

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

June 8, 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 6:00 p.m.

B. ESTABLISH QUORUM

C. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

D. ADJOURN TO CLOSED SESSION – Items Scheduled for Closed Session:

Conference with Legal Counsel – Anticipated Litigation, one possible case: Government Code sections 54954.5 (c) and 54956.9 (d)(2)

Staffing appointments/terminations/contracts/resignations (Gov. Code section 54957)

Staff Evaluations/Privacy or Other Confidential Issue (Government Code section 54957(b))

E. CALL TO ORDER – REGULAR SESSION

F. ROLL CALL

	Present	Absent
Dr. Kimberly Barraza-Lyons, President	x	_____
Dr. Alfonso Bustamante, Vice President	_____	x
Lucy Grant, Member	_____	x
Boris Molina, Treasurer	x	_____
Bobbie Kraus, Secretary	x	_____
Valerie Sullivan, Chair	x	_____
Scott Overpeck, Vice Chair	x	_____
Kristin Collins, School Director	x	_____
Vanessa Besack, Dir. Of Operations	x	_____

G. REPORT OF CLOSED SESSION DECISIONS

On motion made by bk, seconded by so, the board unanimously (with kbl, bm, vs, bk and so voting in favor) approved the following staffing changes:

2015/16 Staffing Appointments	Effective Date
Martha Alvarado (1-year) Teacher	8/1/2016
Erica Vicario (1-year) F/T Arts Coordinator	8/1/2016
2016/17 Contracts	
Martha Alvarado (1-year) Teacher	8/1/2016
Erica Vicario (1-year) F/T Arts Coordinator	8/1/2016
2016/17 Contract Addendum	
Armando Aguilar (end of 2-year term) Teacher	8/1/2016
2015/16 Staffing Resignations	
Daniela Solis	5/6/2016

On motion made by kbl, seconded by bk, the board unanimously (with kbl, bm, vs, bk and so voting in favor) approved Valerie Sullivan as the new Chair of the board and Scott Overpeck as the Vice Chair.

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.

Maryel Gonzalez – gives her 3 minutes to Crystal Guzman

Crystal Guzman – Will not be returning to OCEAA next year. Received a letter from HR not hiring her back for the 2016/2017 school year. Hopes it is not in retaliation for a complaint she made in April. First worked with Dr. Dumais and Ms. Hardman Green and then in KEDS with Ms. Rush. When Ms. Rush left she played an important role in KEDS and it is still a strong team. She is also a parent here with girls in 5th and 6th. She has also served on the FSO board and has worked to put on many events through FSO. She has been a room parent supporting teachers. She also has a sister who works here and other family members have volunteered here. She wants OCEAA to succeed and thrives on students doing well. Wants to thank members of the board. Not sure the board knows about the job termination. When she received the letter she felt unappreciated. She received good evaluations from Dr. Dumais, Ms. Hardman Green, Ms. Rush and Mr. Villareal. Feels OCEAA should have given her options for different positions.

B. FOR INFORMATION/BOARD

Budget Update – May Check Register - Boris Molina/Leigh Taylor, CSMC

Payroll \$85,770.98

General \$163,113.65

OCDE \$1,252,064.95

May check register is presented for review and approval.

Board Acknowledgments

◆ Recognition of Service:

- John Straw

◆ Anniversaries

- Five Year:

- Nora Barreto
- Margarita Chavez
- Mirna Hernandez
- Louie Oliveros
- Zoila Reyna

- Ten Year:

- Elizabeth Bausman
- Crystal Guzman
- Patty Ledom
- Clara Olivan
- Yeslene Reynoso
- Sean Smith

III. ITEMS SCHEDULED FOR INFORMATION

FSO report – Berene Lindbeck

Kathy Nowell is now FSO president. In the midst of the Raffle. Patty Bustamante got prizes donated so all the money is pure profit. She is getting donations for staff appreciation and the firework stand. Raffle ends the last day of school. Firework stand is set to be up and running. Working on a Hyundai school drive with the school for school supplies. School will send them out to those in most need. Chapter One bingo is set for the month of August. Working on getting the FSO team together for next year. ELAC, school site council and girl scout commitments is draining FSO of some volunteers.

ELAC report - Elisabeth Moreno - No one present for the report.

