

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

March 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 6:02 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/Kimberly Barraza-Lyons) (Government Code section 54957.6

Staffing Appointments and Resignations (Government Code section 54957(b))
Staff Evaluations (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	_____
Dr. Kimberly Barraza-Lyons, President	x	_____
Norman Rogers, Treasurer	_____	x
Bobbie Kraus, Secretary	x	_____
John Straw, Co-Treasurer	x	_____
Dr. Rosa Linda Espinoza-Rodas, Member	x	_____
Linda Hardman Greene, Principal	x	_____

G. FLAG SALUTE

H. REPORT OF CLOSED SESSION DECISIONS

On motion of Bobbie Kraus, seconded by John Straw, by a vote of 6-0 the Board approved the following resignations:

<u>2010/11 Staffing Resignations</u>	<u>Effective Date</u>
Sara Emerson-After School Teacher	2/25/11
Saira Hernández-Receptionist	3/11/11

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 – By Linda Hardman Greene for Norm Rogers
On Charter Vision we can access the latest budget information for OCEAA.
Need to meet with Sonali to go over projected income for next year and figure out top priorities.

Parking – Al Bustamante

In concept everything is doable per Sandro. Scenarios: (1) purchase building outright and lease out spaces (2) partner with OCHSA to buy building (3) purchase lot next door to us and build it out to suit us. Given our recent API they are really interested in the investment but are waiting on state budget proposal re schools.

III. ITEMS SCHEDULED FOR INFORMATION

FSO report – Alma Ahumada/Gabriela Gonzales

Auditor completed audit and it will be presented at next Wednesday's meeting. All looks okay. Have financed the field trips and still have funds. Approached by more families in need this year and FSO has been helping families in emergencies, i.e., hotel nights where families have no place to stay. Open house is now May 25 instead of in April. Will have a retreat in June on the 18th at the school.

Principal's Report – Linda Hardman Greene

Charter Reconciliation

- ❖ Feedback from site visit with Michelle Rodríguez, “We were happy with the ELD that we saw and feel confident that OCEAA will make excellent gains again this year.”

Strategic Plan for Academic Achievement – SPAA

- ❖ Instructional Leadership Team (ILT) is in the process of updating our SPAA. We are in the process of finalizing this year's updates and identifying our instructional focus for next year. Once this has been done, we will then identify the professional development and resources needed to support the instructional focus. We expect to update the Board at the May meeting

Student Achievement

- ❖ Trimester 3 data in progress, update at next month's meeting
- ❖ Students are recognized at Wednesday morning assemblies for demonstrating the 3 Rs (Respect, Responsibility and Role Models) in any area
- ❖ OCEAA's Biliteracy and Bilingual Award Applications have been distributed to 8th grade students. They take the bilingual/biliterate exam on March 16th at 9:30 AM
- ❖ Lisette Sánchez, Jacque Reyes and Alondra Guzmán's classes were honored with a certificate by the Mexican Consulate for participating in the annual “Este es mi México” art contest
- ❖ 7th grade student, Kassandra Bernal won 2nd place, \$600.00 in this year's California Association for Bilingual Education (CABE) Student Art Contest. She will be honored

during the General Session on March 26th, at 9:00 am.

Professional Development (PD)

- ❖ Attendance for January/ February: 95% of goal!
- ❖ In January & February KEDS staff took part in 6 CALSAC professional development workshops including: Understanding the Behavior of Children and Youth, Developing Problem Solving Skills, Developmental Trends, The Role of Staff in Behavior Guidance, Leading After School Programs, building leaders, Strengthening your Program Based on Data, & Focus on Language Arts
- ❖ Ekta Jariwala, Literacy Specialist, offered additional support to our PD focused on Language Arts, and has agreed to meet again with us in March to share successes and look for more and better opportunities to enhance student learning
- ❖ February volunteer recruitment included an additional 3 OCHSA volunteers, 1 parent and 1 Santa Ana College (SAC) education program student
- ❖ Jazz Dance class has started for 3rd & 4th grade KEDS, led by OCHSA volunteer and former OCEAA student, Larissa Reynoso. We hope that will culminate in a Talent Show caliber performance
- ❖ Chess Masters has also started a 6-week FREE program for 2-4th grade students. Features include higher order thinking skills & confidence building. The program is being offered for free by the Nieto family (student in kindergarten)
- ❖ Francisco Felix, Technology Coordinator, has fixed the log in problems with the computers and KEDS kids are once again scheduled for at least 60 extra minutes per week of tech time- most often JiJi but also OCEAA “links” are used
- ❖ The promised parent satisfaction survey has been upgrade to align with the CDE’s California Self- Assessment Tool and will be available to parents on April 1

