

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 13, 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 6:08 p.m.

B. ESTABLISH QUORUM

C. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

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

Staffing Appointments and Resignations (Government Code section 54957(b))
Conference With Labor Negotiator: AA CTA/NEA negotiations: Report from school negotiator (Margaret Chidester) (Government Code section 54957.6)
Public Employee Performance Evaluation: Principal – Goal Setting & Contract (Government Code section 54957(b))
Public Employee Performance Evaluation: Staff (Government Code section 54957(b))
Conference With Legal Counsel-Existing Litigation: Government Code section 54956.9(a), case name not specified so as not to impair existing settlement negotiations

E. CALL TO ORDER – REGULAR SESSION

F. ROLL CALL

	Present	Absent
Michelle Navarro, Board Chair	_____	x
Dr. Alfonso Bustamante, Vice Chair	x	_____
Dr. Kimberly Barraza-Lyons, President	x	_____
Norman Rogers, Treasurer	x	_____
Bobbie Kraus, Secretary	x	_____
Joseph Matthews, Member	x	Left 7:30
John Straw, Member	x	_____
Linda Hardman Greene, Principal	x	_____

G. FLAG SALUTE

H. REPORT OF CLOSED SESSION DECISIONS

On motion made by Bobbie Kraus, seconded by Al Bustamante, the following staffing appointments/resignations were approved on a vote of 6-0:

2010/11 Staffing Appointments	Effective Date
Victoria O’Neil-After School Teacher	8/16/10
Sara Emerson-After School Teacher	8/31/10
2010/11 Staffing Resignations	Effective Date
Victoria O’Neil-After School Teacher	8/20/10

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

Account balances: O.C. Dept. of Ed - \$569,527.12; Bank of the West - \$21,105.01, a transfer of funds was processed on 10/14/10 for \$150,000. Predicting extra money coming in from state of \$460 ADA per student in additional funds

Fundraising (World Festival) – Joseph Matthews

Thanks to everyone who helped out with the World Festival. It was a great success with a much larger than expected turnout.

III. **ITEMS SCHEDULED FOR INFORMATION**

FSO report – Alma Ahumada/Gabriela Gonzales

Not final yet re funds for World Festival; Fall Festival is Oct. 29. There will be prizes for earth friendly costume & home made costume; a cake walk will have prize for healthiest cake. Dia de los Muertos is Nov. 6th (Sat) – will be on 4th Street between Ross & Broadway, told we must have enough food to last – we cannot close down. Next Thursday is general meeting. Audit: Regina Milan Ruiz Auditory for FSO conducted the audit and all books balanced out (checking, savings, cd); found some accounting errors with Outdoor Science School but have now been corrected.

Principal's report – Linda Hardman Greene

Charter Reconciliation

Mavis confirmed she has received the document and will get back to me if she has any questions

Oct. 5th meeting with Michelle Rodríguez to work on yearly plan-she will forward me the plan based on the district's recommendations

Student Achievement

Presentation on Comparative Schools API and AMAO data

ELD-after reviewing English learner sub-group's API growth (94 points) and meeting with CRLP and reviewed several other ELD programs. Would like to change my recommendation and ask the Board to adopt the following programs for ELD:

K-Vocabulary Builders (have started piloting with good feedback)

1-Frames for Fluency (in original proposal)

2-English to a Beat

3-8-Grammar Gallery and continue with RESULTS for English Learner instructional strategies (link to Grammar Gallery: <http://www.teacherwritingcenter.org/GGHome.html>)

New ELD comes in under what would have spent with original program that was approved

Goal setting conferences took place 9/27-10/01/10

Professional Development (PD)

ILT will meet on 10/12 and provided input on upcoming PD structure and content aligned to SPAA

9/29-No PD due to conferences

10/6-UbD planning (30 min. input, 90 min. grade level planning)

10/13- Observations/ UbD Tuning Protocol (20 min. input, 40 min. group planning, 1 hour grade level planning)

10/20-Full day PD to focus on ELD with CRLP training staff on above ELD programs/strategies (8AM-12PM) and planning time (12:45-4PM)

10/27-RESULTS booster on administration protocol

Technology Update

Migrated PowerSchool to the Rothko Server. This was required for the latest version of Powerschool to run properly. The new version supports 1 parent account per family (as opposed to one parent account per student), which we think will increase the use of the technology to improve the communications between school and Parents.

Purchased 3 Document Cameras, and Projectors for Teacher use in the Classroom. We have a total of 9 OCEAA ELMO Kits. Each grade level Team now has an Elmo and Projector for their exclusive use. This has been received with great acceptance from the teachers, which have been using the technology everyday. The computer lab has also been equipped with an Elmo and projector.

Received 25 donated Windows PCs from the Orange County Social Services Warehouse. These PC' will be used for Technology Centers in 4th and 5th grade classrooms (5 PCs /Room). At this point these computers will require monitors, keyboards and mice, and installation of the operating system for them to be deployed.

Received 12 eMac Computers from El Sol Academy. These eMacs will be used for 3rd Grade Technology Centers. Will also use one or two of the eMac Computers for Parent use at the school lobby. These computers require the installation of the Operating System for them to be deployed.

