

Orange County Educational Arts Academy
A California Public Charter School

BOARD OF DIRECTORS
MEETING MINUTES

Regular Meeting

January 9, 2019

6:00 p.m. – Closed Session

7:00 p.m. – Open Session

OCEAA School Library

825 N. Broadway, Santa Ana, CA 92701

AGENDA

I. Call to Order: 6:02 PM

A. Roll Call

Board Members	Present	Absent
Dr. Kimberly Barraza Lyons, President	X	_____
Dr. Alfonso Bustamante	_____	X
Valerie Sullivan, Vice Chair	X	_____
Scott Overpeck, Chair	X	_____
Ben Stanphill, Secretary	X	_____
Boris Molina	X	_____
Staff/Other		
Kristin Collins, School Director	X	_____
Janine McFarlin, Interim Controller	X	_____
Mike Limon, Executive Director	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

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, If Any
7:05 PM

Action: Approve hiring Heather Saravia as office manager and eliminating registrar position.	Motion: SO Second: VS
	Vote: 5 for 0 against

V. Public Comment

Opportunity for members of the public to address the Board on agenda items and/or on non-agenda items during regular meetings only

VI. Board and Staff Reports

A. Staff Reports

1. School Director – Kristin Collins, Report Attached

(a) Monica Bennet-Gee proposed interim reclassification criteria for 2018-2019 to reclassify English learners to fluent English proficient

2. Executive Director – Mike Limon, Report Attached

B. Operations Report – Josh Eng and Janine McFarlin

C. Board of Directors Reports

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 December 2018 Board Meeting

~~B. Ratification of December Check Register Tabled~~

Action: Approve Consent Items Listed Above	Motion: KL Second: VS
	Vote: 5 for 0 against

VIII. Allowance of Annex School Cancellation due to Emergency Conditions from December 7 to December 10, 2018

Action: Allow school administrators to add up to 2 instruction days for TK-K to make up for emergency conditions from 12/7 to 12/10.	Motion: BS Second: KL
	Vote: 5 for 0 against

IX. Items for Future Meetings

The next regularly scheduled meeting is on February 13, 2019.

X. Adjournment

The meeting was adjourned at 8:02 p.m.

OCEAA Executive Director Board Report
January 2019
Mike Limon

1. Prop 39 Update:

- a. Kick-off meeting executed on 12/17/18 at OCEAA.
- b. DRAFT NOI is getting prepped
- c. Diversified is waiting to hear from equipment manufacturer for lead times for spring break install.
- d. SAUSD is looking at district contract documents needed for Diversified to sign.
- e. Bi-weekly meeting are to be set up to develop timelines and keep project moving forward. Next meeting 1/16/19 at the Annex
- f. Identifying other areas to send money down

2. E-Rate Y22 Update:

- a. Next call 1/10/19
- b. \$8k to spend on hardware equipment.
- c. Waiting on the AT&T permit but we have received the SCE permit.
- d. To monitor progress and provide another update in 2-3 weeks

3. ADA/Enrollment/ Recruitment/ Tours:

- a. We are looking at make-up days for TK/K, looking at March 1st/ February 1st. We are also looking at the "What I Need" WIN Program, suggested by SAUSD. Form J-13A to be finalized this week.
- b. Currently kicking-off planning around enrollment and looking at software solutions on 1/11/19.
- c. Strategies around recruitment efforts and processes are being developed currently. Need to also plan out lottery system.
- d. Upcoming Tours:
 - i. Friday, February 1, 2019. 9:00am (we need to move, currently non-student day at Main building). This is the largest.
 - ii. Friday, March 8, 2019. 9:00am

4. Operational:

- a. Facilities Update: \$30k + in expenses, OCEAA to cover \$6,400 (Restoration, Windows, Pipe, Crown Molding – building owner, ceiling tiles and Roof). \$2,500 in-kind for windows.
- b. Office Manager position offer extended.
- c. Roof quote submitted to Annex building owner, \$28k, waiting on a second.
- d. Annex Lease looks to be up for renewal 2020
- e. Main Building will need a complete roof build.
- f. Elevator will need to be replaced soon.

