

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

**BOARD OF DIRECTORS  
MEETING AGENDA**

**Regular Meeting**

December 9, 2020

6:00 p.m. – Closed Session

7:00 p.m. – Open Session

Teleconference

Zoom Meeting: <https://bit.ly/33DU6Mz>

Meeting ID: 998 0701 0685

Password: oceaaboard

Reference Materials: <https://bit.ly/3lz50Jy>

**AGENDA**

**I. Call to Order 6:01 PM**

**A. Roll Call**

**Board Members**

Dr. Alfonso Bustamante

Valerie Sullivan

Scott Overpeck, Chair

Ben Stanphill, Secretary

Boris Molina

Carmen Aparicio

Jessica Reyes

**Staff/Other**

Kristin Collins, School Director

Janine McFarlin, Treasurer

Mike Limon, President/Executive Director

**Present**

**Absent**

X

X

X

X

X

X

X

X -

Open

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**

- 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 7:04 PM**

**V. Public Comment**

No public comment

**VI. Board and Staff Reports**

**A. Staff Reports**

1. School Director – Kristin Collins
2. Executive Director – Mike Limon

**B. Operations Report –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 November 2020 Board Meeting
- B. Ratification of October 2020 Check Register

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

**VIII. Approval of 1<sup>st</sup> Interim Budget Submission**

Action: Approve 1 <sup>st</sup> Interim Budget Submission	Motion: BS Second: SO
	Vote: BS, BM, CA, VS, JR, SO for

**IX. Approval of Financial Audit**

Action: Approve findings of financial audit	Motion: JR Second: VS
	Vote: BS, BM, CA, VS, JR, SO for

**X. Approval of Two Year Parking Contract**

Action: Approve 2 year parking contract.	Motion: SO Second: CA
	Vote: BS, BM, CA, SO, VS, JR, for 0 against

**XI. Approval of UV Disinfecting and Air Purifying Project, estimated at \$130,000**

Action: Approve spending up to \$130,000 on disinfecting and air purifying technologies for the school.	Motion: BS Second: BM
	Vote: BS, BM, CA, JR, VS, SO for 0 against

**XII. Update bank account signors to Scott Overpeck, Board Chair; Miguel Limon, Executive Director; Kristin Collins, School Director; and Janine McFarlin, Interim Controller**

Action: Approve update to account signors	Motion: BM Second: VS
	Vote: BS, BM, CA, JR, VS for 0 against SO abstains

**XIII. Close and Reopen Bank of the West Accounts due to Fraudulent Check Clearing Account**

Action: Close and Reopen BotW Accounts due to Fraudulent Check Clearing Account	Motion: SO Second: VS
	Vote: BS, BM, CA, VS, JR, SO for

**XIV. Revise FPP to allow Executive Director or Controller to Close Bank Accounts in Event of Fraud**

Action: No second	Motion: SO Second: ____
	Vote: ____ for ____ against

**XV. Items for Future Meetings**

The next regularly scheduled meeting is on January 13, 2021.

**XVI. Adjournment**

The meeting was adjourned at 10:06 PM.

## **OCEAA Board Update**

### **12/09/2020**

#### LCAP Goal 1: 100% Proficiency

- ❖ **Instructional Program & Achievement Updates** (K. Collins)
  - 2019-2020 Federal LCAP Addendum approved by the State Board of Education (SBE).
  - Round 2 Math and Literacy assessments in progress
  - [iStation](#) launching for elementary grades
  - Case Study Topics/Projects
    - 1st grade - wildlife in Santa Ana
    - 2nd grade - aedes aegypti mosquitoes in Santa Ana
    - 4thgrade - school re-opening
    - 5th grade - voting & democracy
    - 6th grade - COVID Public Service Announcements
- ❖ **Professional Development**
  - Case study and AELD/ELD planning consults are ongoing
  - 10 teachers attended the Association of Two-Way & Dual Language Education Virtual Conference Dec 3-5

#### LCAP Goal 2: 100% Biliterate/Bilingual

- ❖ English Learner report (M. Bennett-Gee)
  - Transition planning in progress for ELPAC, ELAC, reclassification, ELD and Pathways awards
  - Reclassification meeting for 7th and 8th grade parents scheduled for Dec 11
  - SPED team training on ELPAC scheduled for Dec 9
  - Summative ELPAC:
    - Test administrators have begun online trainings
    - Assessment will be administered in a hybrid format (group tests in person on campus, individual tests remotely over Zoom) and is currently scheduled to begin in February 2021

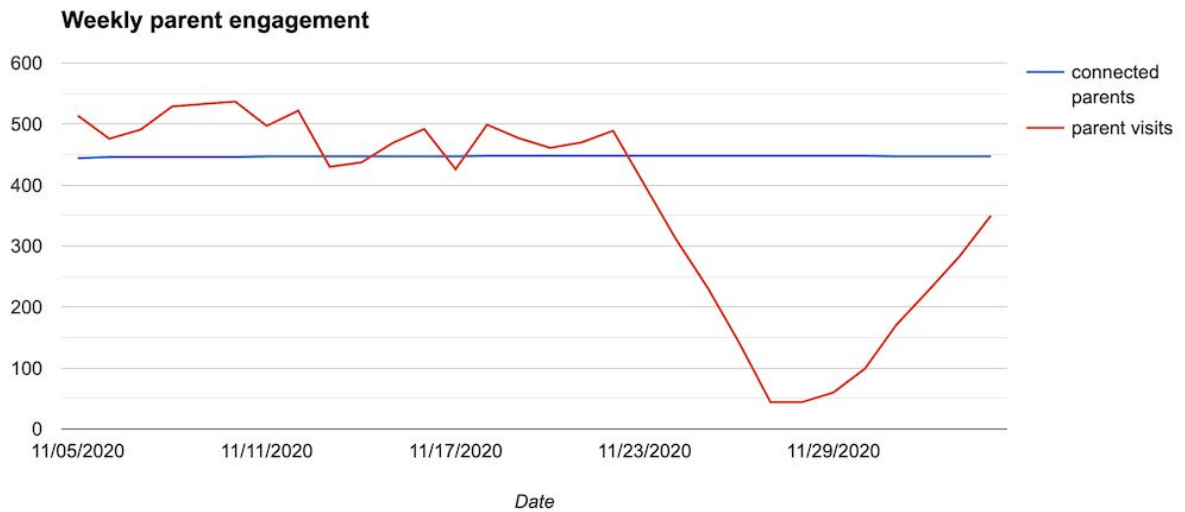
#### LCAP Goal 3 – 100% Safe, Healthy and Positive School Climate

- ❖ Grade level Zoom assemblies held for character recognitions
- ❖ [Eye to Eye](#) mentoring program will continue this year with Mr. Alcaraz as staff sponsor
- ❖ 26 student Mental Health referrals/students receiving Gen Ed counseling support

