

**Orange County Educational Arts Academy**  
A California Public Charter School

**BOARD OF DIRECTORS**  
**MEETING MINUTES**

**Regular Meeting**

August 8, 2018

6:00 p.m. – Closed Session

7:00 p.m. – Open Session

OCEAA School Library

825 N. Broadway, Santa Ana, CA 92701

**MINUTES**

**I. Call to Order 6:00 P.M.**

A. Roll Call

**Board Members**

Dr. Kimberly Barraza Lyons, President

**Present**

X

**Absent**

Dr. Alfonso Bustamante

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X

Valerie Sullivan, Vice Chair

X

Scott Overpeck, Chair

X

Ben Stanphill, Secretary

X

Janine McFarlin, Treasurer

X

Boris Molina

X

**Staff/Other**

Zoot Velasco, CEO

X

B. Approval of Agenda

**II. Public Comment on Closed Session Items, If Any**

Opportunity for members of the public to address the Board on closed session items

**III. Adjourn to Closed Session 6:03 P.M.**

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

B. Staff Evaluations/Privacy or Other Confidential Issues (Gov. Code Section 54957(b))

**IV. Reconvene to Open Session and Report of Action from Closed Session 7:11 P.M.**

No report

**V. Public Comment**

No public comment

**VI. Board and Staff Reports**

A. Staff Reports

1. CEO – Zoot Velasco - attached
2. School Director – Kristin Collins - attached

B. Operations Report – Josh Eng

C. Board of Directors Reports - None

**VII. Items for Consent**

Action on the items below will be made in one motion unless removed from Consent by a Board member. Items removed from Consent will be considered in the original agenda order immediately following action on Consent.

- A. Approval of Minutes from June 2018 Board Meeting
- B. Approval of Minutes from June 3, 2018 Special Board Meeting
- C. Ratification of June and July 2018 Check Registers
- D. Approve EL Education Service Contract
- E. Approve retainer of Margaret A. Chidester and Associates

Action: Approve Consent Items Listed Above	Motion: VS Second: KL
	Vote: 6 for 0 against

**VIII. Approve Employment Contract for Zoot Velasco**

Action: Approve employment contract for Zoot Velasco as Chief Executive Officer with annual salary of \$105,000 and full benefits.	Motion: KL Second: SO
	Vote: 6 for 0 against

**IX. Change of regular meeting day to the third Monday of each month**

Action: Move to change regular board meeting day to third Monday of each month beginning September 17, 2018.	Motion: VS Second: SO
	Vote: 6 for 0 against

**X. Approve Wellness Policy**

Action: Tabled to modify language regarding physical education requirement	Motion: ___ Second: ___
	Vote: ___ for ___ against

**XI. Create Safety and Facilities Committee**

Action: Create safety and facilities ad hoc committee	Motion: BS Second: JM
	Vote: 6 for 0 against

**XII. Items for Future Meetings**

The next regularly scheduled meeting is on September 17, 2018 at 6:00 P.M.

**XIII. Adjournment**

The meeting was adjourned at 8:32 P.<.

**CEO Board Report  
August 2018  
Zoot Velasco, MBA, CFRE**

**1. Prop 39 Update:**

	Annual energy savings	Project Costs
<b>Exterior Lighting Package</b>	\$2,990	\$11,301
<b>AC Replacement</b>	\$398	\$20,113
	\$66	\$20,931
	\$327	\$20,931
	\$327	\$18,314
<b>Other HVACS</b>	\$1,056	\$16,068
<b>Total</b>	<b>\$5,164</b>	<b>\$107,658</b>

<b>Prop 39 Covers</b>	<b>\$64,328</b>
<b>Our share</b>	<b>\$43,330</b>
<b>If we replace 1 Less HVAC or Self Install</b>	<b>\$86,727</b>
<b>Our share</b>	<b>\$22,399</b>

Prop 39 will cover \$64,328 of our work if it includes both HVAC and Exterior Lighting Package.

