Orange County Educational Arts Academy

A California Public Charter School

BOARD OF DIRECTORS MEETING MINUTES

Regular Meeting

April 13, 2022 6:30 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/3jjRDOX

MINUTES

I. Call to Order: 6:33

A. Roll Call

	Board Members	Present	Absent
	Dr. Alfonso Bustamante		X
	Valerie Sullivan	X	
	Scott Overpeck, Chair	X	
	Ben Stanphill, Secretary	X	
	Boris Molina	X	
	Carmen Aparicio	X	
	Jessica Reyes	X	
	Staff/Other		
	Janine McFarlin, Treasurer	X	
	Mike Limon, President/Executive Director	X	
B.	Approval of Agenda		

II. Approve OCEAA Board Meeting Delivery to Virtual Platform

The Charter School Board of Directors determines, in accordance with Government Code Section 54953(e)(1)(B), that meeting in person would present imminent risks to the health or safety of attendees. Pursuant to Government Code Section 54953(e)(3), the Board has also reconsidered the circumstances of the State of Emergency declared by the Governor on March 4, 2020, and finds the State of Emergency continues to directly impact the ability of the Directors to meet safely in person and/or that State or local officials continue to impose or recommend measures to promote social distancing.

Action: Approve Virtual Meeting	Motion: BS Second: VS		
	Vote: JR, CA, VS, BS,		
	BM, SO for 0 against		

III. Public Comment on Closed Session Items, If Any

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

IV. 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))

V. Reconvene to Open Session and Report of Action from Closed Session, If Any

VI. Public Comment

No public comment

VII. Board and Staff Reports

- A. Staff Reports
 - 1. Executive Director Mike Limon
 - (a) School Report Academic Leadership Team
 - (b) Update on Academic Leadership Structure
- B. Operations Report –Janine McFarlin
- C. Board of Directors Reports

Board donations report needs to be updated, also board members be sure to update

Refocus on board recruitment to bring new people in next month

VIII. 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 March 2022 Board Meeting
- B. Approval of Minutes from March 29, 2022 Special Board Meeting
- C. Ratification of March 2022 Check Register

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

IX. Review and Approve 2022 – 2023 OCEAA Academic Calendar

Action:	Approve	proposed	2022-2023	Academic	Motion: BM Second: BS	
Calendar					Vote: JS, BS, BM, CA, VS,	
				SO for 0 against		

X. Review and Approve Collective Letter Denouncing Racism

Action: Approve OCEAA's Commitment to Anti-Racism	Motion: SO Second: JR
and vision to address racism on campus (final verbiage	Vote: JR, BS, BM, CA, VS,
pending legal review)	SO for 0 against

XI. Review and Approve Academic Leadership Structure

Action:	Motion: _	Secor	nd:
	Vote:	for	<u>against</u>

XII. <u>Items for Future Meetings</u>

The next regularly scheduled meeting is on May 11, 2022.

XIII. Adjournment

The meeting was adjourned at 8:26 PM.



April 13, 2022 Executive Director Board Report



- Leads Academic Program
- Math and Literacy
- Teacher Evaluations
- Behavior/Discipline
- Compliance (LCAP, etc) and testing (CAASP, etc)

- SPED Department
- Counselor/PBIS/COST/SART
- Teacher Evaluations

- ELD & ELAC
- Teacher Evaluations
- Compliance (LCAP, etc) and testing (ELPAC)







CONCEPT 2 - Current Structure (Traditional)

Engagement:

- EL Education Collaboration on Vision Done
 - a. Validated distributive leadership concept, challenged team to ensure "lanes on highway" are clear, SPED and renaming a title to Dean of Culture and Character
- **2.** Parents Coffee Chat, April 14th
- 3. Teachers Conduct Focus Groups (2) April 14th (a second one to be set up next week)
 - a. Board: Carmen and Jessica to represent and welcome guests
- 4. Classified Staff Conduct Focus Groups (2) Week of April 25th

Next Steps:

- 1. Need Final Concept vetted and decided by April 21st
- 2. Have draft job descriptions finalized April 29th
- 3. Develop hiring plan with interview rubric (survey) with interview panel
 - a. Everyone is expected to follow this process



