



Minutes –Approved  
Ocean Charter School Special Board Meeting  
August 2, 2007

Ocean Charter School  
12606 Culver Blvd., Los Angeles 90066  
Called to Order 7:06 pm by Joan Wicks, Board Chairman

Present: Lori Andrade, Cissy Stanford, Jeannie Elmstrom, Jason Haas, Michelle Hedge, Nancy O'Rourke, Peter Samaranayake, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks. Beth Rendeiro was absent. A quorum was present.

**Open Forum (Opportunity for Public Comments)**

There were no Public Comments submitted for Open Forum.

Cissy Stanford joined the meeting at 7:10pm.

**Previous Board Meeting Minutes Approval**

**MOTION: Board President Joan Wicks moved to adopt the minutes of the April 23, 2007 Special Board Meeting as record.** Jason Haas seconded the motion. Lori Andrade, Cissy Stanford, Jeannie Elmstrom, Jason Haas, Nancy O'Rourke, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. None opposed. Motion passed.

**MOTION: Board President Joan Wicks moved to adopt the minutes of the May 17, 2007 Board Meeting as record.** Jason Haas seconded the motion. Lori Andrade, Cissy Stanford, Jeannie Elmstrom, Jason Haas, Nancy O'Rourke, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. None opposed. Motion passed.

**MOTION: Board President Joan Wicks moved to adopt the minutes of the May 21, 2007 Special Board Meeting as record.** Jason Haas seconded the motion. Lori Andrade, Cissy Stanford, Jeannie Elmstrom, Jason Haas, Nancy O'Rourke, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. None opposed. Motion passed.

**OCS Mission Statement**

Secretary Lori Andrade read aloud the OCS Mission Statement. Board President Joan Wicks stressed the importance of focusing on our original mission as we initiate the Charter renewal process.



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Special Education Resources Specialist Michelle Hedge joined the meeting at 7:20pm.

### **Directors' Report and Discussion**

Director Peter Samaranayake reviewed his report on the state of the school.

School Calendar: Peter Samaranayake reviewed the draft 2007-08 school calendar.

Walgrove Site: LAUSD is considering absorbing the estimated \$27,000 in expenses to ready the North Campus classrooms for school. This involves installing sinks, room partitions and tile floor.

Credit Card/Debit Card: OCS Administration would prefer to move away from having to request credit cards under the Director's name. They are requesting assistance from Treasurer Wendy Teeter and ExEd's Tammy Stanton with regards to this matter. A meeting will be scheduled and then results brought to the Finance Committee's next meeting.

After School Care: Peter Samaranayake is considering a proposal from two OCS Faculty members to provide Aftercare services, which would be covered under OCS's insurance policy. OCS would be given 15% of the program's revenues for the use of the site.

Hiring: Peter Samaranayake is hiring for a Special Education Support position, and reported that that the funds budgeted for a Spanish teacher were insufficient to hire a recent, qualified candidate. Kristy Mack-Fett advised the Board to consider the Specialty program's long-term affect on the school's future fiscal health. Wendy Teeter requested a complete review of our Specialty program.

Grade Reports: The Board discussed various ways to ensure students' grades and evaluations are completed prior to the end of school.

**ACTION ITEM**: Michelle Hedge will email the Board the results of the 5<sup>th</sup> Grade's Reading and Math assessment.

**ACTION ITEM**: Vice President Leo Trujillo-Cox will forward an electronic copy of the OCS Charter to Peter Samaranayake.

Administrative Structure: Peter Samaranayake reviewed administrative coverage at each campus location for the school year.



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Michelle Hedge and Kristy Mack-Fett recused themselves from the meeting at 8:03pm.

Peter Samaranayake recommended assigning the position of Assistant Principal / Instructional Specialist to Michelle Hedge. He suggested a review of the funds allocated for 2008-09, to support two Assistant Principal positions commiserate with duties.

Michelle Hedge and Kristy Mack-Fett rejoined the meeting at 8:31pm.

Attendance Policy: Peter Samaranayake and Office Manager Valentina Vega reviewed the first draft of the revised 2007-08 Attendance Policy.