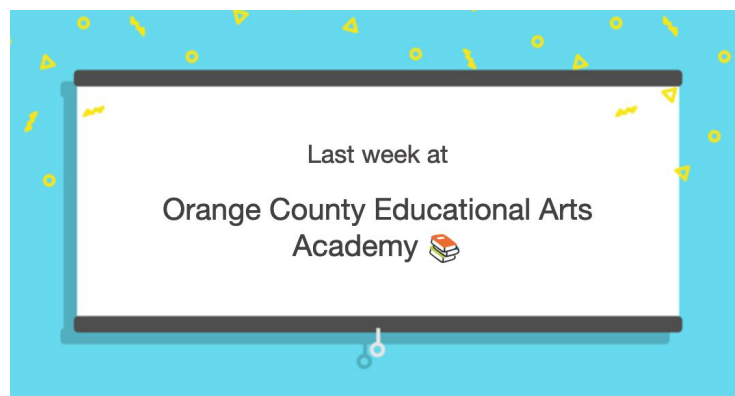
#### LCAP Goal 4 – 100% Parent-School Partnerships

- ❖ SSC, ELAC and FSO meetings ongoing
- ❖ Reopening program choice survey completed
- ❖ Student-parent-teacher conferences in progress
- ❖ SeeSaw and Class Dojo engagement stats provided below

## Seesaw Engagement (last month)



## Class Dojo (last week)



**Wow! Look how your school community came together last week:**



**2,004**  
messages  
sent home



**54**  
stories shared



**240**  
skills  
celebrated



**100%**  
positive  
feedback

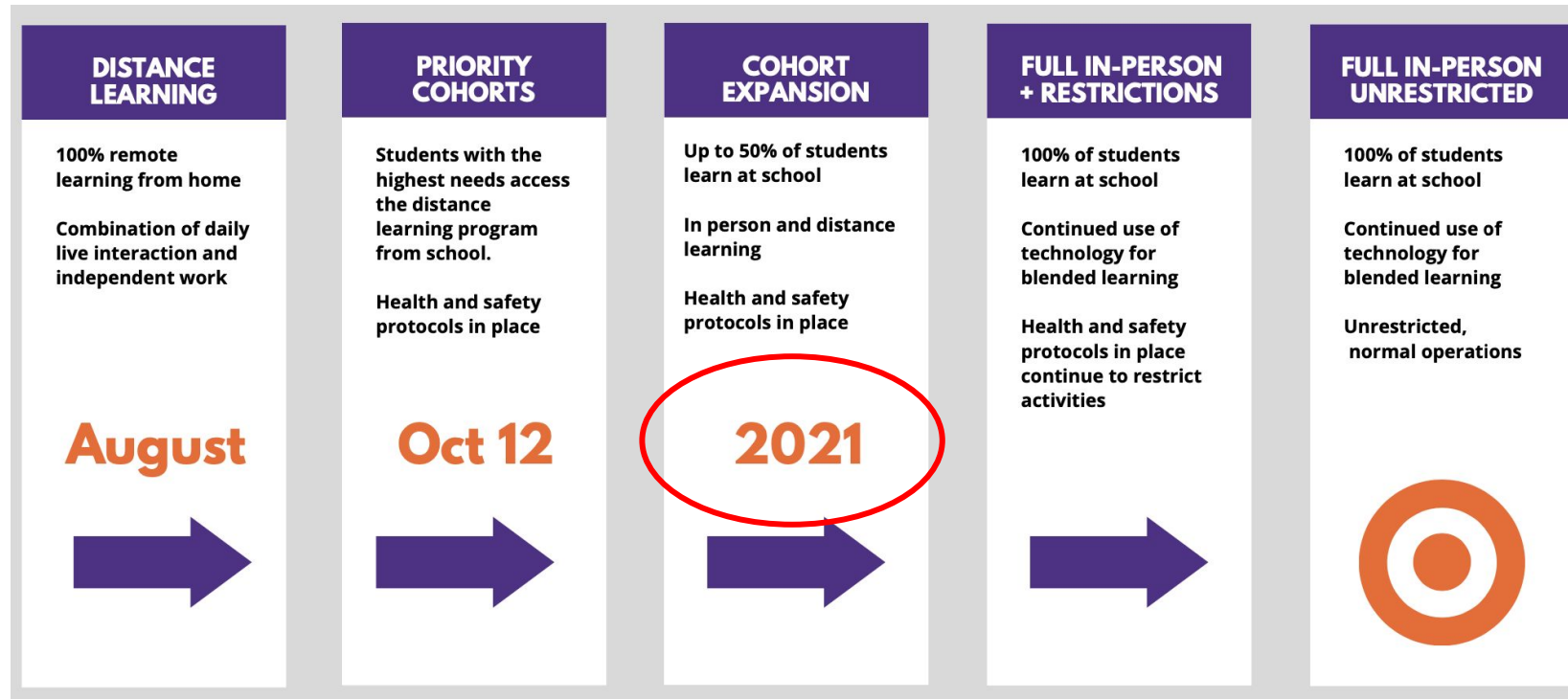


# Executive Director Report

**Mike Limon**

December 9, 2020

# Planning in-person instruction and distance learning



# Reopening - Updates on Stage 2 (Cohorts)



ALL COHORTS  
WILL RESUME  
ON MONDAY,  
DECEMBER 7TH.

TODOS LOS  
COHORTES SE  
INICIARÁN DE  
NUEVO EL LUNES  
7 DE DICIEMBRE.



# Current Covid-19 County Status

## Region: Southern California

### WIDESPREAD

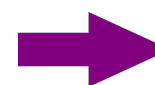
Many non-essential indoor business operations are closed. [Understand the data.](#)

Counties can restrict further. Check your [county's website.](#)

## Schools

Schools may not reopen fully for in-person instruction until the county has been in the Substantial (Red) Tier for two weeks. Local school and health officials [may decide to open elementary schools](#), and school officials [may decide to conduct in-person instruction](#) for a limited set of students in small cohorts.

Note on exception: Schools that have already re-opened if the county was in a less restrictive tier do not have to close. However, if a school had not already reopened for in-person instruction, it may not reopen until the county moves back to the Substantial (Red) Tier for 14 days.