CONCEPT 3: Modifications Based on "Education Partner" Feedback





2022-23 Planning Updates

Staffing Attrition

- 1. 4 Teacher positions will not return of as now
 - a. Counselor filled through NPA but have some solid candidates in pipeline
- 2. 5 Classified Positions will not return of as now
 - a. Health Clerk will be additional position to fill (currently funded by OCDE)

Enrollment Projects: Intent to Returns (4/12/22):

22-23	Returning for 22-23	Undecided	Not Returning	Outstanding
тк				
Kinder	18		1	
1st	55			18
2nd	65	1	1	19
3rd	57	1		16
4th	57		1	26
5th	49			27
6th	46	3		23
7th	29	5	9	15
8th	11	2	2	19
Totals:	<u>387</u>	<u>12</u>	<u>14</u>	<u>163</u>



Renovation Idea: Pitched on March 28th AAA Wellness Center - \$10-\$15k



Need a donor for a culinary summer program.











Academic Leadership Board Update

April 13th, 2022

LCAP Goal 1: OCEAA ensures student access to qualified teachers, Special Education, a broad course of study, facilities in good standing, standards-aligned instructional materials, technology and physical wellness that supports their success.

❖ MTSS:

- Panorama survey closed, the MTSS team is analyzing the data now.
 - Challenging Feelings
 - Emotion Regulation
 - Growth Mindset
 - Learning Strategies
 - Self-Efficacy
 - Self-Management
 - Supportive Relationships
- Contracted with Panorama for a data analysis protocol training on April 29th (Full Day PD release)
- Reviewing Playworks follow-up plan
- Interim counselor will join MTSS

LCAP Goal 2: OCEAA teachers effectively use data, student engaged assessment, and language acquisition strategies to ensure students achieve academic excellence in Spanish and English.

Literacy Team Report:

- All RTI students have completed or are completing the end of the trimester DRA assessments
- Literacy team will look over the data and revise the RTI tiers in order to reflect all necessary changes
- Literacy team will continue working with teachers to adjust push in support to better meet student needs
- New groups will be formed for trimester 3 using T2 DRA scores

Looking ahead:

- Literacy Coach will be meeting one on one with student in Kindergarten that are struggling with reading and math to provide teachers with support and help determine intervention necessary (pre-retention conversations)
- Literacy team will meet with parents to check in about struggling students who receive RTI (approximately 10-15 families)

❖ Math Team Report:

- Math team reviewed data and made adjustments to the schedule based on teacher concerns/needs
- Math team completed Kindergarten mid year screeners for all kinder students
 - Data was archived in a spreadsheet
 - Math Coach is reviewing data and setting performance band criteria (Advanced, Proficient, Approaching, Below)
 - Full lesson observations are being conducted to give feedback to new Kinder teachers
 - Small group lesson structure will be established based on students placing in the urgent intervention band
 - Data will be used for Retention
- Supported teachers with walkthroughs and direct feedback around CFUs and student engagements
- Scheduled virtual trainings for Eureka; however, they were canceled due to low enrollment
- Completed required observations of math teachers using the glow/push feedback form
- Continued to meet with K-3 during P.E release every other week and 4-8 teachers during lunch/music release time.
- Math team was included in our first SST request

EL Coordinator Report:

- ELPAC Testing continues for lower grades.
 - 3rd-8th:
 - Listening, Reading, and Writing tests are complete in 5th-8th grades
 - Speaking tests are complete in 6th-8th grades and in progress in 5th grade (3rd and 4th to come)
 - TK-2nd:
 - 1-on-1 assessments are complete in 2nd grade and are in progress in 1st grade (TK-K to come)
- California Healthy Kids Survey is underway for students in 5th-8th grade and for families. The teachers completed their component on April 1st.

LCAP Goal 3: All OCEAA students create complex, authentic work that demonstrates a high level of craftsmanship.

Kristin Collins has been working with grades kinder, 1st and 2nd to support case studies.

LCAP Goal 4: All OCEAA students develop strong character and crew spirit to become effective learners, ethical people and culturally competent leaders who contribute to a better world.

❖ Work Plan Team update:

• PDSA cycle on Learning Targets closed per a Work Plan team vote

- Currently reviewing data for next PDSA: possibly on Staff Crew
- Window opened for teacher panorama SEL survey that will provide baseline data to Work Plan team

LCAP Goal 5: OCEAA staff engage families in the life of the school, developing strong partnerships that support the well being of students and prepare them for entering a college preparatory high school program.