School Director's report

LCAP Goals 1,2,3,4: The measurable outcomes data for each goal are provided in the Annual Update section of the 2016-17 LCAP.

\$3 million plus is our base funding with an additional grant funding of a little over \$1million for a total of \$4,348,851 for 2016/2017. We are spending the \$1,071,608 to try to close the achievement gap for high poverty and English learners.

Must have stakeholder engagement – annual update provided in current LCAP.

Provides annual update of “goals,” which also required some revision to the goals.

LCAP is supposed to show how we are spending the funding being provided to us.

Human Resources/Finances

- ❖ OCEAA has completed its annual application for SB740. The application process is now online, as opposed to a paper application.
- ❖ Provisional Budget:
 - Additional funds per ADA are being considered in the Governors budget for fiscal year 2016/17. The additional funding could be significant. However, this is not reflected in the provisional budget in order to maintain a conservative stance. Once we hear what is approved, we will consider the type of pay raise we may want to provide classified staff.
 - The budget includes the addition of 2 students per class in Kindergarten, which was discussed with both the Kinder and 1st grade team.
 - Also included are 3 new positions:
 - PBIS/Behavior Coordinator (FT)
 - Community Outreach and Recruitment (PT)
 - Librarian (PT)
- ❖ Job descriptions for F/T Arts Coordinator and PBIS/Behavior Coordinator (FT) are submitted
- ❖ 2 more firms were interviewed for outsourced HR. A recommendation is being presented at the Board meeting.

Enrollment Update

- ❖ Registration
- Enrollment for May 2016:
 - Number of students enrolled 577
 - Student Withdrawals: 1
 - 2nd grade
 - Family moved to a different county.
 - Registration
 - Details are being finalized registration for ORCA Registration, including the pre-review of families who complete registration online prior to July 20. These families will be allowed to pass through registration quicker by bypassing some stations.
 - Eligible wait-listed TK families were contacted based on newly adopted change to convert from stand-alone program to dual-immersion
 - TK enrollment is almost at capacity with 38 pre-registered students
 - Wait-listed families (Kinder through Middle School) were contacted based on projected vacancies
 - 11 pre-registration appointments were held in May
 - Three families received sibling priority registration
 - Recruitment

- During the month of May phone calls were tracked to measure exposure (refer to table for source information)
 - The sources that generated the most were recommendations by current families and online research
 - 1 call was generated as a result of advertising in the OC Weekly in May

Source	Calls Generated
OC Weekly	1
Online Research	5
Recommended by an existing OCEAA family	5
Board Member Recommendation	1
SAUSD Referral	1
Local Resident (noticed school)	1
Recommended by former OCEAA family	2

Technology Update

- ❖ Ms. Besack met with the Technology Committee on June 3 to get input and ideas for the use of technology at OCEAA to support academics. The input will be reported out at the Board meeting.
- ❖ This summer, Ms. Collins, Ms. Bausman and someone from Nixsys will be participating in PowerSchool University.
- ❖ Ms. Besack, Ms. Collins and Ms. Bausman are also looking at Data Assessment systems to determine which would be more suitable for OCEAA.

Nutritional Services

- ❖ Nothing to report.

Facilities

- ❖ The new play structure at the Annex will be added during summer vacation. The structure has been ordered and will be installed once the children leave for vacation.
- ❖ The playground at the main building will be resurfaced and lined to ensure safety.
- ❖ Office accommodations are being reviewed at the main building. The 1st grade team were concerned that if their classrooms were cut down in size to make room for office space, that their rooms might not fit an additional 2 students in 2017/18.

Other

- ❖ Report cards are being upgraded to show the students grade of promotion.
- ❖ Ms. Bausman will be completing CALPADS end of year reporting, which includes final grades, promotion, Title I identification, and final number of suspensions, expulsions and any incident involving a SpEd student for the year.
- ❖ Ms. Besack met with the executive director of the Chamber of Commerce Dave Elliott to discuss ways to partner. The chamber is a great supporter of education and is interested in helping us not only meet corporate sponsors and donors, but also help us with recruitment.