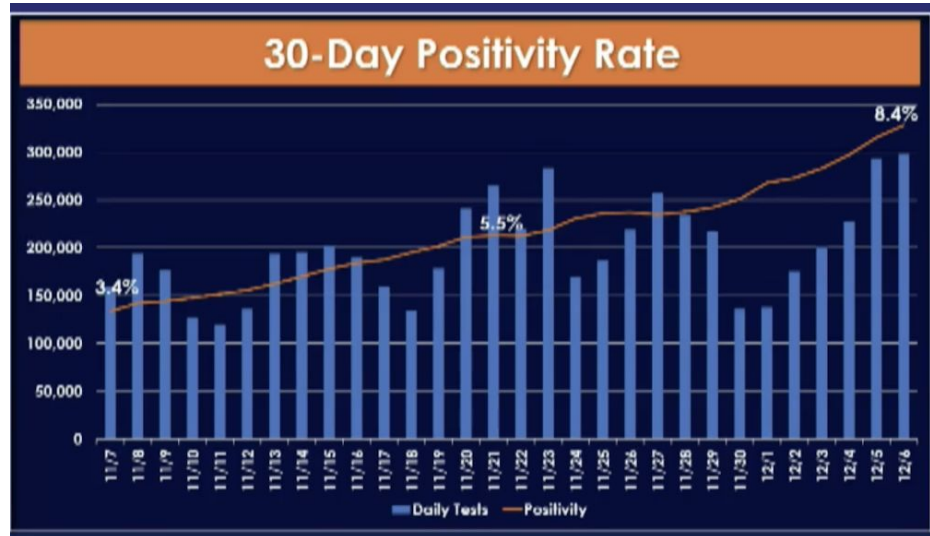


<b>WIDESPREAD</b> Many non-essential indoor business operations are closed	<b>More than 7</b> daily new cases (per 100k)	<b>More than 8%</b> Positive tests
<b>SUBSTANTIAL</b> Some non-essential indoor business operations are closed	<b>4 - 7</b> daily new cases (per 100k)	<b>5 - 8%</b> Positive tests
<b>MODERATE</b> Some indoor business operations are open with modifications	<b>1 - 3.9</b> daily new cases (per 100k)	<b>2 - 4.9%</b> Positive tests
<b>MINIMAL</b> Most indoor business operations are open with modifications	<b>Less than 1</b> daily new cases (per 100k)	<b>Less than 2%</b> Positive tests



# Orange County Cases

49% increase since late Oct.



## Orange CASES

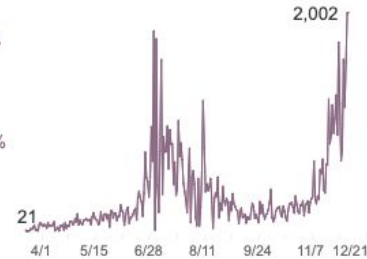
87,737

1 Day Δ +2,002  
+2.3%  
7 Day Δ +9,680  
+12.4%  
14 Day Δ +17,824  
+25.5%

7 Day Avg. 1,383  
14 Day Avg. 1,273  
Weekly % Change 18.9%

US Total Cases: 14,462,527

### Day-Over-Day New Cases



### Gender

Female 51%  
Male 48%  
Unknown 1%

### Age

0-17 11%  
18-49 60%  
50-64 19%  
65+ 10%  
Missing 0%

### Race/Ethnicity

AIAN 0%  
Asian 6%  
Black 4%  
Latino 58%  
NHPI 1%  
White 20%  
Multi-Race 1%  
Other 10%

= California Population %

## Orange DEATHS

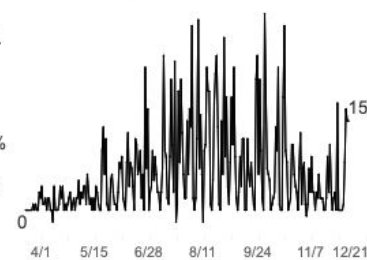
1,633

1 Day Δ +15  
+0.9%  
7 Day Δ +56  
+3.6%  
14 Day Δ +79  
+5.1%

7 Day Avg. 8  
14 Day Avg. 6  
Weekly % Change +143.5%

US Total Deaths: 280,135

### Day-Over-Day New Deaths



### Gender

Female 42%  
Male 57%  
Unknown 1%

### Age

0-17 0%  
18-49 7%  
50-64 19%  
65+ 74%  
Missing 0%

### Race/Ethnicity

AIAN 0%  
Asian 12%  
Black 7%  
Latino 48%  
NHPI 1%  
White 31%  
Multi-Race 1%  
Other 1%

= California Population %

Note: Negative numbers are data corrections. Please contact the Local Health Department for more information.

Note: Demographic percentages may not add up to 100% due to rounding. Breakdown of deaths is a subset of total deaths as reported by law enforcement.



# Stage 3: Parent Survey Results

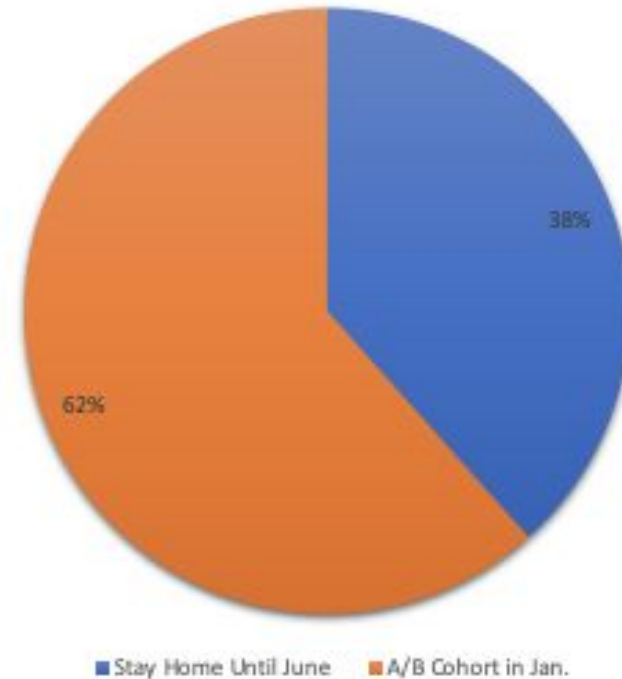
## Number of Families:

- 477 Current Families
- 380 Family Submissions
- **97 Missing Families**

## OCEAA Students:

- 619 Total OCEAA Students
- 522 Student count through Survey
  - **Total In Person: 326**
  - **Total Online: 196**
  - **Missing Students: 97**
- **Family Response Rate: 80%**

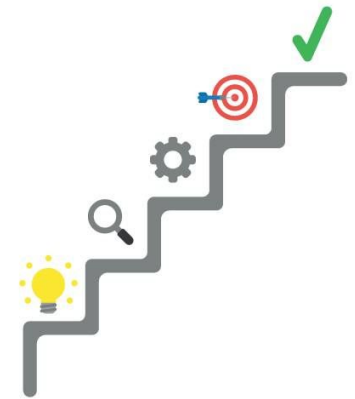
Nov. Parent Survey Results as of 12/8/20



# Stage 3: “Expanding Cohorts”

## Next Steps

1. **Teacher Survey:** Identify Student Criteria and Teacher Onboarding
2. **Facilities Mapping:** Identity Total Capacity
3. Sourcing Additional Tools as Needed
4. Identify Students and Invite Parents
5. **Training:** Staff and Parents
6. Onboard Students & Staff
7. **January Board Meeting:** Staff Recommendation Provided





## Stage 3: “Expanding Cohorts”

### Board Discussion



# Facilities: Annex

Annex - Set to expire Dec. 2020, SB 740 need updated lease & appraisal (executed on)

## Updates:

- Proposal Provided to Owner
- **Extend the current lease** for 6 months and 20 days from December 10, 2020 to June 30, 2021 at the new rate of \$19,781/month.
- This will allow OCEAA to reach out to the **CSFA** and a qualified commercial appraiser who understands charter school facilities and see if we can **roll the cost of tenant improvement (TI)** that was performed on the premises into the CSFA's SB- 740 program.
- If approved, landlord to pay off TI loan
- We cannot guarantee the outcome
- Facilities Committee met to go over this plan

