, Board Vice-Chair
7. Valerie Sullivan, Board Member
8. Juan Mejia-Ariza, Board Member
9. Scott Overpeck, Board Member
10. Linda Hardman Greene, Principal
11. Ernesto Villarreal, Vice Principal
12. Vanessa Besack, Director of Operations

ORANGE COUNTY EDUCATIONAL ARTS ACADEMY

Conflict of Interest Code

The Political Reform Act, Government Code section 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 CCR 18730) which contains the terms of a standard Conflict of Interest Code, which may be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms California Code of Regulations, Title 2, section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Exhibits designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the Orange County Educational Arts Academy.

Designated employees shall file statements of economic interest with the Orange County Educational Arts Academy Political Reform Act Filing Officer, the Principal or designee, who will make the statements available for public inspection and reproduction (Government Code section 82008). Upon receipt of the statements of the members of the Board, Principal or designee, the Filing Officer shall make and retain a copy and forward the original of these statements to the Clerk of the Orange County Board of Supervisors. Statements for all other designated employees will be retained by the Filing Officer.

Adopted: _____

Reference:

Government Code § 81000, et seq.

2 CCR 18730



**Orange County Educational Arts Academy
2014/2015 Teacher Salary Schedule**

Steps	Bachelors	BA +30 units	BA +45 units	BA +60 units or MA
	Column A	Column B	Column C	Column D
1	\$44,350.00	\$47,342.00	\$50,130.00	\$53,087.00
2	\$44,350.00	\$48,288.00	\$51,134.00	\$54,149.00
3	\$44,350.00	\$49,254.00	\$52,154.00	\$55,231.00
4	\$44,350.00	\$50,239.00	\$54,023.00	\$57,208.00
5	\$47,342.00	\$52,249.00	\$56,184.00	\$59,497.00
6	\$47,342.00	\$54,339.00	\$58,431.00	\$61,876.00
7	\$48,288.00	\$56,514.00	\$60,769.00	\$64,351.00
8		\$58,773.00	\$63,200.00	\$66,927.00
9		\$61,124.00	\$65,727.00	\$69,603.00
10		\$63,569.00	\$68,357.00	\$72,388.00
11		\$64,840.00	\$69,724.00	\$74,559.00
12		\$66,138.00	\$71,117.00	\$76,050.00
13			\$73,962.00	\$79,123.00
14			\$76,920.00	\$82,288.00
18				\$87,225.00
22				\$92,458.00
27				\$95,231.00

Column A: Bachelors and appropriate credential.

Column B: Bachelors and appropriate credential, 30 units taken subsequent to date of BA.

Column C: Bachelors and appropriate credential, 45 units taken subsequent to date of BA.

Column D: Bachelors and appropriate credential, 60 units taken subsequent to date of BA or MA.

- All units earned subsequent to the BA degree must be graduate level units from an accredited institution with a final grade of at least "C" and be applicable to a credential, or graduate level degree. The Principal, in her sole discretion, may given written advance approval for other coursework directly applicable to the teacher's assignment.
- To receive credit for advancement on the salary schedule, all course work must be completed by August 1. Official transcripts must be submitted to the Business Office by September 1. Certificated employees will not be advanced on the salary schedule for courses taken during current school year. If official transcripts showing eligibility for salary advancement are not timely received or do not verify eligible coursework, any overpayment on account of the application for salary adjustment will be deducted from the next pay warrant.
- To receive credit for step advancement on the salary schedule, an employee must teach 75% of the school year. The Board may, under unusual and compelling circumstances and at its sole discretion, approve service of at least 70% for step advancement.
- All units are semester units. Quarter units shall be defined as two-thirds (2/3) of a semester unit.
- Teaching experience service credit of up to a maximum of twelve (12) years for initial placement shall be given for full time teaching experience at a public K-12 school or under a valid credential at an accredited private school.
- The total number of duty days for the 2014-2015 school year shall be 190.
- Part time teachers shall advance on the salary schedule on the basis of days of actual full time service at OCEAA (not paid status). Service shall be cumulative. When the part time teacher has completed service that constitutes at least 75% of full time service for a school year, at the beginning of the next school year, he/she shall advance to the next salary schedule step, if any. Upon completion of service sufficient for advancement, a new accumulation of service credit shall commence.

Note:

Salary freeze has been in effect since 2008/2009 school year. Per negotiations one step advancement negotiated in 12/13 school year. Two step advancement in 13/14 school year. Complete unfreeze for 14/15 school year. Board Approved 1/8/15

8. Teachers who complete an earned doctoral degree at an accredited institution in education or in a subject matter to which they are assigned to teach shall receive an annual stipend of One Thousand Dollars (\$1,000), prorated for service of less than one (1) year.

Note:

Salary freeze has been in effect since 2008/2009 school year. Per negotiations one step advancement negotiated in 12/13 school year. Two step advancement in 13/14 school year. Complete unfreeze for 14/15 school year.

[Board Approved 1/8/15](#)