Literacy Team Report

- International Literacy Night was a success. Families enjoyed an evening of musical performances, literacy activities, international presentations created and presented by the 7th grade English only students, and access to Spanish books (sold by LA Librería)
- We want to extend a special note of gratitude to the Board Members who attended



- Students were assessed and yearly progress was shared with students
- Students created individualized graphs to track their progress
- End of the year RTI conferences were held over the span of two days
- Classroom teachers, intervention teachers, parents, and students met to review RTI students' progress this year. Additionally, the team came up with a summer plan to help students continue practicing their reading
- Intervention teachers shared summer resources with families, including information about summer activities offered through the Santa Ana Public Library

Looking Ahead

- The RTI committee will make adequate changes to the RTI tiers in order to set the stage for next school year
- Students who reach grade level (based on their DRA) will be placed on watch
- RTI students will be given logs and supplies in order to continue practicing their reading during the summer

Jardin de Niños

Our Jardin de Niños students had the opportunity to visit the Santa Ana Public Library's Children's Center to learn about the library's services and Summer programs. Our students had a 45-minute visit with story time in the castle and a library tour of the Children's Section. Students were also able to apply for a library card!

Jiji

The Jiji Math program ended on May 31st. Over 200 students from grades K-3 have completed the program. All of the students that completed the program have been invited to the "Fiesta de Jiji" on June 10th at 3:00 PM. Congratulations to all of the students on their success!

KEDS/Student Activities

- KEDS Music Performance - On June 9th 2016 at 4 pm our KEDS music and dance program will have their final performance for the year for parents and students. The program will showcase the Mariachi students and students in the guitar and ukulele classes. There will also be piano solos and a performance from our KEDS 6th grade and 1st grade classes.
- KEDS Adventure Island Camp - Enrollment for our Adventure Island Camp continues, and is going strong. We currently have almost 70 students enrolled and our numbers are continuing to grow. We are currently working on the curriculum schedule and we are trying to incorporate a reading class that will operate during the camp as one of the class choices. This class will be for students that want to strengthen or retain information that was taught throughout the year.
- Second Harvest Grant - KEDS has applied for the summer grant in which Second Harvest provides us with a lunch and snack for all students in the program. For the second year in a row we are please to announce that we have been able to secure the grant that will help to feed the students enrolled in OCEAA's Adventure Island Camp.
- Physical Fitness Test - All students taking Physical Education have been training for the California Physical Fit Test. Testing is completed and scores have been successfully submitted for all 5th and 7th graders.
- Positions for next school year - We will only have 1 available position for next school year in the KEDS program. There will be 2 open positions for playground/PE.
- **KEDS Payment System Changing** - We will be getting rid of EZ Care next school year and switching over to E-funds to collect electronic payments for KEDS tuition. Training on how to use the program will occur during the summer.

Director of Operations Report

- 2016/17 Budget
Included a new third class and upped the numbers in Kinder and 1st. Kinder asked for some extra support and 1st grade was okay with adding students. Some concerns were expressed if the facilities were big enough to accommodate the new students. 7% increase to certificated salaries. Adding some jobs – PBIS counselor, community outreach, librarian, instructional aide for Kinder and onsite HR (PT). Includes Engage New York curriculum that has been tried in Kinder and 1st. Potentially more ADA funding coming from the state but it is not included because we are trying to be conservative. One year we got it and one year we did not. We will know more when the state budget comes through.
- Educational Protection Account - *IT IS RESOLVED that the Education Protection Account funds to be received by the school in FY 2016-2017 in the estimated amount of \$758,676 will be used solely for instructional non-administrative expenses.*
- HR Contract Recommendation

EdTech recommended HR Alliance who works with charter schools. Vanessa got great references for her. Only drawback is she is a single consultant, not a team, and she is located in Burbank. Her references said she makes herself available and makes it work out. She is bilingual. She will provide training for managers. We would not be locked into a year contract and is less money at \$10,000 less a year. There is no set up fee. We could cancel with 30 days notice.