5. Grants:

- a. Awarded: CharterSAFE from \$5,000 -Yoga/Mindfulness program to be launched on 1/15/19.
- b. Pending: California Dept. of Education - 21st Century Community Learning Centers (CCLC) ranging from \$30,000-\$40,000. The grant would enable us to cut the cost of camp tuition for students on free and reduced lunch.
- c. SA: Community Development Block Grant- Monday, February 4, 2019 by 5:00 PM. Youth, Education, Recreation, \$800k+
 - i. Need to assess the criteria in detail and create a subcommittee.

6. Safety & Security Committee Meeting:

- a. Phase 1 Door Safety Policy: Kicked off 1/08/19 – it went well, created a safer environment in front lobby allowing our staff to be effective with their morning responsibilities.
- b. Several other items are on the radar for future implementation. Some that require donor support.
- c. Next meeting will be scheduled in coming weeks to tackle current list of needs.
- d. Attended OCDE's *Developing Emergency Operational Plans* workshop on 1/9/18. There may be some content experts that may be invite to join and present at our committee meetings in the future. OCEAA was the only Charter present.

7. Partner Development:

- a. Aetna: **Declined** this year, perhaps open to talking in February 2019.
- b. C1P: Possible Hardware Donation
- c. Chevron: New OC-base contact, connected via LinkedIn
- d. Cox Communications: Emailed and connected via LinkedIn
- e. First Foundation: **Site visit 1/9/19, needs follow-up**
- f. Fluor Corp: Mike to present at *The Compelling Why* event in Dallas on 11/27/18 to connect with Senior Director, Community Affairs and Fluor Foundation
- g. H&R Block: Supplies donation: **Follow up 1/19/19**
- h. Joseph Tardie: Valerie L. Sullivan lead, on Friday, 11/16/18, **declined**
- i. OCSA: Meet with Patricia McMaster Dir., Community Programs, after holiday
- j. Pinnacle Network: A few community leads to follow up on.
- k. Southern CA Edison: Open to discussing collaboration (**TARGET THIS WEEK**)
- l. Verizon: Bay area outreach for local contact (**TARGET THIS WEEK**)
- m. Wells Fargo: Scott Overpeck and Mike Limon collaborating on this

8. Campaign Development: Idea generating for future

- a. Business Week
- b. Business Latino Leaders
 - i. Get companies to sponsor students for teacher for the day
 - ii.

9. Outreach:

- a. SAUSD Board of Trustee interviews on 1/08/19, met several key administrators. Next round of board interviews is on 1/15/19.
- b. SAUSD Welcome Mixer for SAUSD Board President, Valarie Amezcua on 12/13/19
- c. Spectrum Cable's News Channel Launch party with Mayor Garcetti on 12/18/18
- d. Plan to attend the SAUSD School Choice Fair on 1/26
- e. OC American Marketing - 1/10 Brand Story-Building- tentative
- f. OCDE Charter School Oversight Workshop – 2/7/19 – wait listed

10. KEDS Update:

- a. New session of parent paid classes begins Jan 14th we will be offering Mixed Martial Arts (MMA), Art class, Hip Hop class, Ballet class (TK/Kinder) Capoeira, Robotics, Chess, one on one piano lessons, drums and guitar.
- b. All KEDS students will receive arts instruction from an arts consultant twice a week.
- c. Currently assessing different coding programs in hopes of adding a coding class to all KEDS classes.
- d. KEDS will be targeting 4th and 6th grade to increase enrollment in January. Those are the classes with the lowest numbers and we will be looking to fill open spots or combine classes so that we meet our numbers
- e. Jog-a-thon/PE: 3/15/19 at Santa Ana Stadium. 30+ local businesses in Santa Ana have been reached out to requesting sponsorship or donations for the event. The goal is to raise \$10k-\$15 to use to offset the cost of field trips for the school year.