Total costs as presented for 4 HVAC units and lighting is \$107,658

However, if we leave one HVAC for next year's replacement we may get Prop 39 dollars for it next year and lower our burden by \$20,000. Another option is getting a local vendor to install it with our team which would allow us to install all for the price of doing 3, because Prop 39 funding would pay for units and we would pay installation.

**ACTION:** Getting quotes on self-install and if not feasible will go to bid on 3 units only and leave fourth for next year.

My question to the board: Was this budgeted for this year?

**2. Please see attached the new contract for CSM E-RATE.**

**3. Two invoices over \$5,000 (attached): PD Flooring & VDT**

**4. Safety & Security**

One of my biggest non-financial issues is the safety and security of the students, staff and buildings. We have a pervasive homeless problem. Our buildings become mini-tent cities at night on a regular basis. Metal parts are stripped and stolen. It has been raised as a major concern of parents. We are looking at simple and inexpensive fixes like a buzzer system for exterior doors, public area cameras, and night-time security through a cooperative effort with OCHSA and El Sol. We are forming a committee to investigate our safety and security practices and training. One parent is a US Marshal and has volunteered for this committee.

## **5. Surveys and Evaluations**

I am conducting a survey of all major stakeholders as a means of evaluating perceptions about the school (See attached). It will be distributed in English & Spanish. This survey will be combined with focus groups of:

- Senior Staff
- Teachers
- KEDS
- Culinary Workers
- Administration Support Staff
- Parents
- And individual interviews with board members and key staff

I will also gather information from auditing the budgets of the last three years and projected budget, payroll information and facilities reports.

This information will be used to gather an evaluation report, the first part of a SWOT analysis and feed into a board retreat. After a board retreat I hope to have a consensus plan for moving forward to the year 2021 for board approval by the end of 2018.

Please fill out the evaluation when you receive it.

## **6. Board Development**

I will conduct a board training on board development now. This is the same training I have done for boards across the state as a consultant. See attached notes.

## **7. Reporting:**

I recommend presenting a quarterly report to the board in October (July-Sep), January (Oct-Dec), April (Jan-Mar) and an annual report in August for the year. On other months I may have minor reports, guest speakers or highlight a part of our program. Let me know if this works for you.

## **8. Goals**

Since my performance is based on achieving our goals I would propose the following:

- a. Creation of a 3-year 2021 Plan by January. That plan would be a blueprint for our success.
- b. Staying within the budget already set for this year or exceeding it by controlling spending and/or adding revenues.

## **School Director's Report** **August 8, 2018**

### LCAP Goal 1: 100% Proficiency (literacy, math, science, social studies, arts)

#### ❖ **Instructional Program & Achievement Updates**

- Standards Based Report Cards will expand to grades 6-8 this year.
  - A-F grades will be replaced by 1-4 rubric scores per the Family Handbook
  - The grading scale is now vertically aligned TK-8:
    - 4 Advanced
    - 3 Proficient
    - 2 Basic
    - 1 Below Basic

#### ❖ **CAASPP Data Preview**

- CDE released preview data to LEAs prior to public release (date TBD). OCEAA's scores:
  - show positive gains overall in both math and ELA, and in significant subgroups
  - are significantly higher than SAUSD overall and in significant subgroups
  - are comparable to El Sol's and Scholarship Prep's ELA scores
  - are significantly higher in both ELA and math than other selective district & charter schools in Santa Ana (Vista Heritage, Magnolia Science Academy, Villa Fundamental and Mendez Fundamental).
- A detailed analysis will be presented at a future board meeting after public release.

#### ❖ **Professional Development**

- 5 teachers attended Eureka Math training over the summer to prepare for implementing replacement units that better align with the CAASPP Blueprints.
- K. Collins and the Erika Nielsen, regional director of EL Education are scheduled to plan 6 on-site service days as part of our partnership exploration. 2 national conference spots and 2 site seminar spots are also included in the contract.