Will receive 65 new Keyboards and Mice from Mike Rapport (parent of Kinder student Kayla Ashley Rapport) to use with our donated PC computers.

The Computer lab has been opened with great success and the students are able to spend time more efficiently on technology. There are currently 38 computers from the roving carts that are being used for Computer lab duty. The lab can handle two Kinder, two 1st and two 2nd grade classes at a time, which opens up more time slots for

the lab. We have successfully deployed ST math for K-5 and most students are already moving forward with the JiJi program.

The tech committee is currently researching and evaluating technology to implement at OCEAA. This task is required as part of the curriculum section of the Tech Plan. We have identified and established criteria for the evaluation, and our focus is on implementing technology that will help OCEAA improve on ELA, SLA and ELD. The tech committee is moving forward with the Tech Plan and we plan to submit our plan to OCDE before the end of 2010.

We are also planning to hard wire the computer lab with the help of parent volunteers in the near future, possibly in October. This will improve on the reliability of the network connection to the lab computers, which currently rely on wireless technology only. Most of the material and some equipment has been donated, with the possible purchase of some hardware to complete the project.

We plan to train the teachers on scanning benchmark test answer sheets to expedite the data gathering throughout the year. Some teachers are also using Data Director to create and grade their own tests. This tool makes it fast and convenient to grade tests, so teachers can get instant feedback on their students' progress.

Arts Update

Arts Advantage Curriculum- This year we have 7 teachers piloting the Arts Advantage Visual Arts Curriculum and we are collaborating with Irvine Unified School District for the trainings. We also have 3 teachers piloting the Dance Curriculum, 2 Theatre and 3 Music. Teachers not only receive all the resources necessary to teach the curriculum, but they also receive 3 opportunities for professional development throughout the year.

Celebrate the World Festival was a success with student performances and visual art throughout the campus

MIND Institute Keyboarding Update-Grant applied for through the Yamaha Cares program for keyboards

This is My Mexico Art Contest-3rd and 5th Grade participated in this Visual Art contest held by the Mexican Consulate in Santa Ana.

Human Resources Update

Music Teacher position open, first round of interviews 10/13/10

Job Descriptions-Registrar and Attendance Clerk positions were previously combined. They are now performed by different employees and have been separated. Health clerk and Accounts Payable Clerk job descriptions were updated.

Special Education

Program combination of push in and pull out

Weekly RSP logs are submitted and reviewed to ensure IEPs are followed

Collaboration between RSP and Speech when appropriate

Special Education staff and school administration meet weekly to review student caseload and RTI support

Regular communication with and support from SAUSD Sp. Ed. personnel

Nutritional Services Update

Budget

Vendor services changed from US Foods to Sysco Foods. This offers OCEAA a greater opportunity to cut costs by participating with a Special Pricing for Schools Program that Sysco offers.

Total Expenses for the first six weeks of operation is \$1,296 under budget.

Student Participation

Continues to increase: 38% breakfast participation

89% lunch participation

Grab and Go Breakfast was implemented on August 23 and has been well received with an average of 41 or more students starting their day with a healthy breakfast.

State and Federal Reimbursement

\$5,168 increase over 2009-10 School year, for the first six week of operation.

Staff Development

Culinary team received training in the areas of cost control and maximizing productivity. Many topics were discussed, team work and communication were emphasis.

HACCP Air born pathogens training scheduled for Culinary, Noon Supervisors and Custodial staff.

Inspection

City of Santa Ana FSE Best Management Practices inspection (fats, oils and grease), our facility is in compliance. No issues were reported.

Grant Opportunities

Expansion grants are for the cost associated with increasing program participation at existing SBP or SFSP Site.

Opportunity of up to \$15,000 on non recurring expenses.

<http://www.healthiergeneration.org/schools.aspx?id=4578>

Facilities Update

Safety Report from Rosario Investigations –a meeting was held Friday, 9/24/10. Rosario Investigations will draw up a contract so they can move forward with looking for and applying for grants to address OCEAA's security and safety needs. Parking, security procedures, etc. were discussed. They will send a contract to move forward with this process.

Roof – Our roof investment is bubbling- the topcoat white paint to reduce energy costs is deteriorating, the roofer (under warranty for 5 years labor, 10 years materials) came to look at it. He said bubbling is normal, but the deterioration of that topcoat is becoming pretty dark- he will re-paint and provide roof rock to absorb the moisture for the puddles in those areas. He said the layers provided on the roof when fixed are sufficient for many years and this coat is more of a regulation by the county to

bring down energy costs, which he sees as not useful, but our energy costs are a concern to us. We will continue to keep vigilant of the roof and continue documenting.

Lighting – We received an estimate from Arte Electrical Designs who works with Edison including an estimate of the reimbursement grant to cover energy saving lighting to install sensors for lighting in classrooms, hallways, library and public areas. They estimate out of pocket for us, after rebate, would be less than \$300 for the entire building including labor and materials. The estimated time of refitting this would be in November, during Thanksgiving break or December during Winter break.

