

# 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

February 9, 2011

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 6:09 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)  
Staffing Appointments and Resignations (Government Code section 54957(b))  
Public Employee Performance Evaluation: Principal Mid-Year Evaluation (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	Out 7:10
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 made by AB, seconded by JS, the board by a vote of 6-0 approved the resignation of Maria de Jesus Ramirez.

**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  
BOW - \$173,885.83  
OCDE - \$751,709.33

Coming up on lean stretch between now and July – getting caught up on money owed from the state/feds. Will not have as much coming in monthly so have to watch things closely.

Parking – Al Bustamante – No report

Grant Update – John Straw

Segerstrom Foundation for Arts – following up on submittal

Submitted letter of inquiry to Weingart Foundation

Wells Fargo for literacy almost completed

Elizabeth working on one for use on facilities/mortgage

Lhg thanks John for taking the lead and all his hard work

### **III. ITEMS SCHEDULED FOR INFORMATION**

FSO report – Alma Ahumada/Gabriela Gonzales

All teachers have a projector in their classroom now. Many sent thank you notes. Jog-a-thon grossed over \$5,000. After expenses anticipate over \$4,000. Parents have been very involved in field trips and raising money. Elections are in April at the Open House on the 22<sup>nd</sup>. Planning on having retreats in the summer to help prepare for the next year.

Principal's report – Linda Hardman Greene

Charter Reconciliation

- Site visit scheduled with Michelle Rodríguez scheduled for February 7, 2011. Very brief visit – came late and left early. Saw ELD and some middle school. No formal feedback yet. She commented on growth in consistency and in the teachers from last year to this year. Observed great student engagement in the classrooms.

Student Achievement

- Progress reports went home on February 4, 2011
- Middle school students not making progress at Trimester 1 were placed on Academic Probation with weekly check-ins with Ms. Sosa, students have responded positively
- Potentially 29 students are eligible for reclassification based on CELDT and CST scores. Every year have seen an increase in the number of students reclassified. Held 2 parent meetings with great turnout.

Professional Development (PD)

- Professional Learning Plan (PLP) check-ins were held with teachers to discuss progress on professional goal and growth plan, mid-term self evaluation using the California Standards for the Teaching Profession (CSTPs), and student progress, with a particular emphasis on target English learners. Feedback was positive, teachers who utilized the CSTP rubric found it helpful overall
- 1/26/11 – Reading strategies that correlate with test taking skills/RTI consult/Planning time

- 2/2/11 – Planning time (2 hours)
- 2/9/11 – RTI Consult Protocol & 1 hour planning time
- 2/16/11 – Thinking Map Booster & 1 hour planning time
- 2/23/11 – Literacy and/or UbD tailoring mini-lesson & 1 hour planning time
- 3/2/11 – Planning time (2 hours)
- 3/9/11 – RTI folder update & 1 hour planning time

#### Technology Update

- School Accountability and Report Card (SARC) report visually upgraded and is posted on website ahead of the due date. We have signed up for a free SARC Report Creation software, that already populates the tables with the data automatically. We'll use it for next year, with the expectation that it would save considerable time gathering data
- The 14 projectors, ELMOs, and carts (Funded by FSO) have arrived
- CALPADS FALL 1 – the student data portion of what was called CBEDS has been submitted ahead of schedule. This is what our Title I, NSLP, enrollment numbers for the school year are based. SPRING 1 and II are due in March, which is our staff data and new this year is data on courses tied to students
- iCal Master Calendar is finally working – a major step forward in the sanity of all staff. We'll expand on the use of the iCal features as the school year progresses
- PowerSchool was successfully migrated to a remote server on 12/20/2010. We have not experienced a single unscheduled outage since then. Previously we were averaging 2-3 outages a month and always during meal times or report card due dates. Moving PS off of our server has allowed us to utilize our server more efficiently, and allowed us to start using more of the server services and features that help run the school more effectively
- Parent Computer has been installed. It also has a dedicated printer connected to it. Early reports say that it is not used as much yet, maybe because parents may not know it is available
- Printers have been delivered and installed in teachers' classrooms. Initial feedback has been positive, as the teachers find it a lot more convenient to be able to print locally in their rooms, which makes it logistically more efficient for them, and spreads the workload around that use to bog down the main copier
- Main copier has been running well and Saira Hernández coordinates parent volunteers support teachers' copying needs
- Classroom Computers (PCs donated from OC Child Support Services) - Started the set-up of the 1st PC for cloning. There is a bit more configuration needed to complete the set-up. Once that is done, we'll clone and deliver computers to the classrooms. (4-5 per room, by end-of-the-year). These will create the computer centers in the classroom that will provide access to JiJi and AR, and free the Computer Lab for Tech Skill Instruction. We will need to purchase computer tables and Ethernet Switches for the classrooms, to complete the set-up
- Tech. Committee is working on writing/completing the Formal Tech Plan that will enable us to apply for special funding for some projects. It is a big process that

involves tech., teachers, and admin. input. So far Sections 1 and 2 are completed, Currently working on Section 3. (9 Sections Total)