Normal Schedule: M-F 7:30am-4:15pm (45-minute lunch break)
Reports to Executive Director

JOB SUMMARY: The OCEAA Office Manager leads the operations of the Annex and Main office, ensuring that day-to-day protocols allow the school and staff to function in an efficient manner, and that parents experience excellent customer service. The Office Manager must be able to work with minimal daily supervision, use good independent judgment, and collaborate as part of an administrative team.

DUTIES AND ESSENTIAL JOB FUNCTIONS - Duties of this position include but are not limited to:

1. Establish and maintain a professional front office culture, ensuring parents, visitors, students and team members are greeted and assisted in a friendly and professional manner.
2. Supervise and delegate duties to a team of Office Assistants.
3. Oversee attendance, ensuring daily, weekly and monthly records are kept per established requirements.
4. Oversee lottery by keeping accurate and timely records, scheduling and coordinating lottery date and conducting lottery.
5. Oversee new student enrollment and coordinate student transfers or dis-enrollments.
6. Oversee notifications sent to staff and parents via School Messenger.
7. Develop, maintain, and keep security of appropriate student cumulative records that include admission, emergency information, health records, academic performance, testing information, and other related information regarding student academic and social development.
8. Develop, implement and offer recommendations to the administrative team regarding new administrative or office procedures, including: information management, record keeping and retrieval systems, requisition of supplies and other clerical services.
9. In collaboration with the School Director, prepare for monthly SART meetings.
10. In collaboration with the Executive Director, develop and execute a student recruitment plan, to include parent tours and outreach.
11. In collaboration with the administrative team, develop annual and ongoing registration schedules, forms and procedures.
12. Provide assistance to students who become ill or are injured during the day and notify parents regarding student illness or injury; seek emergency assistance for any illness or injury of a student, member of the public or staff member as signs indicate.
13. Follow and promote school safety policies and procedures.
14. Support positive Annex climate through
 - a. Organizing and supporting supervision during arrival, recess, lunch, dismissal, and site events
 - b. Promoting behavior expectations & positive reinforcement/recognition
 - c. Managing office level discipline problems according to school policies and procedures
 - d. Communicating proactively with parents through phone, email and Class Dojo;
15. Review parent communications (Weekly Parent Bulletin, etc.), including translations, prior to publication
16. Monitor teachers' sub request and secures subs for teachers if needed.
17. Responsible for cash receipts and timely deposits.
18. Purchasing
 - a. Prepares purchase orders
 - b. Contacts vendors by phone, email or mail to expedite orders and resolves problems when needed
 - c. Maintain purchasing book
 - d. Inputs checks into quicken

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree preferred
2. Must have 2+ years of Management experience
3. Must have 2+ years of Customer Service experience
4. Excellent management and organizational skills
5. Team player with a positive attitude
6. Bilingual in Spanish and English
7. Strong oral and written communication skills
8. Ability to be flexible and revise priorities/problem solve based on daily events
9. Ability to handle upset children and adults in a respectful and professional manner
10. Ability to work with the public in a professional manner
11. Ability to sit, stand, climb stairs, lifting up to 25 lbs, bend, pull, push, carry, walk and operate equipment

Salary & Benefits:

- Exempt - salary based on experience
- Full benefits (medical, dental, vision & life)
- Voluntary benefits offer to all employees
- 40 sick/ 40 personal hours

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

Normal Schedule: Monday through Friday 7:30-am-4:15-pm

Reports to: OCEAA Office Manager

JOB SUMMARY: Supports the day-to-day operations of OCEAA's Annex building in the areas of reception, attendance, and general office assistance.