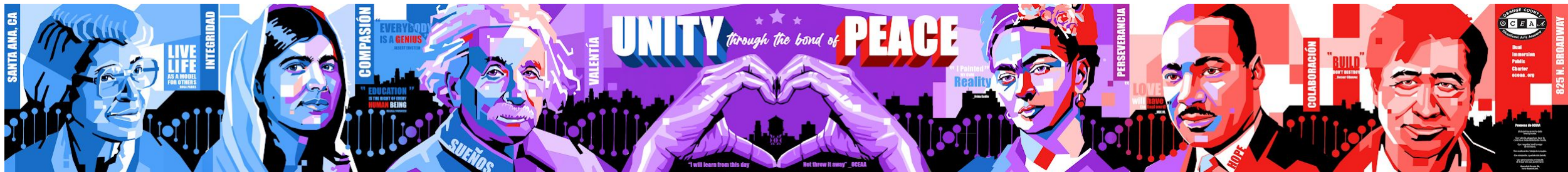


# Mural Report

Mural designed and installed by Brian Peterson of "Faces of Santa Ana" and local Santa Ana artist, Damin Lujan, and supported by Ruth Prentice, Superior Property Services, and Acrylatex.

1. Mural Funded with an additional \$6,200 grant to OCEAA
  - a. \$4k to playground and \$2,200 to student artwork competition
  - b. CA & OC Hispanic Chambers committed an additional \$1,500

Total Grant: \$7,200



# Before



# After



# Mural: Ribbon Cutting

## Dignitaries in attendance:

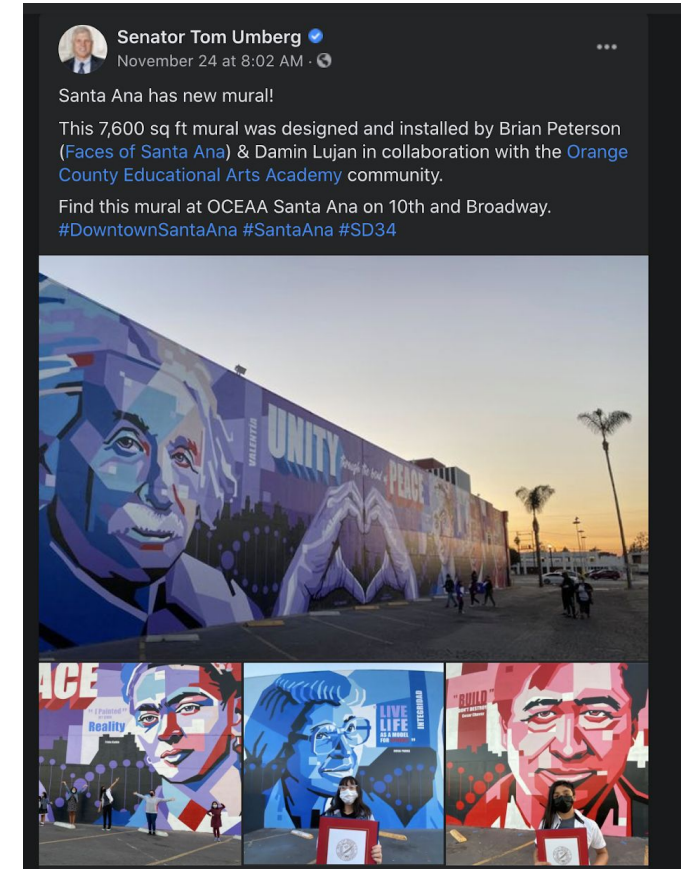
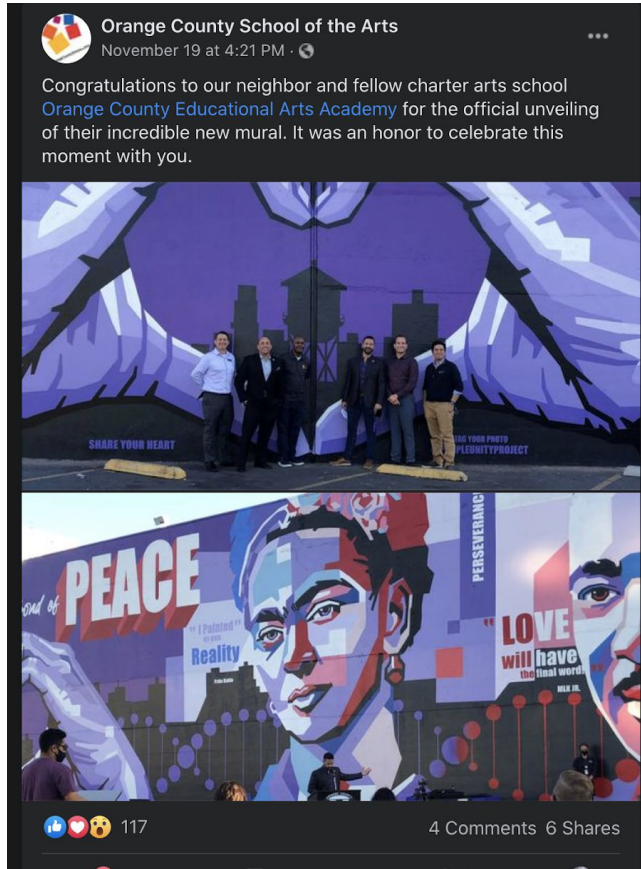
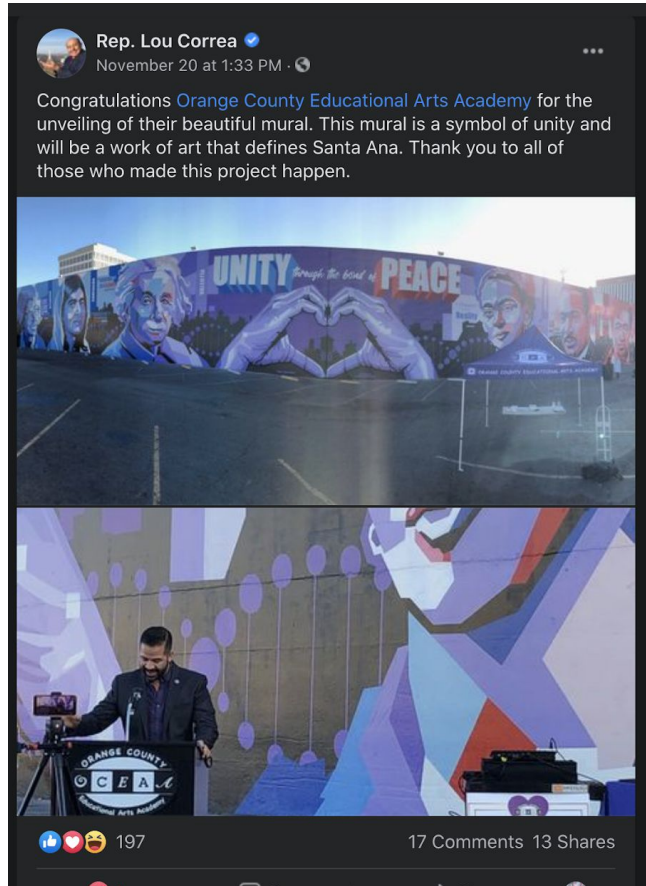
- Reben Franco, CEO, **O.C. Hispanic Chamber** hosted ribbon cutting with
- Julian Canete, CEO, w/ **CA Hispanic Chambers**
- **City of Santa Ana:** David Penaloza, Jonathan Ryan Hernandez and Jessie Lopez
- Claudio W. Gallegos, **Congressman Lou Correa**
- Avelino Valencia III, **Assemblyman Tom Daly**
- Richard Santana, **Senator Tom Umburg**
- OCSA, Nova and local leaders