- Contract with Caribou for Parking – same as before – agree to give us our discount. Rate is locked in for 2 years.
- Job Descriptions - Nutritional Services Cashier; Community Outreach and Recruitment Liaison; Human Resources Administrative Assistant; and Librarian
- Donation Report

DATE	SOURCE	DESCRIPTION	AMOUNT
5/5/16	Keds paletas sales	School Site Fundraising	\$924.00
5/12/16	Jog-a-thon	School Site Fundraising	\$171.00
	Extravaganza (Art)	FSO	\$2,035.00
	Skate Night (FSO)	FSO	\$163.00
	FSO Membership	FSO	\$42.00
	Keds paletas sales	School Site Fundraising	\$519.90
5/17/16	Box Tops	School Site Fundraising	\$173.00
	Target	General Donation	\$18.00
5/25/16	Extravaganza	FSO	\$1,565.00
	Bus Donation 3rd Grade	School Site Fundraising	\$24.00
	Bus Donation Kinder	School Site Fundraising	\$8.00
	Late Pickup	School Site Fundraising	\$30.00
	Bus Donation 1st Grade	School Site Fundraising	\$215.00
	T-Shirts 8th Grade	School Site Fundraising	\$441.00
	Keds paletas sales	School Site Fundraising	\$775.00
	Anonymous Donation	Professional Development	\$2,000.00
			<u>\$9,103.90</u>

Total: \$9,103.90

Totals to Date \$141,586.80

2014/15 Comparison -\$5,350.87

Corporate/Grant Funds: \$18.00

Corporate/Grant Funds To Date: \$47,777.90

2014/15 Comparison: +\$39,779.95

IV. FOR BOARD DISCUSSION

School Director report, including but not limited to:

LCAP a huge job that has been well done. Thank you Kristin.

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 – May 2016

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

B. Approve VTD invoice in the amount of \$5,433.00

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

VI. ITEMS SCHEDULED FOR ACTION

A. Approve Minutes from 5/11/16 Board Meeting

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

B. Approve Educational Protection Account - IT IS RESOLVED that the Education Protection Account funds to be received by the school in FY 2016-2017 in the estimated amount of \$758,676 will be used solely for instructional non-administrative expenses.

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

C. Approve LCAP

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

D. Approve HR contract recommendation

It is recommended that the Board approve Agenda Item D. Motion: vs Action: Pass
Second: bm Vote: vs, bk, kbl, so,
bm in favor

E. Approve contract with Caribou for Parking

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

F. Approve Job Descriptions for:
1) F/T Arts Coordinator

- 2) PBIS Counselor
- 3) Nutritional Services Cashier
- 4) Community Outreach and Recruitment Liaison
- 5) Human Resources Administrative Assistant
- 6) Librarian

It is recommended that the Board approve Agenda Item F. Motion: vs Action: Pass Second: so Vote: vs, bk, kbl, so, bm in favor

G. Approve 2016/2017 budget

It is recommended that the Board approve Agenda Item G. Motion: bk Action: Pass Second: bm Vote: vs, bk, kbl, so, bm in favor

VII. ADJOURNMENT

The meeting was adjourned at 9:01 p.m.

The next regularly scheduled meeting is Wed., July 13, 2016, at 6:00 p.m. – Closed Session
and 7:00 p.m. – Open Session

OCEAA Job Description: Community Outreach and Recruitment Liaison

Normal Schedule: Part Time 10-12 hours a week, on or off campus. Flexible and includes some evenings and weekends

Reports to Director of Operations

JOB SUMMARY:

Promotes, markets and presents information about OCEAA to community and public for the purpose of recruitment. Acts as a liaison with outside families who are interested in enrolling at OCEAA. This is a 12-month position.

DUTIES AND ESSENTIAL JOB FUNCTIONS

Duties of this position include but are not limited to:

Recruitment

1. **Develop and implement student recruitment strategies to meet student recruitment goals.**
2. **Work with the Director of Operations and other staff to develop promotional activities that help with recruitment.**
3. **Guide Registrar in preparation and organization of promotional materials for school tours.**
4. **Guide Registrar in recruitment and registration efforts.**
5. **In collaboration with leadership team, prepare presentation for parent tour and act as spokesperson.**
6. **Provide input on marketing and recruitment campaigns.**
7. **Provide accurate and detailed information of OCEAA's programs to potential parents and students.**
8. **Ensure enrollment procedures follow best practices for two-way bilingual immersion classroom composition.**

Community Outreach

9. **Participate in events on and off campus geared toward recruitment and school awareness.**
10. **Create relationships with local schools, community groups, churches and other avenues to promote student recruitment.**
11. **Meet regularly with Director of Operations, Arts Coordinator and other staff to discuss opportunities and community involvement.**
12. **Along with Director of Operations, train parent ambassadors and teachers to promote school at grassroots level.**
13. **Create and participate in marketing campaign concepts to continue creating interest among prospective candidates.**
14. **Initial point of contact for potential families through recruitment efforts and some members of the public.**