DUTIES AND ESSENTIAL JOB FUNCTIONS

Include the following. Other duties may be assigned:

Reception

1. Greet visitors warmly to the school, answer questions and ensure appropriate sign-in if visitor enters the building for any reason.
2. Translate documents from English to Spanish in an efficient and timely manner.
3. Communicate effectively with staff, students and parents in Spanish and English.
4. Answer the telephone, transfer calls, take messages and direct to appropriate personnel.
5. Receive and distribute mail and packages.
6. Greet and orient substitutes assigned to the Annex.
7. Fill requests for supplies and copies and keeping items stocked.
8. Send voice and email notifications to staff and parents via School Messenger.
9. Multitask as well as stay on task and concentrate with constant interruptions.
10. Provide assistance to students who become ill or are injured during the day and notify parents regarding student illness or injury; seek emergency assistance for any illness or injury of a student, member of the public or staff member as signs indicate.

Attendance

1. Collect and enter attendance for the Annex into student database system and verify accuracy
2. Prepare and print attendance reports for the Annex
3. Maintain physical and computerized attendance records, including excuse notes and SART documentation for the Annex
4. Assist parents, students and faculty with questions regarding student attendance regulations
5. Evaluate tardy excuses, issue tardy passes, and maintain tardy documentation for the Annex
6. Utilize automated calling for **all school absences** reported by 8:30 a.m.
7. Answer telephone calls and log time and information on **all school absences**
8. Review edits to attendance on a daily basis to **all** ensure teachers comply with state attendance regulations
9. Prepare monthly attendance reports for **all** teachers

General Office Support

1. Fax and make copies
2. Collaborate as part of a team to
 - a. Assist in the preparation and organization of a variety of student and school records
 - b. Assist in the coordination of special events as requested
 - c. Assist in annual and ongoing enrollment and registration
3. Perform administrative tasks and projects as assigned by supervisor
4. Responsible for cash receipts and timely deposits.

QUALIFICATIONS

1. A valid First Aid certificate issued by the American Red Cross, which includes CPR training
2. TB Clearance
3. High school diploma or GED with courses in general office procedure or an acceptable combination of education and experience.
4. Two years experience performing a variety of general office and clerical work
5. Knowledge of Principles, methods, and practices of First Aid
6. Bilingual in both English/Spanish required
7. Ability to read and comprehend simple instructions and memos
8. Ability to write simple messages
9. Ability to work with the public in a professional manner
10. Ability to be flexible and revise priorities based on requirements of school
11. Ability to handle upset children and adults in a kind manner.
12. Basic computer literacy
13. Ability to type 50 words per minute using both hands
14. Ability to sit, stand, climb stairs, lifting up to 25 lbs, bend, pull, push, carry, walk and operate equipment
15. Excellent organization, time management and follow-up skills.
16. Ability to work under minimal supervision.
17. Detail oriented.
18. Excellent customer service.

SALARY RANGE:

- a. Nonexempt – hourly rate range \$15.00 - \$18.00
- b. Full benefits (medical, dental, vision & life)
- c. Voluntary benefits offer to all employees
- d. 40 sick/40 personal hours

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

OCEAA Board Update, January 9, 2018

LCAP Goal 1: 100% Proficiency

❖ **MTSS Grant**

- the MTSS Lead team has previewed the [Educlimber](#) data system as a possible tool for improving our data-based Multi Tiered System of Support; as a next step, the School Leadership Team will view a demo at its Jan 24th meeting.
- School Leadership Team is reading UDL Now! And attending UDL 101 training on Jan 29th. [Universal Design for Learning](#) (UDL) is a framework that guides the design of instructional goals, assessments, methods, and materials that can be customized and adjusted to meet individual needs.