## Media Interest:

- Voice of OC
- Arts OC
- Spectrum 1 News
- Para Todos



# Mural: Ribbon Cutting PR Highlights



Possible Impressions: 43,800 Views (at the minimum)

# Mural: Ribbon Cutting PR Highlights



**zaoone** • Follow  
Orange County Educational Arts Academy

**zaoone** Thank you @kevion and @knowpassion for coming out today to film this dope little edit. @knowpassion filmed, edited and posted this in hours. Your too good my friend.  
#Repost @kevion with @make\_repost

UNITY THROUGH THE BOND OF PEACE 🙌

Checking out the new mural by the incredibly talented @zaoone & @facesofsantaana 100 hrs. of blood sweat and creativity.

@purpleunityproject #santaana

2w

**facesofsantaana** Done edit



1,092 views



**facesofsantaana** • Following  
Orange County Educational Arts Academy

**facesofsantaana** What an amazing seven days designing and installing the @purpleunityproject mural on @oceaa\_santaana with @zaoone. Thanks @ruthprentice for envisioning this transformative art piece. Thanks to every volunteer who helped paint, every neighbor who brought coffee and burritos, and all our friends and family who stopped by to keep@us company late into the night. We feel incredibly



Liked by oceaa\_santaana and 433 others

NOVEMBER 18

**elprogresosantaana** • Following  
Santa Ana, California

**elprogresosantaana** Ribbon cutting of the UNITY through the bond of PEACE 11/19/2020 4 PM  
#SANTAANA  
@facesofsantaana  
@zaoone  
@oceaa\_santaana

2w

**oceaa\_santaana** Thank you for joining us! ❤️

2w Reply

**lapurisimanaturista** Amazing 🙌🙌🙌🙌❤️

2w Reply



872 views



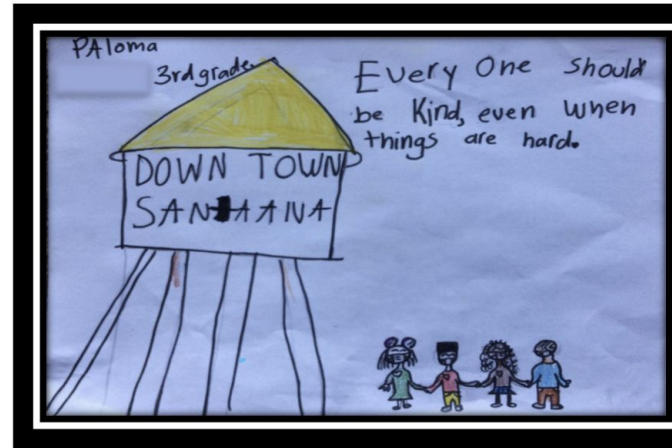
# Mural: Ribbon Cutting PR Highlights



Santa Ana Chamber's: A Tribute to Mayor Miguel Pulido

# Student Artwork Challenge

- Over 100 Entries, nearly 20% participation
- Top 10
  - Donor added 12 more
- View: <https://bit.ly/oceaaamuralart>
- Each received:
  - \$100
  - Certificates of Achievement from
    - OCEAA
    - City of Santa Ana
    - Congressman Correa's Office
    - Assembly Daly's Office
    - Senator Umburg's Office



# Prospective Family Tours

**Current Wait List:** 51 for TK-6th

## Covid Format:

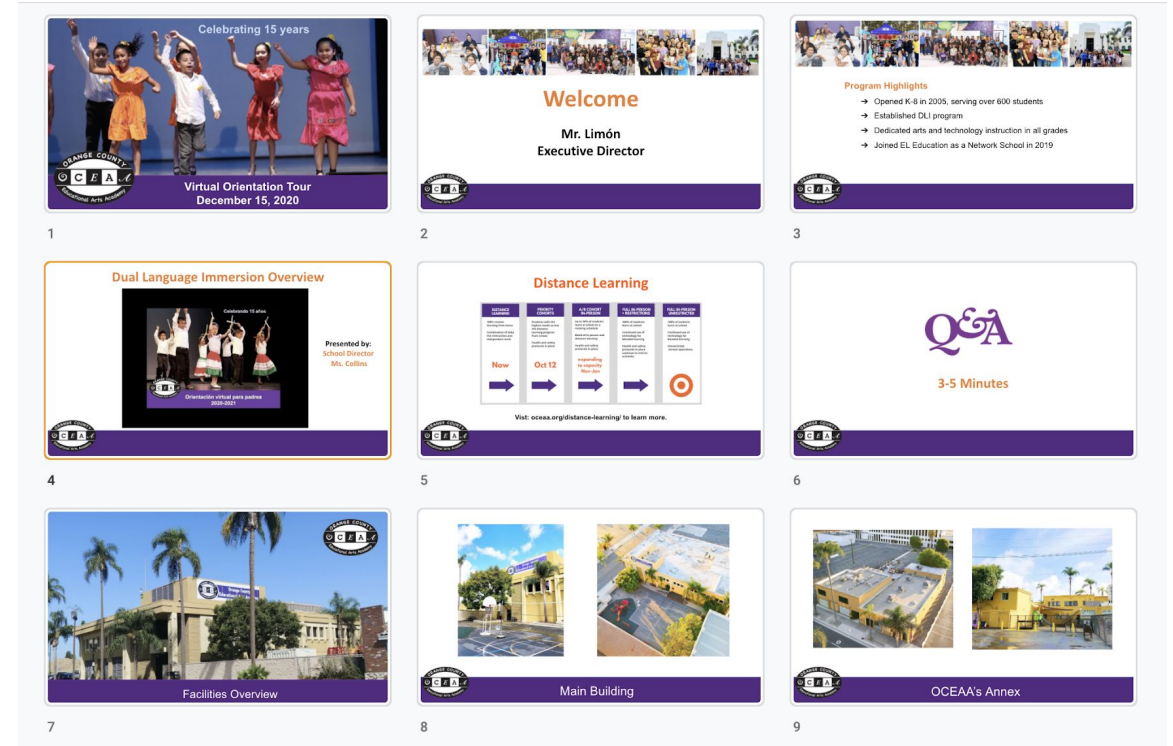
1. Virtual: New Template
2. Academic Program
3. Facilities Preview
4. Overview on next steps & Lottery (**March 19, 2021**)