EL Coordinator Report:

- ELAC Meeting on March 11th covered Budget updates, LCAP Community Partner Engagement, and Reclassification criteria
 - It did not yield any written recommendations to the School Coordinating Council
- ELAC Meeting on April 15th will cover 2021 Summative ELPAC Results (presented to the board in October 2021) and further LCAP Community Partner Engagement

Counseling Corner

- Staff Student Referrals: **50 Total Students** (Since 10/13/21)
 - o K **7** Students
 - o 1st 9 Students
 - o 2nd 5 Students
 - o 3rd 4 Students
 - 4th **3** Students
 - o 5th 8 Students
 - o 6th 4 Students
 - o 7th 8 Students
 - o 8th 2 Students
- Student Self Referrals/Walk -ins: **94** (since 9/8/21)
- CA Healthy Youth Act (Sexual Health Education) Instruction 67 Total Students
 - o 6th Grade boys: **8** Students (Boys)
 - o 7th Grade: 29 Students (14 Boys/15 Girls)
 - o 8th Grade: **30** Students (19 Boys/11 Girls)
- Habit of Character Student Recognition
 - Weekly Raffles for all grades for students demonstrating the habits of character
 - Approximately **47** winners each week across TK- 8th grade



Financials through Feb 28, 2022

Monthly Financial Board Report

Prepared for: Orange County Educational Arts Academy

Financial Summary

Actual to Budget:

This report is as of **Feb 28, 2022**, compared against our board-approved budget on **February 9, 2022**, based on **591** students enrolled and **514.17** ADA.

YTD Revenues Through Feb 28, 2022, are \$5,363,091 or 1.8% ahead of our current budget.

YTD Expenses Through Feb 28, 2022, are \$6,364,448 or -2.3% behind our current budget.

Therefore, net income is (\$1,001,357) or 4.5% behind our current budget.

Balance Sheet:

As of **Feb 28, 2022**, we had total cash of **\$2,440,874**, short-term liabilities of **\$1,208,700**, and long-term liabilities of **\$463,394**. The ending fund balance is **\$1,716,061**.



Understanding the Financial Health of the Organization

Current Ratio (Liquidity)

Ability to pay short-term obligations

Current:



		J =
2.1	>	1.0

Target:

Formula:

(Current Assets) / (Current Liabilities)

Defensive Interval

Months of continued operation without incoming funds



Current:	rarget:
3.3	> 3 months

Formula:

(Cash + Securities + AR)/(Average Expenses for Past 12 Months)

The chart below explains some of the parameters that the school's leadership can evaluate to understand their financial health, and potential areas of weakness.

Cash Ratio

Ability to meet short-term obligations with cash

Current:



201.9 %	> 100.0 %

Target:

Formula:

(Cash) / (Current Liabilities)

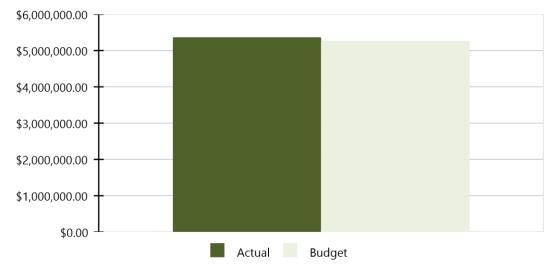


Orange County Educational Arts Academy Financial Snapshot

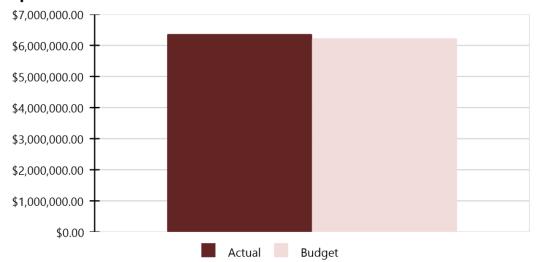


FY 2021-2022, July - February

Revenue to Date



Expense to Date



Revenue Summary

Actual	\$5,363,091
Budget	\$5,265,839
Actual to Budget	1.8 %

Expense Summary

Actual	\$6,364,448
Budget	\$6,223,769
Actual to Budget	2.3 %



Actual to Budget Summary

FY 2021-2022, July - February

This report displays all actual and budgeted revenue and expenditures by object code series and by month. This report can be useful in ensuring you receive your revenue in a timely manner and that you stay within the board approved expenditure levels.