Technology Update March 2011

- ❖ The 14 projectors, ELMOs, and carts (Funded by FSO) have been deployed. Each Teacher now has their own exclusive use an ELMO Setup
- ❖ Received a 32” TV Monitor from a parent to be used as a digital signage/bulletin board/marquee for general parent/teacher/student info. Preliminary selected location for the monitor would be at the garden grill. Researching now to select a dedicated digital signage player (Media box) that can broadcast on multiple monitors (future expandability), play a combination of video/images/slideshows, and scrolling text boxes at the same time, its centrally managed, and easy to upload and create content. Parent may donate a 2nd Monitor to use in the reception area
- ❖ Received 15 Flat Screen Monitors, donated from the OC Assessors’ office. These will be deployed for use with the earlier donated PC Computers
- ❖ Received a \$5,000.00 Grant from the School’s First Educational Foundation to fund the “Jump Start AR” project. Some of the funds will be used to purchase crates with preselected books in English, which have been leveled and have AR quizzes in the AR Database. Those crates will reside in the classrooms, and will rotate after students in each classroom have read the books. The rest of the funds will be used to purchase books in Spanish, that are also in the AR database

- ❖ EdTech K-12 Voucher Program (aka Microsoft Settlement Money). On Feb 2, Linda and Francisco attended a meeting at the SAUSD District Office. OCEAA will be receiving additional funds from Round 2 of the settlement. The additional allocation this time around is for \$2,788.93. Requisitions have to go through the SAUSD Education Technology Department
- ❖ Tech Committee has recommended for purchase Learning.com's EasyTech tech skills on-line lessons and assessment software package for deployment next school year. One of the components of the software is a 21st Century skills assessment/tech knowledge testing which will create a basis to track student growth. Teachers that evaluated the software were very impressed with the lesson plans and scope and sequence. This package will have some of the components we feel meet the requirements for a technology grade. Budget committee and Board approval now needed for purchase.
Cost for 1 year license - \$5,495 (PO would have to be sent before the end of the school year to get special pricing, otherwise \$7,650.00 for 1 year license)
This includes EasyTech, 21st Century Skills Assessment, WayFind Teacher Assessment, and Custom Curriculum Publishing. Training and set-up fees are waived under this promotion but it is highly recommended to have a 2-hour WebEx Training (\$500) and/or Onsite Training (1/2 day @ \$1500). Multi-year discounts are also available (5% discount for a 2-year license; 10% discount for a 3-year license)

Arts Update

- ❖ Approve arts curriculum-presentation by Tania Hernández and Krista Ratnaweera
Stated outcomes: Increased Arts Vocabulary; Increased General English Vocabulary; Increased Skills in Creating and Responding to the Arts. The findings of the study indicate that students in the Arts Advantage group made greater improvements in creativity than their counterparts who did not have Arts Advantage. The Arts Advantage Curriculum is for grades K-6. OCEAA's teachers have been trained in using the Arts Advantage Curriculum for: Dance: K-6; Visual Art: K-6; Theater: K-6; Music: K-1 & 6th Grade.
The curriculum focuses on teaching the key essential art standards at each grade level. It is a comprehensive curriculum that includes the objectives, assessments, and tips on how to teach it. All materials needed are provided at no cost if we participated in one of the first years the curriculum was implement (dance, music, theater). Materials needed are provided to the teachers out of the arts budget (visual art).
- ❖ Barnes and Nobles Bookfair and CPK Family Night proved to be a successful event promoting the importance of the ARTS and Literacy. OCEAA families and friends helped raise almost \$1000 in just one night. The book fair at Barnes and Nobles ran all week and both staff and families continued to support all week long
- ❖ OCMA/OCEAA Family Day is Sunday, March 13th and all OCEAA students will have an opportunity to either display their art or perform their art. The event is from 11:00am-4:00pm, with art activities throughout the gallery, a book talk by author Robin Preiss Glasser (Fancy Nancy series), and free tours thru the museum. There will be a free bus for parents to take from OCEAA to OCMA, starting at 10:30am. OCEAA's dual middle

school students also had the opportunity to translate the brochure being used that day

Human Resources Update

- ❖ Music Teacher position open, interviews being held
- ❖ Bilingual Receptionist position open, interviews being held

Special Education Update

- ❖ Meeting held on March 7 with SAUSD Special Education staff to review survey and plan for next year

Nutritional Services Update

- ❖ See attached report

Facilities Update

GENERAL

- ❖ Two more identifying OCEAA banners are being placed at the Sycamore and Broadway entrances during spring break. They are ready to go up
- ❖ Lisette Sosa, Vice Principal, met with our State Fund Insurance Representative- She went through the number of work place accident referrals and let us know that last year we had a number of referrals that could have just been first aid referrals rather than work place accidents. She showed Sylvia Muñoz, Business Manager, how to make those referrals, so that they do not affect our overall loss analysis number, which in turn affects our yearly premium for coverage. Our representative forewarned us that we could expect our premium to increase in 1.5 years due to the previous 2 years loss analysis, but that it should go down thereafter with referring accidents as first aid.