## Upcoming Dates:

**12** for Nov and currently **20** for Dec 15th

- Tuesday, January 12th
- Tuesday, February 9th
- Tuesday, March 9th

**Sibling & Staff Priority Communications going out**



# Playground Refurbishment

## Budget:

- FSO: \$5k
- Ruth Prentice: \$4k
- CA/ OC Hispanic Chamber: \$1,500
- **Total: \$10,500**

**Engaged:** Andres Bustamante Assistant Professor, School of Education, UCI  
and Kreshnik Begolli, Research Scientist, UCI

## Process:

1. Questions Developed for Stakeholders (students, teachers and parents)
2. **Send Survey, OCEAA to create**
3. Evaluate data from the questions and share with UCI Team
4. Schedule Co-Design workshops with different stakeholders (students, parents, teachers)
5. Create Scope of Work and timeline



# Orange County Soccer Club (OCSC)



- OCSC team adopted OCEAA
- OCSC contracted artist to rendered community t-shirt!
- OCEAA will be the nonprofit organization that we highlight as we sell the t-shirts, with net proceeds going to OCEAA.
- They have a Hispanic Advisory Board that nominated OCEAA
  - Hispanic Chamber Leads
- **Target Month: January**
- **Next Steps:**
  - Conduct second planning meeting
  - Asking for OCEAA logo branding
  - Price \$20-25/ shirt



# Holiday Drive

- OCEAA Led
- Prospanica has partnered
- Goal of \$1,800
- To adopt 12 families
- Currently at \$300 + Items
- Visit:  
<https://oceaa.org/donations/holiday-drive/>




 **Prospanica Orange County**  
95 followers  
2d • 

Prospanica Orange County is partnering with Orange County Education Arts Academy to bring joy to their families. Join us by donating from their Amazon List or donating \$!

If you prefer, I can collect it from you and drop off at school. Let us know!  
Let's help the less fortunate.

<https://lnkd.in/gc5JUev>  
#OCEAA

Mike Limon Seth Sherwood Oscar Toscano Gilda Pettit, MBA Francisco T. Avalos, MBA, PMP, CSM Maria G. Cervantes Edward Rodriguez, MBA Nancy G. Urdaneta, MEd. Rafael Martinez



The poster features the text "Holiday DRIVE" in a large, stylized font, with "DECEMBER 7-14" below it. A purple banner at the bottom reads "HELP BRING SOME HOLIDAY CHEER TO". Below the banner, it says "OCEAA Holiday Drive - OCEAA - a TK-8th Santa Ana charter school" and "oceaa.org • 1 min read".



The poster features the text "Holiday DRIVE" in a large, stylized font, with "DECEMBER 7-14" below it. A purple banner at the bottom reads "HELP BRING SOME HOLIDAY CHEER TO AN OCEAA FAMILY THIS SEASON BY DONATING TO OUR HOLIDAY DRIVE!". Below the banner, it says "DONATE IN PERSON, VIA OUR AMAZON WISH LIST, OR MONETARY DONATIONS ON OCEAA.ORG OR AT THE FRONT OFFICE". A QR code is provided for scanning to see the wish list. The text "PLEASE VISIT OUR WEBSITE FOR MONETARY DONATIONS OCEAA.ORG/DONATIONS/HOLIDAY-DRIVE" is also present. At the bottom, it says "QUESTIONS? CONTACT MIRIAM RAMIREZ AT (714) 361-1850 OR MRAMIREZ@OCEAA.ORG."

# Staff Town Hall & Appreciation Meal

Hosted All Staff Town Hall on 11/18 planning for a 1/4/21 Meeting

Staff Appreciation meal 11/19,

- Had 42 staffers join us
- Taco Vendor
- Thank you to the Board for your contributions!
- FSO also participated with a dessert table
- Would like a Winter one at some point



# Mics.

- **Compensation Study Overview**
- **Coffee Chat Tomorrow:**
  - **Dr. Zaldivar, Department of Pediatrics, School of Medicine, UCI Irvine Health**
  - **Dr. Ulloa, Department of Pediatrics, School of Medicine, UCI Irvine Health**
- **Tonight:**
  - **Presentation on UV Tech: Michael Cataline**
  - **Audit Oview, Guest: Scott Gustafsson**



Q&A





# Compensation Study Update

December 9, 2020

# Update



- **Task Force Member:** Mike Limon, Carmen Aparicio, Janine McFarlin, Rosalinda Vargas, Antonio Romero (UCI intern). Additionally, Ruth Dutton (external consultant with extensive charter school experience) will be helping the team in a limited capacity.
- **Schools selected:**
  - a. Public: Santa Ana, Westminster, Tustin, Anaheim, Orange, Costa Mesa, Garden Grove
  - b. Charter: El Sol, Nova, Renaissance, International School of Orange, Edward B. Cole
- **Information requested via Public Records Request Act:** Salary tables for classified and certificated staff, job descriptions, benefits information (options and pricing). Have currently received data from one school district and a denial from a private school.
- **Development of Compensation Philosophy:** Have identified 3 areas of focus (Mission Driven, Equity and Competitive Pay/Benefits)



# Compensation Philosophy (Draft)

OCEAA recognizes that people are our greatest asset. We offer our employees a compensation structure that includes competitive pay and benefits, equitable access to growth opportunities and unique experiences to engage in meaningful work that advances our mission.



Q&A





# Memo

To: OCEAA Board of Directors

From: Mike Limon  
Executive Director, OCEAA

Date: Wednesday, December 9, 2020

Subject: **Re: OCEAA's Two Year Parking Contract Renewal dated 11/16/20**

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## Monthly Expense Overview:

### Contract:

72 spaces at \$70 per car per month: \$5,040 monthly for 11 months of staff duty  
15 spaces at \$70 per car per month: \$1,050 for one month

## Projected Annually:

11 Months: \$55,040  
1 Month in Summer: \$1,050

**Total Annually: \$56,090**

## Savings:

Fair Market Rate that they had been wanting to charge OCEAA was at \$110 per car per month

11 Months: \$87,120  
1 Month in Summer: \$1,650

**Total Annually: \$88,770**

**Total Savings: \$65,360 for two-year contract**



825 N. Broadway, Santa Ana, CA 92701



714-558-2787



[receptionist@oceaa.org](mailto:receptionist@oceaa.org)

SYCAMORE PARKING CONCEPTS  
C/O CARIBOU INDUSTRIES, INC.  
1103 N. BROADWAY, SANTA ANA, CA 92701  
(714) 543-9484 FAX (714) 543-9972

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November 16, 2020

**OCEAA**

825 N. Broadway  
Santa Ana CA 92701

This Parking Agreement is made November 16, 2020, by and between Sycamore Parking Concepts LLC, a California Limited Liability Company, and Orange County Elementary Arts Academy, (OCEAA)

Sycamore Parking Concepts agrees to lease to OCEAA 72 spaces at 812 N. Sycamore at a rate of \$ 70.00 dollars per space per month.

Term: this agreement is for one Years starting January 1, 2019 and ending December 31, 2022, both parties agree to have an option to cancel this contract with a 90 day written notice to either Party.