**ACTION ITEM**: Peter Samaranayake will submit a revised Attendance Policy to the Board for review by August 13, 2007.

Enrollment: Joan Wicks requested that Peter Samaranayake and the Outreach Committee coordinate continued outreach efforts to promote diversity at OCS.

### **Charter Renewal**

Joan Wicks gave an overview of the criteria required for Charter Renewal, citing the various areas where we have met that criteria, such as API, clean fiscal audits, balanced budgets and Board composition. Since the deadline for Charter Renewal submissions is January 31, 2008, Peter Samaranayake recommended creating a task force to complete a first draft by August 31, 2007. Qualified volunteers will be asked to attend the August 18<sup>th</sup> Board Retreat and begin Charter Renewal work.

**ACTION ITEM**: Board members will complete the Charter Renewal questionnaire for questions number one through nine and submit to Joan Wicks before August 16, 2007.

**ACTION ITEM**: Wendy Teeter will forward an electronic copy of the questions to Board members.

**ACTION ITEM**: Joan Wicks will send the Charter Renewal questionnaire link to Board members.

**ACTION ITEM**: Peter Samaranayake will request from LAUSD some samples of previously approved Charters' submissions.



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ACTION ITEM: Kristy Mack-Fett will forward examples of a successful Charter submission.

### **Finance**

Treasurer Wendy Teeter reviewed the May 2007 financials.

ACTION ITEM: Leo Trujillo-Cox will research the funding OCS can receive for Brown Act-compliant meeting documentation.

ACTION ITEM: Joan Wicks requested the Finance Committee begin creating updates to the Fiscal Policies and Procedures Handbook at the next Finance meeting.

### **OCS Policy Review**

Jason Haas reviewed the OCS Conflict of Interest Policy and distributed for signatures the Acknowledgement of Conflict of Interest Policy statement.

ACTION ITEM: All Board members will sign and return to Lori Andrade the Acknowledgement of Conflict of Interest Policy statement by the end of this meeting or upon their return.

### **OCS Board Composition and Structure**

Leo Trujillo-Cox discussed assessing trustee skills as part of the process of Board appointments and stated that the OCS Board of Trustees presently has nine voting members. Leo recommended defining desired skill sets for future appointments, but to maintain the current structure until Charter Renewal is complete.

ACTION ITEM: Joan Wicks requested that Jason Haas update the 2007-2008 OCS Board of Trustees Structure and Composition matrix to reflect Jeannie Elmstrom's Term Start Date as "7/2007".

**MOTION: Joan Wicks moved to ratify the appointment of Dr. Peter J. Samaranayake as a non-voting member of the OCS Board of Trustees.** Jason Haas recommended an **amendment** to clarify the original motion, which Joan accepted. Leo Trujillo-Cox seconded the amendment.



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**MOTION: Joan Wicks moved to appoint Dr. Peter J. Samaranayake as a non-voting member of the OCS Board of Trustees to serve throughout his term as Director.** Wendy Teeter seconded the motion. Lori Andrade, Cissy Stanford, Jeannie Elmstrom, Jason Haas, Nancy O'Rourke, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. None opposed. Motion passed.

### **Board Development and Management**

Joan Wicks reviewed the Legal Responsibilities of OCS Board Memberships, OCS Charter School Board of Trustees Roles and Responsibilities, Limits of Authority and Code of Ethics, as well as the procedures for remaining Brown Act compliant when discussing Board matters via email.

**ACTION ITEM:** All Board members will sign and return to Lori Andrade the OCS Board of Trustees Confidentiality Agreement by the end of this meeting or upon their return.

### **Closed Session**

The Board convened into closed session at 9:58pm pursuant to Brown Act section 54956.9. Kristy Mack-Fett and Valentina Vega were in attendance. The Board discussed pending litigation. No actions were taken during the closed session. The Board reconvened to open session at 10:19pm.

Meeting adjourned at 10:20pm.

Respectfully submitted by  
Lori Andrade, Secretary  
OCS Board of Trustees