Other

15. **Maintain a Professional environment at all times.**
16. **Operate a computer and other office equipment as assigned; assist in the proper use of office machines as needed.**
17. **Perform other duties as assigned.**

REQUIRED QUALIFICATIONS:

1. A valid First Aid certificate issued by the American Red Cross, which includes CPR training
2. Current Tuberculosis Test
3. Good oral communication
4. Bilingual in both English/Spanish required
5. Ability to read and comprehend simple instructions and memos
6. Ability to write simple messages
7. Ability to work with the public in a professional manner.
8. Ability to be flexible and revise priorities based on requirements of school.
9. Ability to handle upset children and adults in a kind manner.
10. Basic computer literacy.
11. Flexibility to attend required/mandatory meetings on campus when available and with sufficient notice.
12. Ability to type 50 words per minute using both hands.
13. Ability to sit, stand, climb stairs, lifting up to 25 lbs, bend, pull, push, carry, walk and operate equipment.
14. Excellent organization, time management and follow-up skills.
15. Ability to work under minimal supervision.
16. Detail oriented.
17. Excellent customer service.

SALARY: Depending upon experience

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received and read my Job Description. I further understand that my job or position may change at any time with or without an updated job description and additional instructions from my supervisor/manager may substitute for an updated description. I further acknowledge that questions about my job, job description or job performance should be directed to my supervisor/manager or the Human Resource Department.

Employee Name (Please Print)	Employee Signature	Date
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Supervisor Name (Please Print)	Supervisor Signature	Date
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OCEAA Job Description: Librarian
Normal Schedule: Part Time 20 hours a week
Reports to

JOB SUMMARY:

Creates a warm environment that is conducive to learning and that promotes literacy and love of reading.

DUTIES AND ESSENTIAL JOB FUNCTIONS

Duties of this position include but are not limited to:

- **Maintains the library, orders books, media and materials based on student interest and academic needs.**
- **Checks books in and out, shelves and mends books, files materials, catalogs the collection.**
- **Conducts and maintains annual inventory.**
- **Trains student volunteers.**
- **Creates and maintains an inviting, safe, and flexible school library conducive to teaching and learning.**
- **Organizes the collection of library materials for maximum and effective use.**
- **Loves to interact with students in all grade levels and reads books and stories to students.**
- **Researches and find native Spanish books appropriate for elementary and middle school.**

REQUIRED QUALIFICATIONS:

- 18. Library experience preferred**
- 19. A valid First Aid certificate issued by the American Red Cross, which includes CPR training**
- 20. Current Tuberculosis Test**
- 21. Good oral communication**
- 22. Bilingual in both English/Spanish preferred.**
- 23. Ability to read and comprehend simple instructions**
- 24. Ability to write simple messages**
- 25. Ability to work with students in a nurturing and professional manner**
- 26. Ability to handle upset children and adults in a kind manner.**
- 27. Basic computer literacy**
- 28. Flexibility to attend required/mandatory meetings on campus**
- 29. Ability to type using both hands**
- 30. Ability to sit, stand, climb stairs, lifting up to 25 lbs, bend, pull, push, carry, walk and operate equipment**
- 31. Excellent organization skills.**
- 32. Ability to work under minimal supervision.**
- 33. Detail oriented.**
- 34. Excellent customer service.**

SALARY: Depending upon experience

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received and read my Job Description. I further understand that my job or position may change at any time with or without an updated job description and additional instructions from my supervisor/manager may substitute for an updated description. I further acknowledge that questions about my job, job description or job performance should be directed to my supervisor/manager or the Human Resource Department.

