

Orange County Educational Arts Academy
A California Public Charter School

BOARD OF DIRECTORS
MEETING MINUTES

Regular Meeting

June 10, 2020

6:00 p.m. – Closed Session

7:00 p.m. – Open Session

Teleconference

MINUTES

I. Call to Order 6:00 PM

A. Roll Call

Board Members

Dr. Alfonso Bustamante

Valerie Sullivan

Scott Overpeck, Chair

Ben Stanphill, Secretary

Boris Molina

Carmen Aparicio

Staff/Other

Kristin Collins, School Director

Janine McFarlin, Treasurer

Mike Limon, President/Executive Director

Present

Absent

X

X

X

X

X

X

X

X

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 6:02 PM

A. Conference with Legal Counsel – Anticipated Litigation, Government Code sections 54954.5(c) & 54956.9 (d) (2).

B. Staff Evaluations/Discipline/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

V. Public Comment

No public comment

VI. Board and Staff Reports

A. Staff Reports

1. School Director – Kristin Collins

(a) Finished year with remote learning, were able to record some of it.

(b) Have options for next year’s reopening, but unclear what we’ll need to do exactly.

2. Executive Director – Mike Limon see attached

B. Operations Report –Janine McFarlin

C. Board of Directors Reports

1. Board Recruitment

2. Board Response to Current Events

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 May 2020 Board Meeting

B. Ratification of April 2020 Check Register

Action: Approve Consent Items Listed Above	Motion: SO Second: BS
	Vote: BS, CA, BM, VS, SO for 0 against

VIII. Consideration and Approval of Reduction of Force

Action: Move to approve RIF memo	Motion: SO Second: VS
	Vote: BS, CA, BM, SO for against, abstained: VS

IX. Review and Approve School Year 2020 – 2021 Budget

Action: Approve budget as presented	Motion: VS Second: BS
	Vote: BS, CA, BM, VS, SO for 0 against

X. Review and Approve LCAP COVID-19 Operations Written Response

Action: Approve LCAP COVID-19 Response as requested	Motion: SO Second: BS
	Vote: BS, CA, BM, VS, SO for against

XI. Review and Approve Employee Severance Package

Action:	Motion: ___ Second: ___
	Vote: ___ for ___ against

XII. Cancellation of Regular July Board of Directors Meeting

Action:	Motion: ___ Second: ___
	Vote: ___ for ___ against

XIII. Items for Future Meetings

The next regularly scheduled meeting is on July 8, 2020.

XIV. Adjournment

The meeting was adjourned at 9:03 PM.

OCEAA Executive Director Board Report

June 2020

Mike Limon

1. ADA/Enrollment/ Recruitment/ Tours:

- a. Current enrollment is 620 students
 - i. Intent to Return: **92.41% return rate**
- b. Enrollment Projection as of 6/4: **642 students**, budgeted ADA of 600.23 for 20/21
 - i. 19-20 attrition rate: **5.34%**
- c. Budget Committee meeting met on 6/4 to work through final budget recommendation to board based on projected enrollment/ ADA.
- d. Schoolwide Registration - tentative dates Wed. 7/23-7/28.
- e. Hosted a virtual tour for prospective families. New content here: <https://oceaa.org/admissions/>

2. Operational

- a. School-wide staff Health & Welfare open enrollment completed.
- b. Bidding for Property & Liability quotes for renewal: two proposals in review.
- c. To date served 25k meals which are all fully reimbursable through Federal funds continuing this through the summer.
- d. Attended the El Dorado SELPA: New Partner Induction Meeting. Prep work in underway with Futures along with staff recruitment.
- e. Doing an overhaul on the OCEAA Wellness Policy for the board to approve.
- f. Developing a marketing policy for staff to follow with board approval.
- g. Reviewing options to partner with Boys & Girls Club:
 - i. General Support: No cost, training, connect quarterly (possible phased plan), support with strategic plan: Provide info that fits data, safety perspective, this depends on how deep we want to go.
 - ii. Consultancy: Access to curriculum & training (such as mental health, CPR), dedicate one person to be onsite(2x/ wk), SAUSD has a learning coach (higher level of skill, site director level), may work for COVID response planning, staff may feel better supported. \$20k-40k
 - iii. Hybrid: Looking at total staff, assumption that OCEAA takes lead, B&GC staff to come in and do fitness & enrichment, OCEAA does academic, they can control their staff expectations. Some cost savings (perhaps more efficient), 1 lead staff from B&GC - mentor prof 2, perhaps OCEAA staff gets hired from B&GC, \$100-135k, need to look at staffing and what we want to control and what staff to keep.
 - iv. Full B&GS: Are we looking to save money and reallocate it? Serve more kids for less? 15:1 ratio, do this through mindset, compensation for director is high. Oversight: part time unit director to run entire program,

they are there to manage staff, lifecycle 1-2 years as they are recent grads then an asst. program coord (part time), we can do this by changing our structure (smaller class sizes), lower than what we are paying now.

