



Minutes – Approved
Ocean Charter School Board Meeting
February 7, 2008

Ocean Charter School
12606 Culver Blvd., Los Angeles 90066

Called to Order 7:08 pm by Joan Wicks, Board Chairman

Present: Lori Andrade, Jeannie Elmstrom, Stacey Lisker, Beth Rendeiro, Peter Samaranayake, Cissy Stanford, Wendy Teeter, Leo Trujillo-Cox, Joan Wicks, and Julie Yarnall.

Jason Haas was absent.

A quorum was present.

Open Forum (Opportunity for Public Comments)

Parent Deborah Stambler submitted a petition describing petitioners' vision of OCS and requested that the Board activate a committee to begin a director search.

Parent Marilyn McLaughlin stated that she supported the director search and suggested starting now to be prepared.

Parent Stoney Westmoreland suggested the Board postpone a director search until it has completed the Director Evaluation.

Joan Wicks thanked Phaedra Cheydleur and Eileen O'Sullivan for their hard work on the Winter Faire.

Approval of Previous Board Meeting Minutes

MOTION: Lori Andrade moved to approve the Board Meeting minutes from January 10, 2008. Leo Trujillo-Cox seconded the motion. Lori Andrade, Jeannie Elmstrom, Beth Rendeiro, Cissy Stanford, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. None opposed. Motion passed.

Lori Andrade clarified that the January 17, 2008 Special Board Meeting minutes would be approved at the next Board meeting.



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Parent Deborah Stambler asked for clarification on the level of detail of the Board Meeting minutes reflect. Joan Wicks defined the minutes as a record of the Board's actions and that detail is available through the supporting documentation.

The Ocean Charter School Renewal Petition and Application

Joan Wicks stated that the Ocean Charter School Renewal Petition had been submitted, however, the district now required us to amend the lead petitioners.

MOTION: Leo Trujillo-Cox moved to amend the lead petitioners of the Ocean Charter School Renewal Petition and Application submitted to the Los Angeles Unified School District. Beth Rendeiro seconded the motion. Lori Andrade, Jeannie Elmstrom, Beth Rendeiro, Cissy Stanford, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. None opposed. Motion passed.

Acknowledgement of Board Correspondence

The board acknowledged correspondence from the Ocean Charter Teachers Association dated 1/10/08.

The board acknowledged correspondence from the Ocean Charter Teachers Association dated 1/17/08.

Report on Board Investigation

Beth Rendeiro and Jeannie Elmstrom provided an update on the Board's investigation regarding OCTA's letter and concerns dated January 1, 2008. Beth stated that in addition to the investigation of the letter the Board was simultaneously commencing the Director Evaluation process. Once the investigation is complete, Beth and Jeannie will share the Administration's response to OCTA's letter at a Special Board meeting.

Parent Stoney Westmoreland suggested that announcements be made to the OCS yahoo groups when approved minutes had been posted to the website.

ACTION ITEM: Secretary Lori Andrade will announce to the OCS yahoo groups when approved minutes are posted to the website.

Directors' Report and Discussion

Director Peter Samaranayake stated that he would respond to OCTA's letter once the investigation was complete.



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He reported that the search for a counselor continued. Beth Rendeiro stated that only three resumes had been received to date, and the community discussed various places to circulate the job description.

He also reported on our 94% attendance and discussed how each additional percentage increases our revenues by approximately \$30,000.00. The Board and community discussed how to improve attendance by educating parents of not only the financial impact of absences, but also the impact on their child's success in school.

Peter Samaranayake introduced parent Todd Mobley and insurance broker Kevin Mancarelli. Todd described his 6-month effort to research improved insurance rates for OCS and stated that Mr. Mancarelli was our new broker of record. Mr. Mancarelli would donate 50% of his broker's fee back to the school, and assured the faculty members present there would be no change to their existing policies, but that he hoped to negotiate reduced premiums for the school.

Peter Samaranayake discussed how several schools' charter renewals were rejected due to submitting petitions that lacked or varied from the boilerplate language provided by Los Angeles Unified School District. Leo Trujillo-Cox reviewed the anticipated timeline for our petition review and opportunity to resubmit with any revisions.

Jeannie Elmstrom has taken on the role of OCS Grant Liaison to serve as a bridge between all grant writing efforts and the Administration. Her role will be to provide detailed information needed for grant submissions. All grant applications should go to her for editing and final review before submission.

Parents Jetty Stutzman and Mary Pavlica were applauded for their efforts applying for site beautification grants.

Finance

Dr. Wendy Teeter reviewed internal cash controls and revisions to the Fiscal Policies and Procedures for the Office Manager's designee to handle amounts up to \$300.00. This allows someone other than the Office Manager to receive and count the money while still holding the Office Manager ultimately responsible, especially during events such as the Winter and Spring Faires. Winter Faire Chair and parent Eileen O'Sullivan recommended a similar solution for event chairs and agreed to discuss it further with Wendy and Office Manager, Valentina Vega.



