

# Orange County Educational Arts Academy

A California Public Charter School

825 N. BROADWAY, SANTA ANA, CA 92701

714/ 558-ARTS

## BOARD OF DIRECTORS

### MEETING MINUTES

#### General Meeting

October 14, 2009

6:30 p.m. – Closed Session

7:00 p.m. – Open Session

#### OCEAA Public Comment Policy

The OCEAA School Board of Directors (Board) welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board is to conduct the affairs of the school in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda item(s) or under the general category of "Oral Communications." Any person may address the Board on agenda or non-agenda items. To be recognized by the Board Chair, an individual must write their name and the agenda item(s) on the cards provided and submit this to the Board Chair or Secretary. The Board Chair will then announce the person's name at the appropriate time during the meeting. Each person will be granted up to three minutes to make his or her presentation. If requested, the Board Chair may grant additional time to individuals, circumstances permitting.
3. "Oral Communications" is set aside for members of the audience to raise issues that are not specifically on the agenda. These presentations are limited to three (3 minutes) each and total time allotted to non-agenda items will not exceed fifteen (15) minutes. Due to public meeting laws, the Board can only listen to your issue, not respond or take action. The Board, however, may give direction to staff to respond to your concern.
4. With regard to the items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak for up to three (3 minutes) when the Board discusses that item. Following a presentation on an agenda item by staff, committees or the public to the Board, the Chairman will recognize members of the public who have submitted on that agenda item. This period precedes Board discussion and deliberation.
5. Formal presentations to the Board by members of the public may be scheduled in advance by notifying the President and/or Board Chair in writing two week prior to the next regularly scheduled Board meeting. The President and/or Board Chair shall determine whether the citizen request is or is not an item directly related to school business prior to it being placed on the agenda. No citizen-requested item shall be placed on the agenda if it is repetitive of a previous item placed on the agenda and considered by the Board. Scheduled formal presentations shall not exceed 15 minutes in duration.

In addition to the above, any Board member may ask a member of the public to answer brief questions or make comments on an agenda item under discussion in order to gather information before deliberating on a decision.

## **I. PRELIMINARY**

### **A. CALL TO ORDER**

Meeting was called to order by the Board Chair 6:34 p.m.

**B. ESTABLISH QUORUM**

**C. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS**

**D. ADJOURN TO CLOSED SESSION – Items Scheduled for Closed Session:**

Personnel – Appointments/Release (Section 54957(b))

Public Employee Performance Evaluation: Principal (Section 54957(b))

Conference with Legal Counsel - Existing Litigation (Section 54956.9(a)): Arts Academy  
Association CTA/NEA v. OCEAA (Case No. LA-CE-5331-E)

Conference with Labor Negotiators (Section 54954.50(f)); Agency Designated  
Representatives: Wendy L. Tucker, Esq. Employee Organization: Arts Academy  
Association CTA/NEA

**E. CALL TO ORDER – REGULAR SESSION**

**F. ROLL CALL**

|                                       | Present | Absent |
|---------------------------------------|---------|--------|
| Kristin Collins, Board Chair          | X       | _____  |
| Michelle Navarro, Vice Chair          | X       | _____  |
| Dr. Kimberly Barraza-Lyons, President | X       | _____  |
| Norman Rogers, Treasurer              | X       | _____  |
| Bobbie Kraus, Secretary               | X       | _____  |
| Joseph Matthews, Member               | X       | _____  |
| Dr. Alfonso Bustamante, Member        | _____   | X      |
| Linda Hardman Greene, Principal       | X       | _____  |

**G. FLAG SALUTE**

**H. REPORT OF CLOSED SESSION DECISIONS**

Personnel – Appointments/Release (Section 54957(b))

By a vote of 6-0, the Board approved the following appointments/releases:

Jorge Arauz – appointment

Aida Espinoza – resignation

Angelica Barrera-Cruz – resignation

**II. COMMUNICATIONS**

- A. ORAL COMMUNICATIONS:** Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

**B. FOR INFORMATION/BOARD**

Board Recruitment – Kristin Collins

Shannon has resigned due to a recent move. We now have openings on the Board through SAUSD and through OCEAA

Charter Renewal – Michelle Navarro/Bobbie Kraus

We will make sure the charter renewal and bylaws match up; Bobbie will contact Ron Murrey or Mavis Mitchell to clarify whether OCEAA still needs to show “clear and convincing evidence” in its renewal since it met its API

Budget Update – Norm Rogers

Update with new hires and what state pays; \$450,000 left over at end of year – this includes all assets, including OCDE money. Attendance is not as high as in years passed but is still within what was projected. Currently have \$882,000 at OCDE; cash flow is good so no need for loans at this point.

Staff/Volunteer recognition – Michelle Navarro

Student leadership team is working on getting this going with FSO president; trying to see if the two can work together and coordinate the recognitions.

**III. ITEMS SCHEDULED FOR INFORMATION**

FSO report – Esther Chavez

Still waiting for results of FSO survey -- they should be done next week. The Fall Festival is on Oct. 23. Financial numbers are dropping this year. Kidsart is down to \$650 from \$2,000 last year. The Day of the Dead celebration in on Nov. 7 – FSO was planning on selling tamales but they need to be cooked at place licensed by health department and Chef Sean said no to using his kitchen because lard is used in cooking the tamales and he doesn't want the school kitchen used for that.