Employee Name (Please Print)

Employee Signature

Date

Supervisor Name (Please Print)

Supervisor Signature

Date

JOB SUMMARY: Under the supervision of the Director of Operations, the Human Resources Administrative Assistant provides high-level administrative duties, including responsibilities that are confidential nature and deal with employee relations and related personnel matters. This position also handles payroll and purchasing.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Duties of this position include, but are not limited to:

Human Resources & Payroll

1. Maintains files that are confidential in nature.
2. Verifies certificated employees have proper credentials recorded; notifies certificated staff of credential expiration dates and, maintains current information on credential requirements; registers credentials according to established procedures.
3. Monitors that staff are current in CPR and First Aid certifications; ensures new certifications are completed in a timely manner.
4. Acts as HR & Payroll liaison with staff; Responds to inquiries and complaints and refers them, when necessary, to appropriate staff or outsourced HR organization.
5. Provides assistance and detailed information in person or on the telephone regarding certificated or classified employment opportunities, salaries, employment verifications and other related matters.
6. Maintains and manages workers compensation cases; prepares and files initial claim paperwork; communicates work restrictions with appropriate administrator and tracks doctor certifications and status updates.
7. Administers leave of absences for all staff; provides initial leave notices; work in collaboration with outsourced HR to collect supporting documentation and review leave requests.
8. Secures subs for teachers.
9. Schedules and arranges meetings and notifies participants.
10. Assists the Director of Operations and outsourced HR in preparation of employer/employee relations materials for certificated and classified personnel.
11. Performs diverse responsibilities within areas and limits of authority as delegated by the Director of Operations.
12. Process payroll monthly; review employee timesheets and related documents; input, code and adjust time sheet information into system.
13. Process and update employee records with direct deposit information as requested; process special payroll and benefits transactions such as corrections, changes, adjustments, reimbursements and retroactive payments as needed.
14. Code, process and maintains payroll records.
15. Maintains records and reports for OCDE account.
16. Generates general account and payroll checks obtained from OCDE.
17. Maintain OCDE reports.

Purchasing:

18. Prepares purchase orders.
19. Contacts vendors by phone and mail to expedite orders and resolves problems when needed.
20. Maintain purchasing records.
21. Inputs checks into Quicken.

Other

22. Other duties as assigned.

QUALIFICATIONS:

1. H.S. Diploma required
2. A valid First Aid certificate issued by the American Red Cross, which includes CPR training
3. TB Clearance
4. Good verbal and written communication skills
5. Good organizational skills with flexibility in adjusting to change and needs of the school.
6. Must be able to maintain confidential information.
7. Effectively and efficiently operate computer terminals and other business machines and equipment.
8. Make complex arithmetical calculations with speed and accuracy and verify the results.
9. Dexterity of hands and fingers to operate standard office equipment.
10. Ability to answer phones and communicate with staff in a professional manner.
11. Ability to stand, climb stairs, lifting up to 25 lbs, bend, grasping, pull, push, carry, walk and operate equipment
12. Ability to operate spreadsheets, calculator; make mathematical calculations rapidly and accurately.

13. Ability to perform simple grasping, pushing and pulling.
14. Punctual and reliable in performing duties.
15. Must present professional image for job title.
16. Enthusiastic in working with staff.
17. Ability to type using both hands
18. Ability to sit, stand, climb stairs, lifting up to 25 lbs, bend, pull, push, carry, walk and operate equipment

Salary: Based on experience

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received and read my Job Description. I further understand that my job or position may change at any time with or without an updated job description and additional instructions from my supervisor/manager may substitute for an updated description. I further acknowledge that questions about my job, job description or job performance should be directed to my supervisor/manager or the Human Resource Department.

Employee Name (Please Print)

Employee Signature

Date

Supervisor Name (Please Print)

Supervisor Signature

Date

DRAFT – PBIS Counselor, Full time

Overview: The PBIS Counselor acts as a resource to OCEAA staff in facilitating implementation of the PBIS multi-tiered system of support. Chairs the PBIS Committee.

Reports to: School Director

ESSENTIAL RESPONSIBILITIES WITHIN A PBIS FRAMEWORK

Tier 1

- Facilitate implementation of universal behavior interventions including schoolwide behavior expectations, schoolwide positive incentives, schoolwide discipline procedures, and schoolwide social-emotional learning activities.
- Assist students in maintaining satisfactory relationships with their teachers and other students, including the use of conflict resolution approaches.
- Handle minor discipline referrals and refer serious ones to school administration.
- Confer with all levels of staff, giving them information about student backgrounds, aptitudes and problems, and suggest ways to handle student behavior problems effectively.
- Advise students on their educational program as it relates to promotion and future academic success.
- Confer with pupils, parents, and teachers on an individual student's progress or lack of progress in scholarship and citizenship.
- Ensure school-wide data collection systems are established and used regularly for data-based decision making