PLUMBING

- ❖ Complete copper re-pipe to the 2nd story restrooms and main runs to the 1st story kitchen and restrooms. All downstairs plumbing has been re-piped with copper already. Three bids were reviewed by OCEAA and Mr. Navarro, the bid from Crandall's Plumbing is for board review and approval

SAFETY REPORT FROM ROSARIO INVESTIGATIONS

- ❖ Awaiting detailed written report with cost estimates from company

LIGHTING

- ❖ Bulbs adjustment from 3 bulbs to 2 units on each unit has been completed in each classroom/room- minus the garden grill and Room 202 (as requested by teacher). We are considering capping the bulbs sockets. The cost to do so will result in a rebate. Cost estimate to cap them by 2 different electricians is between \$2000 and \$2600. Considering moving forward but will wait more time to see if rebate is worth the effort
- ❖ Lighting around perimeter – Lighting consultants have come to recommend we increase intensity of bulbs for better lighting. They also recommend 2 more lighting units be placed in our playground area with brighter intensity. We are waiting for their written cost estimate and recommendations

PARKING

- ❖ 3 volunteer spaces have been contracted with Diamond for lot 39A. Diamond has been

much more strict with their ticketing policy recently

SAFETY COMMITTEE

- ❖ Continuing to work on preparing a comprehensive disaster preparedness plan with safety committee
- ❖ We will be presenting our revised lockdown procedures to the staff. Date to be determined

HEALTH /SAFETY

- ❖ Quotes have been obtained for the fence to block the balls going to the other side of the wall- between the realty building next to us and our wall. For health reasons we need to prevent the balls from falling between there with this fence. Danielle Rush, Student Activities Director, has worked up bids. After looking at the bids, we want to move forward with the bid that is just below \$5000. Ms. Sosa is working on getting one final bid to counter this bid. Would like to request from board their opinion of putting this ball-blocking fence against the parking structure side (east end) and south end or just playground area (south end)? Would it be money wasted investing in this east end side of the fence to have it later readjusted if we were to acquire the parking structure. These fence bids include the gate leading into the space between the playground wall and parking structure.
- ❖ Francisco Felix, Alex Rincon and Ms. Sosa are working on getting estimates and ideas for placing cameras and security monitoring in the back perimeter connected to the front office. They will be meeting with 2 contracting security companies the week of March 7.

Parent Education

- ❖ Michelle Navarro offered her Test Prep Workshop to parents on March 2nd and will offer a second workshop focusing on math on March 23rd
- ❖ Gabriela González began a four-session training for parents called the 10 Commandments of Education. She will focus on increasing parent understanding of the educational system. Topics include: report cards, high school graduation requirements, college entrance requirements and how to help their child be successful in school

Donations:

February 2011

		Ice Cream Sales - Graduation	
2/16/11	5th Grade	Fundraiser	\$214.50
	Kinder	Bus Donation	\$148.00
	6th Grade	Outdoor Science School	\$790.00
2/11/11			
*	Edith Herrera	Direct Give	\$20.00
	6th Grade	Outdoor Science School	\$822.00
	6th Grade	Outdoor Science School	\$3,037.00
	United Way for Southeastern		
*	Michigan	Direct Give	\$358.26
2/2/11	7th Grade	Bus Donation	\$8.00
	6th Grade	Outdoor Science School	\$820.00
	1st Grade	Aquarium of the Pacific	\$435.00

	Kinder	Ugly Duckling	\$255.00
2/14/11			
*	Linda Hardman Greene	Direct Give	\$98.07
*	John Straw	Direct Give	\$10.00
			\$7,015.83

IV. FOR BOARD DISCUSSION

Budget Update/Check Register – Linda asked to look at what would it look like financially not hiring the music teacher, especially since we have to extend calendar by 3 days. Maybe this should be put off until next year and we should not repost job.

Principal's report –

Salary range not acceptable to music teacher candidate so no potential candidate yet. PD or instructional days for the 3 additional days to be added at the end of the school year to bring days to 197. Linda asked to look at the economic impact of either option.

Re-pipe bid: Paul Navarro has reviewed all bids and has submitted the one that he thinks is the strongest. We have \$40,000 left of bond money to cover the re-pipe. Concern raised by Al re using “L” pipe and cost of replacing the tile, which is not part of the bid. Why do they need to reinstall new stainless steel supply lines and angle stops? Al checked and we already have the angle stops and stainless steel supply lines. Urinals are waterless and don't need supply lines.