Parking – Due to OCHSA needing more parking, the safety of their students, and the impact of their budget from our use of the lot next to us, they have had to limit our parking use. We have no access to any of OCHSA parking lots during the day and are now contracting with Diamond Parking. Staff parking has been accommodated in surrounding lots. We have very limited parent parking.

Plumbing – Since the last backflow test we have had several problems with our plumbing. September 18, we scheduled a backflow replacement as required by the backflow test. When they dug out the pipes they found the condition of our pipes to be too eroded and did not want to replace the backflow. It was recommended that we re-pipe the section leading from the backflow to the main city pipe before we replace backflow. When the pipes burst in the backflow the plumber who came out recommended we have all plumbing done which he said was a recommendation/estimate given 2 years ago. Since then we have had some plumbing renovations (i.e. restrooms), the whole building does not need to be re-piped- those old estimates (from 2 years ago we were unaware of) are not up to date. Therefore these are our next steps for plumbing, beginning with most urgent to least urgent in phases:

1. Phase 1- re-piping the plumbing from the backflow to the city pipe- which requires lifting of concrete, etc. We estimate it will cost \$1500-2200 for this re-piping.

2. Phase 2 - replacement of backflow- backflow cost for materials and labor is \$800.

3. Phase 3- an evaluation of our plumbing situation will be completed and estimates given with recommendations provided in phases from most important to least important. For this phase a time is being coordinated with Paul Navarro to walk through with Alex Rincon and the plumber since Mr. Navarro walked through with his brother late last year looking at plumbing. This will give us a good baseline of what our actual needs are with plumbing to compare equally. Once these estimates/recommendations are collected, they will be presented to the Budget Committee and Board to outline the plan for updating our plumbing.

This process will help us to take this from a reactive plumbing mode, to a proactive mode where we have preventative and continual maintenance.

Other

Recruiting for 5th, 7th and 8th grade openings

Human Development Curriculum

Follows California sex education law; Need signed permission slips; will offer a parent workshop one week before the one presented to the children that will be a shortened of what the children will be told; boys and girls will be separated and by grade level; will start with 6th/7th/8th but plan on adding on K-5th

Donations: September 2010	
8/27/10 – All Grade Levels Bus Donations	\$4,518.00
9/3/10 – Ms Sanchez (3 rd Grade) Bus Donation	55.00
9/30/10 – John Fielder SCE, Employer Match Gift Program (Donation)	750.00
Back to School Night Donation	18.00
Lou Correa & Esther Reynoso	500.00
TOTAL	<u>\$5,841.00</u>

IV. FOR BOARD DISCUSSION

Fundraising – Direct Give: \$1056 at World Festival and \$500 before that; prepared a pamphlet and will send home to every family with a Direct Give envelope and will be in newsletter; will start more grant writing with grant writing subcommittee

Principal's Report - Plumbing: getting bids, Paul Navarro walked through with 1st and 2nd bids b/c he knows scope of what we need; security is taking care of the grant writing and getting us the grants we need and is locating the grants

Comparative Schools Data/API/AMAO

Human Development Curriculum 4th/5th need to start education earlier, will address tolerance and body changes and respect earlier; need to determine if permission slip will be an opt in or opt out; how much of the emotional aspect to bring into the lessons is to be considered; teachers will be present during the lessons but is not really incorporated into the curriculum

ELD Curriculum – Frames for Fluency has been looked at by Ms. Martinez/Ms. Gomez

OCEAA's Family On Campus Policy-John to lead - Tabled

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 - September 2010

It is recommended that the Board approve Agenda Items A.	Motion: kbl Action: Pass Second: js Vote: 5-0
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VI. ITEMS SCHEDULED FOR ACTION

A. Approve Registrar Job Description

It is recommended that the Board approve Agenda Item A.	Motion: bk Action: Pass Second: nr Vote: 5-0
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B. Approve Attendance Clerk Job Description

It is recommended that the Board approve Agenda Item B.	Motion: js Action: Pass Second: nr Vote: 5-0
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C. Approve Health Clerk Job Description

It is recommended that the Board approve Agenda Item C.	Motion: bk Action: Pass Second: nr Vote: 5-0
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D. Approve Accounts Payable Job Description

It is recommended that the Board approve Agenda Item D.	Motion: js Action: Pass Second: kbl Vote: 5-0
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E. Approve Human Development Curriculum

It is recommended that the Board approve Agenda Item E.	Motion: kbl Action: Pass Second: nr Vote: 5-0
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F. Approve Revised ELD Curriculum

It is recommended that the Board approve Agenda Item F.	Motion: js Action: Pass Second: nr Vote: 5-0
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G. Approve Minutes from 8/11/10 Board Meeting

It is recommended that the Board approve Agenda Item G.	Motion: kbl Action: Pass Second: bk Vote: 5-0
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H. Approve Minutes from 9/8/10 Board Meeting

It is recommended that the Board approve Agenda Item H.	Motion: js Action: Pass Second: nr Vote: 5-0
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VII. ADJOURNMENT

The meeting was adjourned at 8:35 p.m.

The next regularly scheduled meeting is Wed., November 10, 2010, at 6:00 p.m. – Closed Session and 7:00 p.m. – Open Session.