	Ju	ly - Last Closed	I		2021-2022	
Account Description	Actual	Budget	Variance \$	Total Budget	Actual to Total Budget %	Remaining Budget
LCFF	\$3,835,223	\$3,672,140	\$163,083	\$5,889,965	65.1 %	\$2,054,742
Federal Revenue	\$506,598	\$631,350	(\$124,752)	\$1,656,361	30.6 %	\$1,149,763
Other State Revenue	\$369,380	\$518,922	(\$149,542)	\$1,269,834	29.1 %	\$900,454
Local Revenue	\$651,891	\$443,427	\$208,464	\$670,500	97.2 %	\$18,609
Total Revenue	\$5,363,091	\$5,265,839	\$97,252	\$9,486,659	56.5 %	\$4,123,568

	Ju	ly - Last Closed			2021-2022	
Account Description	Actual	Budget	Variance \$	Total Budget	Actual to Total Budget %	Remaining Budget
Certificated Salaries	\$1,805,169	\$1,808,645	\$3,476	\$2,833,235	63.7 %	\$1,028,065
Classified Salaries	\$1,029,879	\$1,040,466	\$10,587	\$1,679,404	61.3 %	\$649,526
Employee Benefits	\$1,011,123	\$1,008,642	(\$2,481)	\$1,552,379	65.1 %	\$541,256
Total Personnel Expenses	\$3,846,171	\$3,857,753	\$11,582	\$6,065,018	63.4 %	\$2,218,847
Books and Supplies	\$584,832	\$511,509	(\$73,323)	\$701,000	83.4 %	\$116,168
Services & Other Operating Expenses	\$1,813,640	\$1,939,923	\$126,284	\$2,874,799	63.1 %	\$1,061,159
Capital Outlay	\$93,606	\$93,606	-	\$192,370	48.7 %	\$98,764
Other Outgo	\$26,199	(\$179,023)	(\$205,222)	(\$165,260)	-15.9 %	(\$191,459)
Total Operational Expenses	\$2,518,277	\$2,366,016	(\$152,261)	\$3,602,909	69.9 %	\$1,084,632
Total Expenses	\$6,364,448	\$6,223,769	(\$140,679)	\$9,667,927	65.8 %	\$3,303,479
Net Income	(\$1,001,357)	(\$957,930)	(\$43,427)	(\$181,268)	552.4 %	\$820,089

Revenue

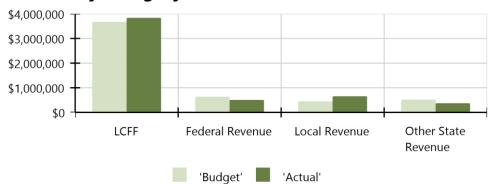
\$5,363,091 \$6,364,448

Expenses

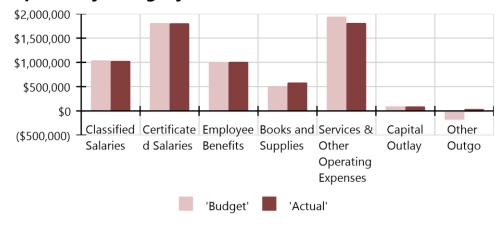
Surplus / (Deficit)

(\$1,001,357)