The California Arts Project Curriculum (TCAP) – What is teacher response to the curriculum and trainings? Teachers that have attended the trainings have said the trainings have prepared them with the background knowledge to teach. Across the board teachers liked the curriculum because it gave them guidance on what they are teaching and it is vertically aligned. Any negative feedback from teachers that there is more on their plate – no negative response because it will lighten the load re the curriculum. What is needed to make it all happen? Dance room was big step but it is in great demand. Every dance class gets it once a week. Maybe need PD time to help focus on integrating the curriculum. Making sure new hires understand that this is an integral part of the curriculum. All teachers should go to summer training. It is free to teachers to attend because we are an Arts Advantage school.

Revised KEDS/Noontime supervisors/Instructional Aide salary schedule – No questions.

Facilities – Banners: waiting for Spring break.

Parking – No questions.

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 – February 2011

It is recommended that the Board approve Agenda Items A.	Motion: bk Action: Pass Second: ab Vote: 6-0
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VI. ITEMS SCHEDULED FOR ACTION

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

It is recommended that the Board approve Agenda Item A.	Motion: ab Action: Pass Second: kbl Vote: 5-0-1
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B. Approve Minutes from 02/09/11 Board Meeting

It is recommended that the Board approve Agenda Item B.	Motion: kbl Action: Pass Second: ab Vote: 5-0-1
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C. Approve The California Arts Project Curriculum (TCAP) for (1) Visual Art, (2) Dance, (3) Music, and (4) Theatre

It is recommended that the Board approve Agenda Item C.	Motion: ab Action: Pass Second: kbl Vote: 6-0
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D. Approve Revised KEDS/Noontime supervisors/Instructional Aide salary schedule

It is recommended that the Board approve Agenda Item D.	Motion: js Action: Pass Second: kbl Vote: 6-0
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VII. ADJOURNMENT

The meeting was adjourned at 8:26 p.m.
The next regularly scheduled meeting is Wed., April 13, 2011, at 6:00 p.m. – Closed Session and 7:00 p.m. – Open Session.

Classified Salary Schedule – Noon Supervisors/KEDS/Instructional Assistants

<i>Apprentice</i> <i>Step 1</i>	<i>Beginning Professional</i> <i>Step 2</i>	<i>Professional</i> <i>Step 3</i>	<i>Lead</i> <i>Step 4</i>	<i>Mentor</i> <i>Step 5</i>
<p><u>Work Experience</u> *No prior years of service or experience in related field</p> <p><u>Responsibilities</u> *No leadership responsibilities</p> <p><u>Education/PD</u> *No education and/or Professional Development in related field</p> <p><u>Performance Evaluations</u> *Consistently evaluated at exemplary level</p>	<p><u>Work Experience</u> *1-2 prior years of service and/or minimal experience in related field</p> <p><u>Responsibilities</u> *Minimal leadership responsibilities</p> <p><u>Education/PD</u> *1-20 units and/or minimal Professional Development in related field</p> <p><u>Performance Evaluations</u> *Consistently evaluated at exemplary level</p>	<p><u>Work Experience</u> *3-4 years of prior service and/or some experience in related field</p> <p><u>Responsibilities</u> *Some leadership responsibilities</p> <p><u>Education/PD</u> *21- 34units and/or some Professional Development in related field</p> <p><u>Performance Evaluations</u> *Consistently evaluated at exemplary level</p>	<p><u>Work Experience</u> *5-6 years of prior service and/or some experience in related field</p> <p><u>Responsibilities</u> *Extensive leadership responsibilities</p> <p><u>Education/PD</u> *35 - 49 units and/or some Professional Development in related field</p> <p><u>Performance Evaluations</u> * Consistently evaluated at exemplary level</p>	<p><u>Work Experience</u> *7 or more years of prior service and/or in depth experience in related field</p> <p><u>Responsibilities</u> *Extensive leadership responsibilities</p> <p><u>Education/PD</u> *50+ units and/or in-depth Professional Development in related field</p> <p><u>Performance Evaluations</u> * Consistently evaluated at exemplary level</p>
\$9.00	\$11.00	\$12.00 – 14.00	\$15.50	\$17.00

**Advances are (generally) (may be) based on one or more of the abovementioned criteria.*

Nutrition Services Update

Student/Family Education

- 2010 National Dietary Guidelines for Americans implemented, sodium reduction emphasized.

Student Participation

- 36% breakfast participation - State average is 22%
- 90% lunch participation - State average is 53%

Staff Development

- Mandated ServSafe recertification training completed for the Nutrition Services Director.

Staff

- Nutrition Services Team member is required by her Doctor to take an additional 30 days off of work.
- Nutrition Services Team member is off for 2 weeks for surgery.
- 1 person hired for substitute in the Nutrition Services Department/Noon Supervisors position, rehire Norma Garcia.

Budget

- \$3,307 increase in revenue over 2009-10 school year for the month of January.