Tier 2

- Facilitate implementation of targeted behavior interventions including CICO, social skills groups groups, behavior contracts and mentoring for select students based on data.
- Contact parents, following school policies, for students with consistently failing grades or if there is a sudden drop in grades for a student from one reporting period to another.
- Observe behavior in classrooms and on school grounds to gain further insight into interpersonal problems and developmental needs
- In consultation with administration and teachers, assist in identifying special needs of students and initiate referrals to community services or other personnel as necessary
- Consult with parents regarding educational, social and vocational problems of their children, interpreting the school program to parents and helping them understand their child's abilities, needs and opportunities

Tier 3

Through training and committee work, plans to facilitate implementation of Tier 3 intensive interventions in 2017-18

OTHER RESPONSIBILITIES

- Chair the PBIS Committee
- Provide site-level professional development (staff, team, parent, community, teacher, student, instructional support staff, etc.)
- Participate in team meetings
- Grow professionally through training opportunities
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, and ABILITIES: *(include but are not limited to the following)*

- Ability to work comfortably with students, staff, parents, and the community
- Ability to promptly return calls and emails, including parent emails, within 48 hours or less
- Ability to thoroughly understand school programs, policies and procedures, and to explain them to students and parents
- Demonstrable understanding of the importance of academic planning in the context of a rigorous academic environment
- Effective interpersonal, communication, conflict resolution, time management, and record keeping skills
- Positive, successful record as a secondary-level educator, preferred
- Pro-active demeanor, responsive to the needs of students, parents, teachers and administrators
- Proficiency in a second language preferred

QUALIFICATIONS

3+ years teaching or counseling experience

Bachelor's degree

Valid California Teaching Credential or Pupil Personnel Services Credential

Knowledge of the PBIS framework

Bilingual in Spanish

SALARY RANGE

Placement on the certificated salary schedule

Job Description K-8 Arts Coordinator

Salary: Teacher +10%

Hours: Full Time Teacher Flexible Schedule

K-8 Art Director will lead the school wide effort to establish and maintain a learning environment that supports the integration of the arts as a mean of supporting high levels of student achievement in all subject areas. K-8 Art Director is responsible for providing a coherent arts vision that supports the eight state priorities of the LCAP and the vision and mission of OCEAA. This person will oversee and support the integration of arts K-8 and develop community partnerships with other OCEAA stakeholders to ensure the sustainability and quality of all arts programs, curricula and events.

Vision

Helps to provide the vision for the arts that addresses the LCAP priorities and vision and mission of the school. Helps to create and maintain a long-term arts plan.

Community Relations

Builds relationships with outside organizations. Engages the community to help build OCEAA's brand. Pursues contributions from community resources to enhance arts offerings for students, teachers and community. Provides leadership in communicating arts vision to the community.

OCMAA

[Bowers](#)

OCMA

[House of Blues](#)

[South Coast Repertory](#)

[UCI Creative Connections](#)

OCSA

Orange County Department of Ed

[Santa Ana Arts Council](#)

[Downtown Inc.](#)

Santa Ana Unified

The Wooden Floor

[Jack Santora Building](#)

El Centro Cultural

[Logan Creative](#)

Segerstrom Center for the Arts

Arts Advantage

Arts Coach

Coordinates fine and performing arts curricula and instruction to ensure successful delivery by teachers to students, as outlined by the charter and LCAP. Oversees progress monitoring around arts integration K-8. Provides support for teachers to teach the arts in classes during the day and

during arts rotations. Facilitates guest artists to assist with workshops etc. Provides PD for teachers in the arts especially arts integration.

Dance Teacher/Sound Crew

Teaches one section of middle school dance to maintain experience with students in a classroom. Leads the student sound crew team.

Art Activities Director

Plans and executes events for the school including shows, fairs and concerts to include the community. Ensures that the vision of the school is reflected in school performances. Monitors the acquisition and maintenance of art supplies/costumes and instruments. Develops and manages budget for the arts program. Coordinates parent volunteers and participation to help improve parent involvement as outlined in the LCAP. Evaluates art teachers.

OCSA Partnership

Develops partnership with OCSA and stays current on what is happening with their program. Oversees OCSA guest artist program. Plans collaborations.

Oversight of Other Duties:

Art Field Trips

Mini Conservatory (Stipend)