- EdTech K-12 Voucher Program (aka Microsoft Settlement Money). OCEAA is eligible for \$2,788.93 from Round 2 of the settlement. Half of the money can be spent on software and half on general. Tech. Committee will prioritize tech. needs
- Tech. Committee has been evaluating a tech. skills and assessment software package for possible deployment next school year. One of the components of the software is a 21st Century skills assessment, and tech. knowledge testing. We believe this software would help us determine and assess a more appropriate technology grade, while at the same time preparing our students for the technological challenges and instruction that aligns with OCEAA's instructional tech. vision

#### Arts Update

- The arts committee is working hard to plan two school-wide events: Barnes and Noble and OCMA/OCEAA Family Day
  - o Barnes and Noble: February 28- March 6, a portion of all the proceeds earned from merchandise sold to anyone mentioning the school will go to the arts program. The theme is "Diary of an OCEAA Kid." There are multiple arts and literacy integration activities going on at school and at the book fair event on March 1st. After the book fair, families can go to California Pizza Kitchen for restaurant night, where a portion of sales will be donated to OCEAA's art program as well. You are invited to attend this event.
  - o OCMA/OCEAA Family Day: Every student will either perform or have artwork displayed at the OCMA on March 13th. Families can tour the museum and make art together while at the museum.
- An email was sent to the board inviting the Board to hear world renowned speaker Sir Ken Robinson talk about the role of the arts and creativity in education and our society. Please let one of the arts coordinator know if you would like to attend by Friday, February 4th
- On February 5th, Krista Ratnaweera presented at the California State Subject Matter English Language Development (ELD) Conference in association with The California Arts Project (TCAP). She taught participants how to teach ELD through a dance and language arts integrated lesson
- Tania Hernandez was recently asked to participate with TCAP and its research on "Creativity in the Schools". She will be conducting research that will be presented at a conference in March by other TCAP leaders
- Both art coordinators were asked to be on a panel of teachers that worked with teaching artists from the Segerstrom Center for the Arts (formerly the Orange County Performing Arts Center) in order to help them understand how to work with general education teachers

#### Human Resources Update

- Music Teacher position open, interviews being held

#### Special Education Update

- Parent satisfaction survey results presented  
Paper and electronic surveys sent home to about 30 families. 11 surveys returned -  
- 1 from 2nd, 1 from 4th, , 1 from 5th, 4 from 6th, 3 from 7th & 1 from 8<sup>th</sup>. 9 students  
receive RSP; 2 students receive OT; 2 students receive speech; 3 students receive  
Adaptive PE  
*General Comments* include:  
We are still trying to figure out if her IEP is appropriate for her.  
I think my child's individual needs are not fully met.  
Need more parent information and more help from the District not the same  
service her then child is at SAUSD.  
I am a very disappointed parent w/the education my child is getting at OCEAA.  
He is being taught Algebra, etc. when he can't really divide yet. What is that?  
Estoy muy contenta por la ayuda que le dan a mi hijo en esta escuela. Gracias  
*Outcomes*  
Shared survey results with SAUSD staff  
Shared survey results with SAUSD  
RSP staff and parents regularly attend district meetings and share information  
with parents  
Continue to work collaboratively with SAUSD staff to generate how we will  
improve Special Education services provided to our students  
Re-administer survey yearly

#### Nutritional Services Update

- See attached report

#### Facilities Update

##### GENERAL

- Two more identifying OCEAA banners will be placed on the building on  
Sycamore and in the front on Broadway

##### PLUMBING

- Plumbing specifics are being worked through on the bids with the help of Mr.  
Navarro- he is requesting additional information regarding the bids in order to give more  
specific advise. Status is the same. Mr. Navarro is still following up with this and  
working through details with plumbers

##### SAFETY REPORT

- Rosario Investigations is working on a security plan, based on their suggestions  
for security at OCEAA. We are waiting for a report on the items they recommend we  
implement on an item-by-item basis. In the meantime, we have created a report  
prioritizing our safety/facility needs