Revenue by Category



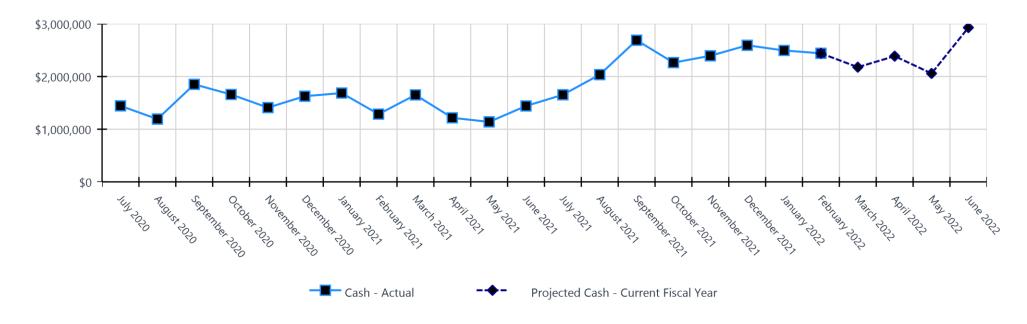
Expense by Category





Monthly Cash Balance Over Time

Current fiscal year and prior year



	Cash Amount	Actual or Projected
July 2020	\$1,443,374.19	Actual
August 2020	\$1,192,021.87	Actual
September 2020	\$1,851,442.61	Actual
October 2020	\$1,659,158.22	Actual
November 2020	\$1,409,890.99	Actual
December 2020	\$1,626,675.83	Actual
January 2021	\$1,686,087.14	Actual
February 2021	\$1,285,868.23	Actual
March 2021	\$1,651,091.28	Actual
April 2021	\$1,215,899.01	Actual
May 2021	\$1,138,813.67	Actual
June 2021	\$1,440,971.75	Actual

	Cash Amount	Actual or Projected
July 2021	\$1,653,878.64	Actual
August 2021	\$2,035,565.73	Actual
September 2021	\$2,689,274.11	Actual
October 2021	\$2,263,722.05	Actual
November 2021	\$2,393,913.66	Actual
December 2021	\$2,593,130.08	Actual
January 2022	\$2,494,604.47	Actual
February 2022	\$2,440,874.05	Actual
March 2022	\$2,177,592.00	Projected
April 2022	\$2,387,087.00	Projected
May 2022	\$2,058,566.00	Projected
June 2022	\$2,929,583.00	Projected



Balance Sheet Summary

FY 2021-2022 - February

Liquidity Ratio

2.1

Assets	
Current Assets	
Cash	\$2,440,874
Accounts Receivables	\$112,476
Prepaid Expenses	\$40,492
Total Current Assets	\$2,593,843
Fixed Assets	
Buildings and Improvements	\$1,896,116
Computer Equipment	\$197,965
Furniture and Fixtures	\$89,579
Accumulated Depreciation	(\$1,561,830)
Total Fixed Assets	\$621,829
Other Assets	
Security Deposits	\$172,484
Total Other Assets	\$172,484
Total Assets	\$3,388,155

The balance sheet displays all of the school's assets and the school's obligations ('liabilities') at a particular point in time. It is a useful way to ensure the school has enough money to pay off its debts.

Liabilities and Net Assets	
Current Liabilities	
Accounts Payable	\$742,098
Accrued Salaries, Payroll Taxes, Postemployment Benefits	\$196,816
Deposits held on behalf of other employees	\$20
Deferred Revenue	\$269,766
Total Current Liabilities	\$1,208,700
Long Term Liabilities	
Loans Payable	\$463,394
Total Long Term Liabilities	\$463,394
Total Liabilities	\$1,672,094
Net Assets	
Restricted Net Assets	\$92,245
Unrestricted Net Assets	\$2,625,173
Profit/Loss YTD	(\$1,001,357)
Total Net Assets	\$1,716,061
Total Liabilities and Net Assets	\$3,388,155



CSMC Charter School Support Team



Executive VP of Client ServicesTom Nichols



tnichols@csmci.com



Regional SBM Director Scott Warner



swarner@csmci.com



School Business Manager Scott Warner



swarner@csmci.com



Regional AM Director Mai Luong



mluong@csmci.com



Account Manager Kayla Tocco



ktocco@csmci.com



Associate AMEvelyn Jardiniano



ejardiniano@csmci.com



Looking Ahead

4/13/2022	Board Meeting								
4/15/2022	CARES, ESSER, ESSER III, ESSER III, ELOG, ARP expenditure report								
	Due Date Varies: Special education ADA and enrollment report; timing and steps vary								
4/20/2022	CSMC Virtual Office Hours, open to all CSMC clients								
4/22/2022	Due Date Varies: Special education federal and level 3 reports; timing and steps vary								
4/30/2022	Federal Cash Management Data Collection (CMDC)								
	ASES attendance and expenditure reports								
	SB740 application possibly due								
5/1/2022	Public Hearing for Preliminary Budget and LCAP								
	Preliminary Budget for next fiscal year								
5/2/2022	Due May: Form 990 Return of Exempt Organization								
	Due Date Varies: Special education low incidence reimbursement; timing and steps vary								
5/4/2022	CSMC Webinar, open to all CSMC clients								
5/11/2022	Board Meeting								
5/15/2022	Form 990 Return of Exempt Organization								
5/16/2022	Due Mid May: Public Hearing for Preliminary Budget and LCAP								
	Due Mid May: Preliminary Budget for next fiscal year								
5/18/2022	CSMC Virtual Office Hours, open to all CSMC clients								
6/1/2022	CSMC Webinar, open to all CSMC clients								
	Consolidated Application (ConApp), due 6/30								