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MOTION: Dr. Wendy Teeter moves to amend the 2007-08 OCS Fiscal Policies and Procedures Handbook language regarding the “office manager’s designee” for internal cash control. Leo Trujillo-Cox seconded the motion. Lori Andrade, Jeannie Elmstrom, Beth Rendeiro, Cissy Stanford, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. None opposed. Motion passed.

Wendy Teeter described a budget error related to Maintenance salaries and the proposed adjustments to balance the 2007-08 OCS Budget.

Attendees discussed budgets for each grade, new teacher set up and equity amongst the classrooms.

MOTION: Dr. Wendy Teeter moves to amend the Revised OCS 2007-2008 Budget dated February 7, 2008. Leo Trujillo- Cox seconded the motion. Lori Andrade, Jeannie Elmstrom, Beth Rendeiro, Cissy Stanford, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. None opposed. Motion passed.

The Board reviewed the OCS budgetary impact of the Governor’s proposed State budget cuts. Wendy Teeter stated the approximate loss of funding was \$316 per student this year, plus another \$305 per student next year, for a total approximate loss of \$190,000 over two years time. Ocean Charter School currently receives approximately \$6,000 per student in funding. Also, our SB740 funding is now expected to be delayed until after June of 2008.

The December 2008 Financials and Check Register were tabled until the following Board meeting.

OCS Director Duties and Deliverables

Beth Rendeiro reviewed the revised and reformatted draft of the OCS 2007-08 Director’s Deliverables.

MOTION: Beth Rendeiro moves to adopt the Director’s Deliverables as amended dated February 7, 2008. Leo Trujillo- Cox seconded the motion. Lori Andrade, Jeannie Elmstrom, Beth Rendeiro, Cissy Stanford, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. None opposed. Motion passed.

OCS Director Evaluation



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Joan Wicks described the prior Director Evaluation format which will be used again. Those completing the evaluation have the option to submit their response in three ways: 1) anonymous, 2) open to the Director Evaluation Committee, and 3) open to the Board. Administration, Faculty, staff and parents who served as event or committee chairs or classroom representatives would be invited to submit an evaluation.

MOTION: Joan Wicks moves that Leo Trujillo-Cox, Jeannie Elmstrom and Cissy Stanford are appointed as the OCS Director Evaluation Team. Beth Rendeiro seconded the motion. Lori Andrade, Jeannie Elmstrom, Beth Rendeiro, Cissy Stanford, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. None opposed. Motion passed.

ACTION ITEM: The OCS Director Evaluation Team will draft a plan of tasks and deadlines by the next Board meeting.

ACTION ITEM: The OCS Director Evaluation Team will communicate to the parent community the process and timeline to submit input to the OCS Director Evaluation Team.

ACTION ITEM: Director Peter Samaranayake will submit a self-evaluation to the OCS Director Evaluation Team.

ACTION ITEM: The OCS Director Evaluation Team will draft a summary/narrative based on the evaluations submitted.

OCS Administrative Structure

The Board and community discussed the current and ideal OCS administrative structure, including the need for curricular support and professional development in the form of a pedagogical leader or faculty mentor. Attendees considered the Administrative structure at Live Oak Charter School which is comprised of a Development Director, Education and Student Services Director, Resource Specialist and Business Manager, however, they have 250 students and their two sites are next door to each other. Ocean Charter School has grown by approximately 50 students per year, yet we have decreased our Administrative resources.

Joan Wicks reviewed the option of participating in the Special Education pilot program offered by Los Angeles Unified School District. However, they are not accepting any new schools at this time because they are backlogged until they expand their program. As long as we provide our own



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Special Education services, the individual filling this role will find it challenging to also provide Administrative support.

Parent Ran Boytner suggested that we consider the financial model needed to support the ideal Administrative structure, such as increasing the number of classes at each grade.

Assistant Principal Kristy Mack-Fett suggested a “Core Values” meeting for the OCS community to determine our core values together and use them to guide our decisions. Joan Wicks stated that this might be a forum for the Board and faculty to work together to start addressing the impact of the State budget cuts.

Wendy Teeter recommended that we begin the search for a Pedagogical Leader.

ACTION ITEM: Beth Rendeiro will draft a job description for a Pedagogical Leader.

Board Development

Wendy Teeter stated she had emailed the OCS Families and Community yahoo groups regarding candidates for appointed and elected seats to fill current Board vacancies.

Closed Session

The Board convened into closed session at 10:26pm pursuant to Brown Act sections 54956.8 (Real Property Negotiations) and 54957 (Personnel). Parent Ken Kutcher, Director Peter Samaranayake, Assistant Principals Kristy Mack-Fett and Michelle Hedge, and Office Manager Valentina Vega were in attendance. The Board discussed Real Property Negotiations. Ken Kutcher, Peter Samaranayake, Kristy Mack-Fett, and Valentina Vega, Stacey Lisker and Julie Yarnell left the meeting at 11:14pm. The Board discussed Personnel. Peter Samaranayake, Kristy Mack-Fett, and Valentina Vega returned to the meeting at 12:24pm. The Board discussed Personnel. No actions were taken during the closed session.

The Board reconvened to open session at 12:44am.

Meeting adjourned at 12:45am.

Respectfully submitted by
Lori Andrade, Secretary
OCS Board of Trustees