

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

December 8, 2010

6:00 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 weeks 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

The Board Chair called the meeting to order at 6:15 p.m.

B. ESTABLISH QUORUM

C. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

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

- Conference With Labor Negotiator: AA CTA/NEA negotiations: Report from school negotiator (Margaret Chidester) (Government Code section 54957.6)
- Public Employee Performance Evaluation: Staff/Supervision Report (Government Code section 54957(b))
- Staffing Appointments and Resignations (Government Code section 54957(b))
- Public Employee Performance Evaluation: Principal Evaluation-Check-in (Government Code section 54957(b))

E. CALL TO ORDER – REGULAR SESSION

F. ROLL CALL

	Present	Absent
Michelle Navarro, Board Chair	x	_____
Dr. Alfonso Bustamante, Vice Chair	x	Left 8:02
Dr. Kimberly Barraza-Lyons, President	x	_____
Norman Rogers, Treasurer	_____	x
Bobbie Kraus, Secretary	x	_____
John Straw, Member	x	_____
Linda Hardman Greene, Principal	x	_____

G. FLAG SALUTE

H. REPORT OF CLOSED SESSION DECISIONS

On motion by Bobbie Kraus and seconded by Al Bustamante, the Board by a vote of 5-0 approved the following appointments and resignations:

- Appointment of Maria del Rosario Romo – 6th grade teacher effective 11/10
- Resignation of Norma Craven – 6th grade teacher effective 11/30/10

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

Budget Update/Check Register – Norm Rogers – No update

III. ITEMS SCHEDULED FOR INFORMATION

FSO report – Linda Hardman Greene

Tech You Out raffle was a success; made about \$5,000; Linda Greene won an iPad. FSO general meeting is same night as 6th grade extravaganza on the 16th. Budget up for a vote. Asking FSO to help with purchasing projectors, etc. for the classroom

Principal's report – Linda Hardman Greene

Charter Reconciliation

- November 30th site visit with Michelle Rodríguez will be rescheduled for January/February 2011

Student Achievement (Ekta ??)

- T1 Data Presentation
- Response to Intervention (RTI) Guidelines for student identification have been established by the committee and presented to the staff (committee will share at next month's board meeting)
- A flow map was created by Ms. Sosa and presented to staff so that teachers and staff have visual reference of the RTI process at OCEAA

Professional Development (PD)

- Feedback from PD reflection, ILT input, classroom walk throughs and observations taken into consideration for planning PDs
- 1/3/11 – Reading Instruction, RTI/ UbD Planning Time
- 1/4/11 – ELD Instruction/Fundraising/Thinking Maps/Planning Time
- 1/5/11 – UbD Planning Tuning Protocol
- Visual Arts Teachers attend their 2nd training with TCAP

Technology Update

- Technology Committee researched technology programs to support literacy. They identified Accelerated Reader (AR) <http://www.renlearn.com/ar/> They are in the process of identifying funding (grants, Microsoft monies, etc.) to support the implementation of AR

Arts Update

- Student began their field trips to Orange County Museum of Art (OCMA)
- Keyboards have been picked up
- Holiday Extravaganza will be on 12/16 from 5:30-8:00pm. We would LOVE to have board members attend and also support by purchasing food

Human Resources Update

- Music Teacher position open, interviews being held

Nutritional Services Update

- See attached report

Facilities Update

PLUMBING

- We have recently received 3 bids from different plumbers. Since our last update Mr. Navarro walked the building to advise and answer any specific questions with the plumbers on these walk throughs. We are now seeking his advice in comparing the 3 bids.
- Quotes range from 28K to 90K and look towards having a proposal for the budget committee and board in our next steps.
- We have recently had the backflow piping redone and did not have to break through the street concrete to make any repairs! This is good, which lowers our estimated expected cost for this.
- We are having two sinks re posted in the upstairs restroom since they are falling off the wall and need to be secured with legs to provide them more stability.

ELECTRICITY- A/C Heating

- A short on the roof has been repaired that was affecting our AC/Heating units causing them to blow out. A/C units will have the shelves replaced- we have been advised to do this in order to prevent the motor units from blowing out

SAFETY REPORT FROM ROSARIO INVESTIGATIONS

- Still waiting for contract from them in regards to working with them on writing grants and their consulting services. We have contacted them and are awaiting their response.

LIGHTING

- We are working on final details for reducing our energy use by switching to brighter bulbs in the classrooms and taking out 1 of the 3 bulbs to reduce energy use. We have been experimenting with this to see if this lighting is appropriate for instruction, so that students may learn with correct lighting. We are finalizing details for getting the sensors in the public areas (i.e., dining hall, hallways library etc.). Classroom sensors are not as necessary since teachers do turn off their lights when leaving their room. We would rather use the Edison rebates for public spaces. We are planning for the sensors and reduction in bulbs to occur during winter break

COPIER

- Copier lease – we own 3 copiers that cost \$890/month to repair. We can lease 2 (Blk/wht and 1 color) for \$1,109/month. We are having major problems with main copier

PARKING

- Parking proposal to be considered by the board. Right now parking is on a month-to-month and can be taken away at a moments notice. Met with Mike Harrah and property manager. Offered 501(c) letter to offset cost. Parking will be localized for all users, safer, not subject to change. Would lock it in for 5 years.