##### LIGHTING

- Bulbs adjustment from 3 bulbs to 2 units on each unit has been completed in each  
classroom/room- minus the garden grill, we should see significant savings (potential 1/3  
reduction)

- Working with new company on sensors being installed- the other company was difficult to get numbers and specifics down on rebates and our final cost. Meeting held on February 3, 2011 to review what has been done to get rebates so far. Bids provided were generic, more specificity was requested. They mentioned we get a rebate for our reduction of the bulbs from 3 to 2, which they say will save us more money than the sensors overall
- Lights on side of building to parking lot were replaced. The lights went out – they are now on a schedule to be checked regularly by the custodians, and it was appreciated that it was brought to our attention at the last board meeting

#### PARKING

- Contract has been signed and we have started our agreement with Caribou Industries on the 1- year use of 73 parking spaces. Overall, all staff has transitioned well. Options and adjustments for visitor/volunteer parking have been put in place as well.
- We have found that in the transition to moving our staff to the parking structure, Diamond Parking now wants to charge us for the 6 ‘OCEAA visitor’ spaces at the front/side of our building. We have attempted to work through this with OCHSA (who are the owners of the lot next to us) in securing the spaces at no charge, but their budget does not allow for this flexibility at the moment. We have since decided to purchase the use of 3 of the spaces and maintain the stamp of ‘OCEAA visitor’ for 15-20 minute front office use for volunteers and visitors. This results in an additional \$150/month for those 3 spaces.
- We have not heard back in regards to the revenues request and pricing for the parking structure as Mr. Harrah has mentioned. We have contacted him and are awaiting reply in regards to this- last word was that by the end of the month he would give us more information.
- We are looking at the effects of breaking ground on Broadway One. We have received preliminary documents on the phases of the planned development, but information on exactly when is not detailed. Originally it was March, 2011, but Ms. Sosa is working on getting the most updated information. The effects of the development do not appear to affect us in the first phase, but more in the second phase. Adjustments are being made to original plan we received with March start date, we will provide more information as it comes in

#### SAFETY COMMITTEE

- Currently working on preparing a comprehensive disaster preparedness plan
- We will be reviewing our lockdown procedures since the last drill elicited questions and concerns over various scenarios

#### Other

- Kinder sibling priority registration to be held on February 23rd

#### Donations: January 2011

1/21/11	Enrique Santiago	Direct Give	\$5.00
	Maria E. Lopez	Direct Give	\$15.00
	Michael Rapport	Direct Give	\$5,000.00
	O.C. Museum of Art	Bus Donation	\$500.00

	6th Grade	Ice Cream Sales - Fundraiser	\$946.84
1/11/11	5th Grade	Ice Cream Sales Fundraiser	\$342.10
	O.C. Museum of Art	Bus Donation	\$300.00
	Mrs. Gomez 1st Grade	Bus Donation	\$24.00
	Broadway on Tour	Donation	\$500.00
			\$7,632.94
	Total Direct Give To Date: \$7,954.98		
	Total Donations To Date: \$18,286.93		

**IV. FOR BOARD DISCUSSION**

Budget Update/Check Register - No comments

Principal's report – Are parents aware there is a computer available for their use?

Communicated availability through FSO, at coffee chats and at CELDT meetings

CELDT – reclassification update – Shared released questions with parents and staff. Will recognize the reclassified students with a certificate. Kinder takes the test before any instruction.

Special Education update – No comments

Safety/Facilities Report – Lighting is not sufficient – very dim at the back door at Sycamore. Lights at side also are dim. Make it more of a priority. Think front office would be overwhelmed if they had to buzz people in. Make sure the front office people greet anyone who comes in.

Board Recruitment - Rosa Linda has shown great diligence in being at every meeting for the last several months.

Parking – Are we getting anything for allowing the parking company to use our building to advertise their parking? Two firms running numbers with bond documents, will have numbers middle of next week.