Principal report – Linda Hardman Greene

Student Achievement

- ❖ OCEAA surpassed API target by 10 points going from 642 to 660. Staff came together to agree to target of 750 for next year.
- ❖ Goal setting conferences held. Teachers shared writing, reading and math data and set goals with students and parents.
- ❖ Math interventions 2<sup>nd</sup> – 8<sup>th</sup> grade will begin this month.
- ❖ K-3 Fiction section of library ready to open. Literacy coach will train staff to begin

book check out.

#### Professional Development (PD)

- ❖ Administrative team working on formal evaluations for teachers. Pre-conference to discuss plan, observation and post-conference to reflect on results of lesson on student learning. Teacher success plans to identify areas of growth and support and resources needed to meet goals.
- ❖ Adjustment to PD plan using an Understanding by Design (UbD) model based on data from lesson plans, observations and teacher feedback. The adjustments will allow for a tighter alignment to Strategic Plan for Academic Achievement (SPAA).
- ❖ Teachers participated in a follow up training on reading assessments and instructional routines and lessons to address growth targets.
- ❖ Dance and Theatre teachers trained in arts curriculum.
- ❖ First full-day PD (Sept. 23<sup>rd</sup>):
  - K-8 teachers trained in research-based components of an effective math program.
  - Middle school L. Arts and Science teachers worked on iSearch project using UbD model.
- ❖ Administrative team received additional training in walk-throughs, feedback and coaching.

#### Arts Update

- ❖ Arts culminating events will take place this month.

#### Special Education

- ❖ Settlement agreed upon for family who filed for due process.
- ❖ Survey was sent home last week to gauge satisfaction of families receiving special education services in order to identify what is working well and how services can be improved.

#### Human Resources

- ❖ Aida Espinoza submitted letter of resignation.
- ❖ Angelica Barrera-Cruz submitted letter of resignation.
- ❖ Jorge Arauz was hired for 6<sup>th</sup> grade dual opening.

#### Budget

- ❖ Need to identify cutbacks.

#### Nutritional Services

- ❖ Continue to have high participation rate 87% for lunch (51% state average) & 38% for breakfast (23% state average).
- ❖ Sean attended National Wellness Conference by CDE and will provide update next month.

#### Facilities

- ❖ Custodial staff has been working on cleaning and purging unnecessary equipment.
- ❖ Library cleaned and reorganized – thank you Kimberly, Michelle, Norm & families for your support!

#### Other

- ❖ SAUSD Site Visit –Michelle Rodriguez (Director of Elementary Student Achievement/Charter Schools) and Dawn Miller (Director of Secondary Student

- Achievement/Charter Schools) visited OCEAA on September 14, 2009. Their feedback encouraged us to focus on standards-based instruction and rigorous teaching strategies. They noted a lot of passive learning taking place. They stressed the sense of urgency needed to stay out of program improvement and offered to support us. We were given information on SAUSD Principals' Meetings. LHG will attend one on Thursday.
- ❖ SAUSD Site Visit – Jane Russo (Superintendent) visited OCEAA on October 6, 2009. Her feedback encouraged us to focus on academics and the instructional core. She encouraged us to work with SAUSD staff to ensure the success of all students.

Donations:

September 2009

9/9/09 Hardman Enterprises Library - \$500.00

9/9/09 Broadway On Tour Rent - \$500.00

9/9/09 Orange County United Way Library - \$310.36

9/23/09 Orange County Museum of Art Bus Donation - \$300.00

9/23/09 OCEAA Parents Back to School Night Child Care - \$207.82

Comparable Schools API Report

Goal set at 750 for next API scores; we track 3 groups when comparing API scores – socioeconomic, Latino and English language learners. Comparing ourselves to Hoover, Santiago and Wilson we are significantly lower.

We significantly outperform at the middle school level – compared to Sierra, Spurgeon and Willard (API for mid school is 701) breaking down components outperformed 2 of 3 middle schools

The breakdown of students here for three years shows progressing in English language arts with math as a flat line.

**IV. FOR BOARD DISCUSSION**

Charter Renewal – Need to follow up last letter from Ron Murrey with a telephone call or meeting. We need further clarification from SAUSD as to what now is required.

Updated Budget

**V. CONSENT AGENDA ITEMS**

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removal from the agenda, there will be no discussion of these items prior to the Board votes on them. The Chair recommends approval of all consent agenda items.

- A. Approve \$8,264.16 invoice from Educational Furniture & Equipment Co. to furnish additional classroom.

- B. Approve Check Register for July 2009 & August 2009.
- C. Approve \$7,044.00 AIMS (broker) U.S. Liability Insurance Co. for our Not for Profit Directors and Officers Liability Insurance.

|   |   |
|---|---|
| It is recommended that the Board approve Agenda Items A, B and C. | Motion: nr Action: yes<br>Second: kbl Vote: 6-0 |
|---|---|

**VI. ITEMS SCHEDULED FOR ACTION**

- A. Approve Board Minutes from 9/9/09 Meeting

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|---|--|
| It is recommended that the Board approve Agenda Item A. | Motion: nr Action: yes<br>Second: jm Vote: 6-0 |
|---|--|

- B. Approve Updated Budget

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|---|--|
| It is recommended that the Board approve Agenda Item B. | Motion: bk Action: yes<br>Second: nr Vote: 6-0 |
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**VII. ADJOURNMENT**

Further closed session at 8:29 p.m.  
The meeting was adjourned at 9:45 p.m.  
The next regularly scheduled meeting is Wed., November 11, 2009, at 6:30 p.m. – Closed Session and 7:00 p.m. – Open Session.