SAFETY COMMITTEE

- Committee has been established and is developing a disaster preparedness plan, as well as plan for a spring disaster drill with all the components in place to make things happen smoothly

Other

- OCEAA was recognized at the California Department of Education at the 11th Annual Accountability Leadership Institute for English Learner and Immigrant Students on December 6 for our work with the Seal of Biliteracy program. OCEAA was one of approximately 30 schools/districts in the state of California to be honored. This recognition is to recognize the collaborative effort by Jorge Arauz, Linda Hardman Greene, Natalia Martínez, Yvonne Noffall and Lisette Sánchez to bring this award to our students
- Bullying presentations have been conducted to begin talking about bullying at OCEAA. Literature is being shared with staff to begin having these conversations in class with our students. A group of parents are meeting and brainstorming about how to bring this to our families at OCEAA for discussion to begin grappling with the issue as an OCEAA community
- Audit is being conducted and we expect the report by December 15th

Donations: November 2010

11/19/10 –	6 th grade – ice cream fundraiser	\$402.68
	Ms. Dowd/1 st grade - bus donation	\$5.00
	Ms. Valendia/2 nd grade - bus donation	\$39.00
	Ms. Reyes/3 rd grade - bus donation	\$24.00
	FSO – field trip – Kinder – Ugly Duckling	\$308.00
	Lisa Speer – Capital Group matching gift program	\$300.00
	Anonymous – United Way	\$305.00
11/4/10 –	Anonymous – bus donation	\$21.00
	Lisa Speer – Direct Give	\$150.00
	Ms. Gomez/1 st grade – bus donation	\$102.00
	Total:	\$1,655.06

IV. FOR BOARD DISCUSSION

Principal's report – Linda Hardman Greene

Benchmark Trimester 1 Data Presentation – KBL: Asks re correlation with CSTs. School has not formally analyzed if proficient on benchmarks means proficient on standard testing but informally it appeared that students that scored proficient or above on benchmarks scored similarly on CSTs. Seems to be better correlation with math and writing than with reading. KBL: Is it a learning or curricular problem. Part of problem with ELs is new students coming. Had a big influx of incoming EL, older students this year so this could be part of the problem with EL, middle school benchmarks.

Copier lease – Would cost about \$18,000 to buy new copier. Most schools lease.

Parking update – AB: maybe we should try to buy structure. Can we get a bond? We would use 100 spots and lease back the remainder. Maybe we could partner with OCHSA and buy it together. One Broadway is breaking ground soon and parking will be a problem for several years. KBL: Worth a call to Sandro to see about purchase of parking structure with potential bond money.

After school teacher/Instructional assistant staff evaluation: Make sure staff is aware of terms being rated on. Coordinate/consolidate personal qualifications with professional development, etc.

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 Check Register - November 2010

It is recommended that the Board approve Agenda Items A.	Motion: bk Action: pass Second: js Vote: 4-0
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B. Approve Copier lease – Konica Minolta not to exceed \$1,611/month

It is recommended that the Board approve Agenda Item B.	Motion: js Action: pass Second: kbl Vote: 4-0
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VI. ITEMS SCHEDULED FOR ACTION

A. Approve Minutes from 09/24/10 Special Board Meeting - Tabled

It is recommended that the Board approve Agenda Item A.	Motion: ____ Action: ____ Second: ____ Vote: ____
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B. Approve Minutes from 11/10/10 Board Meeting

It is recommended that the Board approve Agenda Item B.	Motion: bk Action: Pass Second: kbl Vote: 3 w/ ab
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C. Approve Parking lease – Caribou - Tabled

It is recommended that the Board approve Agenda Item C.	Motion: ____ Action: ____ Second: ____ Vote: ____
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D. Approve After school teacher/Instructional assistant staff evaluation form – w/ amendments

It is recommended that the Board approve Agenda Item D.	Motion: js Action: pass Second: kbl Vote: 4-0
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VII. ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

The next regularly scheduled meeting is Wed., January 12, 2010, at 6:00 p.m. – Closed Session and 7:00 p.m. – Open Session.

Nutrition Services

Update

Student/Family Nutrition Education

- 2010-11 NDC educational materials now available in the front lobby.
- MSG updates posted on Wellness Wall.
- Sysco Foods *Facts on the Fly* nutrition labels program initiated to help identify unhealthy food additives.

Budget

- State and Federal meal reimbursements have increased \$13,139 as of November 1st over the 2009-10 school year.
- Local fruit and vegetable buying program research initiated to help offset seasonal cost increases.

Student Participation

- 37% breakfast participation - State average is 22%
- 90% lunch participation - State average is 53%

Staff Development

- Nutrition Services Standard Operating Procedures manual review/update.
- Biannual employee evaluations due December 13th.
- Hourly staff clocking in and out procedure reviewed.

Amendments

- OCEAA Nutrition Services Debit Policy to include Staff.