Grant Update – thanks to Elizabeth for looking for grants and following up

**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 - January 2011

It is recommended that the Board approve Agenda Items A.	Motion: kbl Action: Pass Second: js Vote: 5-0
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B. Approve Invoice for LLC audit for the year ended June 30, 2009 – Vicenti Loyd Stutzman LLP \$6,500.00

It is recommended that the Board approve Agenda Item B.	Motion: bk Action: Pass Second: nr Vote: 5-0
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- C. Approve Invoice for LLC audit for the year ended June 30, 2010 – Vicenti Loyd Stutzman LLP \$5,850.00

It is recommended that the Board approve Agenda Item C.	Motion: js Action: Pass Second: nr Vote: 4-0
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**VI. ITEMS SCHEDULED FOR ACTION**

- A. Approve Minutes from 01/12/11 Board Meeting - Tabled

It is recommended that the Board approve Agenda Item A.	Motion: ____ Action: ____ Second: ____ Vote: ____
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- B. Approve New Board Member - Rosa Linda Espinoza-Rodas, PhD., MFT

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

The meeting was adjourned at 7:58 p.m.  
The next regularly scheduled meeting is Wed., March 9, 2011, at 6:00 p.m. – Closed Session and 7:00 p.m. – Open Session.

## Safety Report

Area of concern	Recommendation	Action Taken	Future Actions	Priority/ Timeline
Broadway Main Entrance-visibility of staff and people coming in and out	-lower receptionist's desk -remove registrar's partition -staff facing forward -intercom and locked front door -place sign on front door camera	-immediately removed partition -immediately placed bell on door -summer 2010 reconfigured front office to ensure increased visibility and staffing	-place sign on front door camera	March 2011
Broadway Main Entrance	-alarm/lock to notify you if someone enters	-bell placed on door to notify person entering	Advise from board to see if alarm/lock is necessary	Open
Vagabonds defecating in front of Broadway entrance		-Spring 2010 lights installed to deter vagrants		Done
Playground	-remove ladders so students do not have access to go over walls -cut palm trees to avoid sniper attach and roof access -visibility blocked to Zen Zone -build up the wall/net so playground equipment doesn't go behind wall -close openings to parking structure adjacent to school -permanently close open space between parking structure and playground wall	-immediately removed ladders -summer 2010 palm trees trimmed on side of building -Spring 2010 cut back wall blocking Zen Zone -immediately blocked the temporary passage between parking structure and playground wall -Ms. Rush is researching cost of fence -Board is researching possibility of purchasing parking structure	-build up beautifying fence so equipment doesn't go over fence -purchase parking structure and re-structure	Urgent priority/ March 2011  Pending
Sycamore Zen Zone exit	-replace gate with more secure door that does not have a code	-February 2011 researching price of gate	-replace gate	Medium priority/ Summer 2011
Sycamore main exit	-install cameras and an alarm connected to front office to alert them whenever doors are opened	-immediately researched options, was not able to find cost effective option -February 2011, Mr. Felix is able to hook up cameras to computers to monitor and has knowledge of economical alarms	- install cameras and alarm connected to front office	High Priority– by April 2011
Perimeter of building not well lit	-replace lights with more dependable, brighter lights	-immediately checked all lights and made sure they were replaced and working -January 2011, schedule created for custodians to check regularly	-research cost of additional lights through the Rosario Security -considering-please advise	Low priority

Need more flood lights	-add additional flood lights	-all classroom exit doors have glow in the dark tape to indicate where the door is	-research cost of additional flood lights for classrooms without windows	Low Priority-Summer 2011
Roof too accessible	-cut front palm trees and side palm trees	-front palm trees cut -side palm trees trimmed		Done
Emergency Procedures		-on-going revision of procedures -regular drills -Safety Committee formed Fall 2010 -Monthly Safety Comm. mtgs.	-Disaster simulation Spring 2011	High Priority/On-Going
Safety assessment			-Irvine or Santa Ana PD site visit by March 2011	High Priority-April 2011

# Nutrition Services Update

## Student/Family Education

- Revised 2010 National Dietary Guidelines for Americans have been made available and will be reviewed and implemented.

## Student Participation

- 37% breakfast participation - State average is 22%
- 91% lunch participation - State average is 53%

## Staff Development

- Nutrition Services kitchen personnel received food production safety/HACCP critical control procedures training.
- California Department of Education Nutrition Services Division has updated training including seven modules that contain program eligibility, verification, menu planning, food safety, meal counting and claiming, civil rights and school wellness policies. This is an online training developed by Cal-Pro-NET and is required for the Nutrition Services Director to be completed by April 15<sup>th</sup>.

## Staff

- Nutrition Services team member required by her Doctor to take 30 days off of work for an injury that occurred while at home, scheduled return date is April 15<sup>th</sup>.
- Hiring 2 additional staff members to be on call substitute status to ensure proper coverage of the Nutrition Services Department.

## Budget

- Increase of \$844 in revenue over 2009-10 School Year for December 2010.