**Rate:**

January 1	72 spaces @	\$ 70.00 per space per Month	\$ 5,040.00 per month
July 1	15 Spaces @	\$ 70.00 per space per Month	\$ 1,050.00 For July
August	72 Spaces @	\$ 70.00 per space per Month	\$ 5,040.00 to term
June 1	72 Spaces @	\$ 70.00 per space per Month	\$ 5,040.00 per month
July 1	15 Spaces @	\$ 70.00 per space per Month	\$ 1,050.00 For July
August	72 Spaces @	\$ 70.00 per space per Month	\$ 5,040.00 to term

None Exclusive parking a (first come first serve Basis), and the parking hours are from 6:00 am to 6:00 pm. Monday through Friday, and closed on weekends and major Holidays. Please do not park in reserved spaces!

**Anti- bypass Violation**

Access cards not working? Cards must be swiped going in and swiped going out to get out completing the loop.

**ONE IN FOR ONE OUT**

Gates open at 5:30 am and closes up at 6:00 except for Fridays the entry gate is open until 6:00 pm. All doors lock at 7:00 PM, there is a door next to the elevator for late access code # 5124

Lost cards will be \$ 25.00

This License Agreement grants OCEAA the right to use the Parking Structure for Parking Purposes only, please use the pedestrian ways to access and egress the garage, "Not for exercising, Jogging, or any activity other than for Parking Purposes"

The owner is not responsible for theft or damage of the vehicles parked in the parking structure, please park and lock your vehicle at all times.

72 parking spaces at \$ 70.00 per space per Month

Total due upon execution continued Monthly payment as follows

Your monthly payments due on the first of every month is \$ 5,040.00

Please make check payable to:  
Sycamore Parking Concepts LLC

Please sign and E-mail to [Rod@caribouind.com](mailto:Rod@caribouind.com), or fax to 714 543 9972.

Shall you have any questions please don't hesitate to call me.

First Party Signature (Landlord):

Date:

11/16/2020

Second Party Signature (Lessee):

Date:



# Memo

To: OCEAA Board of Directors

From: Mike Limon  
Executive Director, OCEAA

Date: Wednesday, December 9, 2020

Subject: **Re: OCEAA Memo COMBO Portable UV & Air Purifiers Cart**

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Staff is seeking OCEAA Board approval for \$124,678.13 from **Facility Solutions Group** to procure 31 disinfecting and air purifying systems to ensure OCEAA provides the best air quality possible in the facilities. OCEAA already lacks windows for additional ventilation and has older HVAC units in place. The ultimate goal is to implement and provide staff and students with an environment that meets health and safety expectations. This expense correlates to OCEAA's Learning Continuity and Attendance Plan (LCP) that the OCEAA board approved on 9/23/20.

OCEAA staff underwent a bidding process to ensure we meet quality and price standards for school grade products. OCEAA asked 4 companies for proposals, of which OCEAA ordered 10 units from Staples, their AeraMax Air Purifiers, for the cohorts currently activated. OCEAA is still in need of additional units to plan ahead as we invite additional students and staff onsite.

## Companies:

1. Staples: AeraMax Air Purifiers \$14,824 (includes replacement filters)
2. Camfill \$2,500 per unit (too expensive)
3. Blue Air (didn't have inventory)
4. **Facility Solutions Group**, 31 units (see full proposal for additional details and below)

### **COMBO Portable Cart: \$124,678.13 Material & Labor**

- 4 in 1 Surface + Air UVC & Ionization
- 24/7 Disinfection System
- Cord & Plug Installation



825 N. Broadway, Santa Ana, CA 92701



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# Request for Information

Janine McFarlin

Orange County Educational Arts Academy (OCEAA)

825 N. Broadway St.

Santa Ana, CA 92701

RE: UV Lighting + Ionization

Dear Janine,

Thank you for inviting Facility Solutions Group to develop a UVC Lighting System plus Ionization that will ultimately become the main source of disinfection for OCEAA.

FSG is one of the largest electrical services company in the U.S. and offer various services including lighting design & consulting services. We are confident that we have the extensive design experience and capabilities to execute this project to meet OCEAA vision and goals.

FSG Lighting Design Team has been providing lighting design consulting services for over 30 years all over the US and around the world. With backgrounds in Architecture, Interior Design and Lighting Design we can interpret and execute the vision and design intent of the design team and client.

At FSG, we go beyond lighting design consulting and are committed to the bigger picture and the success of the project. As one of the largest lighting distributors in the country, as an added service we can pre-negotiate lighting fixture costs upfront, so it meets the client's construction budget. We make it a priority to work closely with the entire project team to understand the vision and meet the goals of the client/project.

The enclosed proposal is based on our current understanding of your project needs. We would love to collaborate with your team to further refine this proposal to meet your project needs. We look forward to discussing this with you further.

We appreciate the opportunity.

Best Regards,

Michael Cataline  
National Account Executive

The Project includes design, analysis, and consulting services for UV Lighting and Ionization Systems:

UVC Portable Unit – Classrooms (Page 6): Qty 31 \$83,118.75 Material + No Labor Needed

- (38) Cello 300w Cart using UVC
- Disinfection of Surface & Air when unoccupied
- Engineered VIRA Design – Disinfection Rate 15-minutes to 30-minutes
- Cord n Plug with standard outlets

*or*

UVC Permanent Fixtures – Classrooms (Page 7-8): Qty 31 \$23,672.22 Material+\$77,500 Labor

- (38) GCD Fixtures using UVC
- Disinfection of Surface & Air when unoccupied
- Engineered VIRA Design – Disinfection Rate 4-minutes to 7-minutes
- Installation includes dedicated switch with key lockout.

**plus**

HVAC Ionization (Page 9-10): Qty 31 \$763.62 or \$3,686.18 ea. Material + \$800-\$1,200 Labor

- Assuming FC48 Units or IMOD60 (audit required prior to final pricing)
- 24/7 Disinfection of Surface & Air
- Deactivates Mold, Odors, Fungi, Bacteria, and Viruses
- Installation using low voltage wiring

*or*

Surface Mount Ionization (Page 11): Qty 31 \$44,850.88 Material + \$15,500.00 Labor

- Wall-mounted Ionization Unit Surface & Air
- 24/7 Disinfection System
- Cord & Plug Installation

**All-in One**

COMBO Portable Cart (Page 12): Qty 31 \$124,678.13 Material & Labor

- 4 in 1 Surface + Air UVC & Ionization
- 24/7 Disinfection System
- Cord & Plug Installation

BASIC SERVICES:

SCHEMATIC DESIGN PHASE INCLUDES THE FOLLOWING:

1. Preparation of Lighting Concept Narrative to document the approach to the project, our review and understanding of the client's program objective, current designs, and construction constraints. We will develop conceptual UV lighting design solutions for the areas listed above which will consists of: Concept statement for the area; Conceptual Lighting Studies; Lighting sketches, image photos for design approach. Image photos for lighting fixture type.
2. The Lighting Design Concept Narrative will address the following objectives: Confirm the project program and the required lighting improvements to meet the Client objectives:
  - a. Define the hierarchy of lighting intensity and source related to the proposed functions within each distinct area and facilities components.
  - b. Define proposed scale and vocabulary of lighting equipment for the various individual spaces and areas.
  - c. Develop concept plan, section, and elevation configuration for lighting solutions related to typical spaces and configuration plans.
  - d. Provide lighting calculations to confirm system performance.
  - e. We will proceed with Schematic Phase Documents upon approval from the Client and Design Teams' regarding accepted Concept Design.
3. We will develop mock-up plans for each typical space type for the Clients review and evaluation.
4. We will develop the approved concepts to a schematic level to accurately define UV lighting design solutions for the scope areas, including required calculations and studies to confirm the target disinfection levels, preliminary fixture details, energy consumption, budget cost and environmental compliance for the project. Ensure that lighting control is clearly set.
5. We will provide the Client with fixture specifications and plans to define lighting loads. We will provide budget estimates and coordinate with the Client to review budget and UV lighting package.
6. Deliverables for Schematic Design/Design Development Phase of work will include:
  - a. Vira Design Concept Narrative
  - b. Lighting Sketch Plans for typical scope areas/spaces
  - c. Lighting Fixture Cut Sheet package with detailed equipment performance specifications and fixture detail cut sheet.
  - d. Controls Intent
  - e. Sketch details of fixture mounting for non-standard mounting conditions
  - f. Preliminary Budget Estimate

#### **BASIC INFORMATION:**

- |     |                       |  |
|-----|-----------------------|--|
| 1.1 | Consultant (FIRM):    | Facility Solutions Group, Inc.   |
| 1.2 | Business Address:     | 224 Washington Street<br>Perth Amboy, New Jersey 08861                   |
| 1.3 | Telephone Number:     | 856.394.3950   |
| 1.4 | Company Website:      | <a href="http://www.fsgj.com">www.fsgj.com</a>                           |
| 1.5 | Person to Contact:    | Michael Cataline   |
| 1.6 | Contact Email:        | <a href="mailto:michael.cataline@fsgj.com">michael.cataline@fsgj.com</a> |
| 1.7 | Type of Organization: | Corporation  |

#### **UV TECHNOLOGY SUMMARY:**

##### **UVA/B**

This wavelength registers at 315nm, 365nm which not visible light. It will only inactivate bacteria and has yet to be proven to deactivate viruses. This has a moderate exposure time.

##### **UVC**

This wavelength registers at 254nm which is not visible light. It inactivates both viruses and bacteria plus mold and fungi at a 99.99% effectivity. Exposure time is limited and not recommended.

##### **Far-UV**

This wavelength registers at 222nm which is not a visible light. It kills bacteria at a 90% effectiveness but will not kill mold or fungi. It currently is under virus effect testing. Low exposure time.

##### **Ionization**

Ionization produces positive and negative ions to purify indoor air. It is proven to deactivate COVID19 in 30-minutes or less. Safe to operate during occupied times.

## DETERMINING A UV LIGHTING SYSTEM FOR YOUR SPACE + RETURN ON YOUR INVESTMENT

### Equation:

*Space Dimensions + Obstructions + DDR + Manpower = Ideal UV System*

### Space Dimension:

Length x Width x Height. The size of the space will determine what unit or units is needed. UVC can only deactivate bacteria or viruses on surfaces it can touch. This is an obvious but critical piece of information.

### Obstructions:

UV Light deactivates bacteria and viruses both in the air and on surfaces. Objects in the room play a role on how effective the UV unit can be. Understanding the obstructions provides a more accurate kill rate and design. Allowing the light to reflect or bounce around the space is needed to disinfect the indirect surfaces.

### Desire Disinfection Rate (DDR):

Understanding the space is another crucial component to determining the ideal UV system. Because UVC is harmful to humans' skin and eyes, the system can only be activated while the space is unoccupied. This is where the DDR plays a crucial role when implementing the ideal UV system.

### Manpower:

Manpower and DDR are similar in the fact that they are both limitations. Manpower is the one component that can determine a portable system vs a permanent system. For example, a 30-classroom school has a 3-hour window (3pm to 6pm) to disinfect the rooms. Utilizing one portable unit, with a kill rate of 30 minutes, would take 15 hours.

*We always have budget constraints. Our formula ensures the most effective system both on costs and accuracy. Using the example under 'Manpower', you could be in a position to purchase multiple portable units to help reduce the amount of time needed to disinfect each room (5 units = 10 rooms per hour = 3 hours for 30 rooms) but other education institutes would not. There are two ways FSG can help. First option, we can apply an ROI to your permanent UV system. Using your chemical and manpower expense, we can determine the money saved by implementing a permanent UV system.*

*Second option, which applies to either solution type, we can upgrade your entire facility to LED lighting. Using our Light as a Service (LaaS) finance model, we will take the energy savings generated from the LED system for a set term. This can include your UV products as well.*



# Memo

To: OCEAA Board of Directors

From: Mike Limon  
Executive Director, OCEAA

Date: Wednesday, December 9, 2020

Subject: **Re: OCEAA Bank of the West Check Signors**

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OCEAA needs to change the signors on the Bank of the West accounts to be consistent with OCEAA's Fiscal Policies and Procedures (FPP). The board already approved OCEAA's Board Chair, Scott Overpeck, as being added as an authorized signor for the Bank of the West accounts at the 9/9/20 board meeting. However, Bank of the West is asking that we consolidate all changes to bank signors.

**Action:** Approve the change to authorized signors for the Bank of the West accounts

**Add:**

Scott Overpeck, Board Chair

**Remove:**

Marissa Munoz, Accountant

**Maintain current authorize signors:**

Miguel "Mike" Limon, Executive Director

Kristin Collins, School Director

Janine McFarlin, Interim Controller



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# Memo

To: OCEAA Board of Directors

From: Mike Limon  
Executive Director, OCEAA

Date: Wednesday, December 9, 2020

Subject: **Re: Revision to FPP re: bank accounts (opening and closing)**

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OCEAA was notified on Tuesday, December 1, 2020 by Bank of the West that a "suspicious" check had cleared the account. The original check was for \$299.86 to Sunrise Produce, a vendor that provides food for the Garden Grill to prepare for students. The payee on the check had been altered from Sunrise Produce to an individual's name. All other aspects of the check remained unchanged. An affidavit was filed on Thursday, December 3 by Janine McFarlin, Interim Controller, with Bank of the West to report the fraud. The bank's protocol is to close the fraudulent account within 90 days and open a new account. Currently, there is \$200K in o/s checks. The old account needs to remain open for these checks to clear. Once board approval is received, OCEAA will open a new account and transfer all funds exceeding \$200K to the new account to avoid anyone accessing these funds illegally. Sunrise Produce was notified of the fraud on Tuesday, December 1.

**Action:** Revise OCEAA's current Board Approved Fiscal Policies and Procedures to authorize the Executive Director and/or Controller to open and close bank accounts without prior board approval in emergency situations (fraud, etc).

**Refer to page 33** of OCEAA's Board Approved Fiscal Policies and Procedures for this recommended change.