- h. Jog-a-thon: Virtual program brought in \$14,500, initial goal was \$10k
- i. View 8th Grade Promotion here:
 - i. Video: <https://youtu.be/mqO1Z8I4LL8>
 - ii. Pictures: <https://bit.ly/3cR8jYq>
- j. Developing the reopening plan with the entire OCEAA Admin team. Looking at local resources, CDE plan, Health Dept. Plans and OCDE recommendations. Would as for a Special Board Meeting towards end of June to communicate to parents before July.
- k. Rolled out plan for entire OCEAA community the week of June 1st first for student item pickup & drop off.
- l. Researching Companies to learn about what financing options we have as we face funding deferrals.
- m. No Summer Camp this year
- n. Main Building will need a complete roof build. Quote 1: \$200k, second bid in a few weeks.
- o. Elevator will need to be replaced soon, projected around \$80k.
- p. Annex Lease renewal 2020.
 - i. There are options to reconfigure our TK & K space, which need to be explored.
 - ii. Have the option to extend for 3 years
- q. Reconnected with refinance group to review our bond refinance.
- r. OCEAA was selected for the Federal Program Monitoring (FPM) Review. It will be an onsite review for 20-2, **see attached**

All options include the following considerations and needs for academic planning:

- Social learning in a rich physical learning environment is essential for dual language immersion and is prioritized
- Core instruction groupings are heterogeneous and are balanced for language dominance, gender, academic and social skills; students with special needs are carefully grouped for services
- Curriculum, standards and instruction are re-paced to focus on priority standards
- Minimizing # of adults interacting physically with each class and transitions
- 1:1 Devices
- Parent friendly LMS interface
- Parent educational guidance and support
- Additional teacher planning time for options 2, 3 and 5.

Option 1: Classroom Based Instruction

All grades on site for 80%-100% of instructional time

Student Configuration	All students attend school in person for instruction daily.
Schedule Configuration	Regular days M-F and early release on Wednesdays; similar to previous years, home learning for up to 20% of instructional time
Interventions & Services	OCEAA offers a variety interventions & services on site during the school day

Option 2: Non-Classroom Based Instruction

All grades on site for 40% of instructional time

Student Configuration	Half of the students are on campus at any given time M-Th
Schedule Configuration	<ul style="list-style-type: none"> ● Group 1: Students report to school on M/W; they will work from home on classwork on T/Th/F ● Group 2: Students report to school T/TH; they will work from home on classwork on W/M/F ● Music/Arts instruction provided virtually or on campus ● Fridays are teacher planning, communications, office hours and staff PD
Interventions & Services	Smaller class size allows for embedded Tier 1 and some Tier 2 interventions by classroom teachers; some Tier 2 and all Tier 3 interventions provided by MTSS specialists on site or virtually; pull out services (speech, SAI) on site or virtually

Option 3: Combination of Classroom and Non-Classroom Based Instruction

Primary = 80% on site with shortened day; elementary & MS = 40% on site for full day

Student Configuration	Half of the students are on campus at any given time
Schedule Configuration	<ul style="list-style-type: none"> TK, Kinder and 1st grade students are divided into morning and afternoon groups and attend class M-Th 2nd-8th grades attend two on campus days weekly as described above Music/Arts scheduled live or virtual
Interventions & Services	Smaller class size allows for embedded Tier 1 and some Tier 2 interventions by classroom teachers; some Tier 2 and all Tier 3 interventions provided by specialists on site or virtually; pull out services (speech, SAI) provided virtually

* = other combinations are possible, for example 6-8 could be 100% remote while primary have daily half days and elementary have alternating days. Consideration is parents' management of various schooling schedules.

Option 4 (Works in tandem with Options 1-3): Short-term Independent Study

When students are sick or need quarantine based on health monitoring systems

Student Configuration	Students do all of their work from home
Schedule Configuration	Approximates school day schedule to degree possible
Interventions	All services and interventions will be given remotely
Additional Needs	Contingency planning guides Parent consultation with teacher for home study adaptation Video recordings from class lessons can be provided Video series on supporting instruction from home provided

Option 5 Non-Classroom Based Instruction/Distance Learning

100% of instruction is remote due to shelter-in place orders being reinstated

Student Configuration	Students do all of their work from home
Schedule Configuration	Virtual class meetings, art and interventions held on a staggered master schedule M-Th
Interventions	All interventions will be given virtually.
Considerations	We will review our previous distance learning plan for areas of improvement.
Additional Needs	Contingency planning/pacing guides Communicate with parents at the beginning of the year so if we are ordered into distance learning they understand what to expect

Other considerations related to academics or operations:

- Staffing could be problematic. If we are required to create remote work options for staff over 50/65 or with compromised immune systems, this will impact scheduling.
- Arrival, dismissal, lunch, recess, health monitoring & other operations will need additional planning & staffing discussions.
- ADA and instructional minutes - what is required?
- What will regulations be for PE, lunch or other common use areas?
- Will masks/PPE be required?