❖ **Low-Performing Students Block Grant**

- The [LPSBG](#) provides funds for LEAs serving students identified as low-performing on state English language arts or math assessments, who are not otherwise identified for supplemental grant funding under the LCFF, or eligible for special education services. OCEAA has been allocated \$25,688 for 13 pupils that meet the following criteria:
 - (1) The pupil does not meet academic achievement standards based on the most recently available results of the California Assessment of Student Performance and Progress, established by Article 4 (commencing with Section 60640) of Chapter 5 of Part 33 of Division 4, in any of the following ways:
 - (A) The pupil does not meet the achievement standard, also referred to as “level 1,” in both English language arts and mathematics.
 - (B) The pupil does not meet the achievement standard, also referred to as “level 1,” in either English language arts or mathematics, and nearly meets the achievement standard, also referred to as “level 2,” in the other subject.
 - (C) The pupil does not meet the achievement standard, also referred to as “level 1,” in either English language arts or mathematics, and does not have a valid score for the other subject.
 - (2) The pupil is not an unduplicated pupil, as defined in Section 42238.02, for the same school year used as the basis for the performance results.
 - (3) The pupil is not a pupil identified for special education services pursuant to the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.), for the same school year used as the basis for the performance results.
- The LEA must submit two reports to the State Superintendent as required by EC Section 41570(f)(2).
 - On or before March 1, 2019, the LEA is required to report to the State Superintendent on the adopted plan to use the grant funds to increase the

academic performance of pupils identified, pursuant to EC Section 41570(d). To submit Required Report Number One, see Reporting Requirements above.

- On or before November 1, 2021, the LEA is required to report to the State Superintendent regarding the implementation of the plan, the strategies used, and whether those strategies increased the academic performance of the pupils identified, pursuant to EC Section 41570(d)
- Funds allocated to eligible LEAs shall be used for evidence-based services that directly support pupil academic achievement. As identified in EC Section 41570(e), eligible activities include, but are not limited to the following:
 - Professional development activities for certificated staff
 - Instructional materials or
 - Additional supports for pupils

❖ **EL Education Partnership Next Steps**

- Jan 11 – Site Visit with Nate and School Designer: CR visits, Final Core Practice reflections & PD planning with Coord Team, Executive Director meeting, stakeholder follow-up
- Jan 16 – Present proposed 5 year PD plan
- Jan 23 – 6 staff members & 2 parents visit Conway Elementary School in Escondido, share findings
- Jan 30 – Site visit with Nate and School Designer
- Feb 6 – Present revised 5 year plan, final discussion & certificated vote; if 80% criteria met...
- Feb 13 – Recommendation for Board Approval

❖ **Proposed Annex make-up days/Calendar revision**

- In California children between six and eighteen years of age are subject to compulsory full-time education (Education Code Section 48200).
 - We may not need to do make up days for any/all Annex students since [school is not mandatory before age 6](#), clarification is pending.
 - If necessary, it is recommended that PD days on Feb 1 and March 1 be changed to instructional days for TK-K teachers.

LCAP Goal 2: 100% Biliterate/Bilingual - No Report this month

LCAP Goal 3 – 100% Safe, Healthy and Positive School Climate - No Report this month

LCAP Goal 4 – 100% Parent-School Partnerships - No Report this month

Proposed Interim Reclassification Criteria for 2018-2019



Presented to the OCEAA Board by Monica Bennett Gee
On January 9th, 2019

EN ESPAÑOL: [Criterios interinos para reclasificación en 2018-2019](#)

California State Requirements for Reclassification

1. English Language Proficiency Assessments for California (ELPAC) (No guidance on scores required)
2. Evidence of English proficiency comparable to that of native English speakers of the same age
(No guidance on the measures to be considered)
 1. Teacher recommendation
 2. Consultation with parent/guardian

PROPOSED INTERIM CRITERIA for Reclassification at OCEAA

1. English Language Proficiency Assessments for California (ELPAC) ([All scores of 4](#))
 2. Evidence of English proficiency comparable to that of native English speakers of the same age
 - a. CAASPP (3-4* in ELA)
 - b. Trimester Report Card (3-4's in ELA)
 - c. Grade-Level Writing Sample (3-4)
 - d. Reading Test (3-4)
1. Teacher recommendation
 2. Consultation with parent/guardian