Looking Ahead

	Approval of LCAP and Budget, due 6/30
6/8/2022	Board Meeting
6/15/2022	CSMC Virtual Office Hours, open to all CSMC clients
	Charter school information survey due to CDE
6/25/2022	P-2 Attendance Report
6/29/2022	CSMC Webinar, open to all CSMC clients
6/30/2022	Consolidated Application (ConApp)
	Approval of LCAP and Budget





HELPING THE CHARTER MOVEMENT SUCCEED ONE SCHOOL AT A TIME

info@csmci.com

Office: 888.994.CSMC 43460 Ridge Park Dr., Ste. 100

Temecula, Ca 92590

POWERED BY:



Supplemental Information

Todo: Remove slide or add more information



22-23 Calendar N									New Staff Orientation Days						3			Н	olida	ays	9														
													Р	Professional Development-Non-Studer											Va	cat	ion				23				
													P	Prep Days											End of Trimesters										
													F	Full Instructional Days											T1= 59, T2= 61, T3= 5										
															ied [39					_		•	choo					
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BtSR = July 26-27/22. First day of school = 8/10/22. T1 ends 11/3/22. T2 ends 3/2/23. Last day of school = 5/31/23 OCEAA 22-23 Acedemic Calendar Options																																			
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December					1	2	3 4	4 5	6	7	8	9	10 11	12	13	14	15	16	17 18	19	20	21	22	23	24 25	26	27	28	29	30	12	12	0	2	10
January	31 1	2	3	4	5	6	7 8	8 9	10	11	12	13	14 15	16	17	18	19	20	21 22	23	24	25	26	27	28 29	30	31				16	18	2	3	13
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DRAFT Reviewers: EL Education, OCEAA Board, Business Services Manager, Academic Coordinators, Ex Dir., Parent Rep (Flor)

Blast Date: Thursday, April 14th - Board to review at Wednesday Board meeting

Subject Line: OCEAA's Commitment to Anti-Racism

Dear OCEAA Community,

OCEAA is taking this time of change to refocus and reaffirm our commitment to providing all of our students the opportunities and necessary support to realize all three dimensions of student achievement, mastery of knowledge and skills, character, and high-quality student work, in service of achieving educational equity. OCEAA's vision is to cultivate biliterate, ethical and compassionate students who are prepared to transform their communities and the world. OCEAA is proud to be educating the next generation of multicultural, bilingual leaders.

We are very fortunate that OCEAA hosts students from diverse cultures and various cities around Orange County. Lamentably, our students, staff and community are constantly being exposed to different forms of discrimation as we explore the world around us. This exposure could be experienced at the school site level and beyond. We are taking this opportunity to publicly denounce racism as a school community. Any acts of racism and discrimiation are wrong and will not be tolerated on campus.

OCEAA is committed to actively collaborate with our community to develop strategies to continue taking a stance against racism as we continue to advocate for equity and equal access for all. We invite you to join us by continuing conversations with your child(ren) at home about the gains that marginalized communities have made and how the battle is not over yet. The struggle for educational equity has been long fought and recognized by the Mendez family (featured in the mural on the OCEAA playground) for blazing a trail for integrated schools in Orange County with the landmark desegregation case of 1946. Mendez vs. Westminster was a case brought forward by five families whose children were required to attend "Mexican schools" and were denied access to "whites only" schools.

OCEAA's fourth grade students recently had the opportunity to virtually interview author Duncan Tonatiuh, who memorialized this case in his children's book, *Separate Is Never Equal: Sylvia Mendez and Her Family's Fight for Desegregation.* There are many other books including <u>A Kids Book About Racism/ Un libro para niños sobre racismo</u> by Jelani Memory in the OCEAA library that may serve as resources for you and your child(ren) to have meaningful conversations about racism, diversity and inclusion.

In the spirit of crew, please connect with any of us here at OCEAA should you have any questions or concerns. We appreciate your voices and peaceful engagement with challenging topics.

Best regards, Señor Limón