Reduction in Force

During the 2019-2020 school year, Orange County Educational Arts Academy (“OCEAA”) experienced declining revenue and increased expenses due to the COVID-19 pandemic and other business factors.

On May 14, 2020, the Governor’s update included significant reductions to state school funding (approximately \$18 Billion). Specifically, there will be reductions in the following areas to the OCEAA budget:

1. LCFE: 10% confirmed reduction in funding (\$330K of lost revenue);
2. SB 740: 10%-15% proposed reduction in funding (\$70K - \$100K of lost revenue).
*Note \$34K has already been reduced in the current year based on the impacts of COVID-19.
3. ASES: 10% proposed reduction in funding (\$20K of lost revenue). *Note: \$40K of lost after school program revenue has already occurred due to the impact of COVID-19 (After School Program has been closed since March 16, 2020)

Additionally, below are significant expenses that will be incurred for the 2020-2021 school year:

1. SPED shortfall: \$200K for 20/21 + \$750K payable to Santa Ana Unified School District (“SAUSD”) for 19/20
2. Property Liability: \$20K (represents 19% increase). In prior years, the increase was approximately 3%-4%)
3. STRS/PERS: \$60K

In order to balance the 2020-2021 budget, the school needs to make cuts in operating expenses and staffing totaling approximately \$350,000 - \$400,000.

OCEAA has identified several cost-saving measures, including reductions in staffing, that may help the School reduce expenses and begin to operate within the new, smaller budget.

With respect to the reduction in staffing, such changes will include eliminating some job positions and consolidating/reassigning those duties in a Reduction in Force (RIF). OCEAA will need to reduce staffing by approximately 13 staff members to achieve the cost savings necessary to balance the budget, assuming other cost savings measures are adopted.

In case more than one employee is identified as a candidate for a RIF, the School shall select the lower ranking employee or the employee in the lower job position for separation. Due to fiscal uncertainty, employees reduced in the RIF will not have any reemployment rights with OCEAA.

The number of employees being reduced in the RIF may increase depending on the needs of the School.

Orange County Educational Arts Academy



2019-20 2nd			
NAME	Interim (ADOPTED)	REVISED P2 04/28/2020	VARIANCE
TOTAL ENROLLMENT	623	623	-
AVERAGE DAILY ATTENDANCE	596.98	600.27	3.29
REVENUE			
State LCFF Revenue	\$ 6,152,328	\$ 6,183,983	\$ 31,655
Federal Revenue	\$ 504,159	\$ 494,159	\$ (10,000)
Other State Revenue	\$ 1,035,707	\$ 1,012,390	\$ (23,317)
Local Revenue	\$ 502,981	\$ 448,481	\$ (54,500)
TOTAL REVENUE	\$ 8,195,175	\$ 8,139,014	\$ (56,162)
EXPENSES			
Certificated Salaries	\$ 2,544,914	\$ 2,544,914	\$ -
Classified Salaries	\$ 1,314,394	\$ 1,307,998	\$ (6,396)
Benefits	\$ 1,362,502	\$ 1,360,691	\$ (1,811)
TOTAL PERSONNEL EXPENSES	\$ 5,221,810	\$ 5,213,603	\$ (8,207)
Books and Supplies	\$ 407,879	\$ 358,213	\$ (49,666)
Services and Other Operating Expenses	\$ 2,296,116	\$ 2,254,089	\$ (42,027)
Capital Outlay	\$ 230,357	\$ 230,357	\$ -
Other Outgoing	\$ 1,056,713	\$ 1,056,713	\$ -
TOTAL OTHER EXPENSES	\$ 3,991,065	\$ 3,899,371	\$ (91,694)
TOTAL EXPENSES	\$ 9,212,874	\$ 9,112,974	\$ (99,900)
SUMMARY			
SURPLUS\ (DEFICIT)	\$ (1,017,699)	\$ (973,961)	\$ 43,738
<i>% of LCFF Revenue</i>	<i>-24.0%</i>	<i>-22.8%</i>	
BEGINNING FUND BALANCE	\$ 2,296,034	\$ 2,296,034	\$ -
ENDING BALANCE	\$ 1,278,335	\$ 1,322,073	\$ 43,738
<i>% of LCFF Revenue</i>	<i>30.1%</i>	<i>31.0%</i>	