

Approved Minutes  
Ocean Charter Board Meeting  
October 11, 2006  
Ocean Charter School  
12606 Culver Blvd., Los Angeles 90066  
Called to Order 7:12pm by Joan Wicks, Board President

Present: Lori Andrade, Patti Binder, Kami Cotler, Jefferson Eliot, Tamar Kern, Alex Metcalf, Beth Rendeiro, Nancy O'Rourke, Cissy Stanford, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks. Deborah Fryman, Jason Haas, Colleen Kelly, and Sara Maun were absent. A quorum was present.

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

Education Coordinator, Kristy Mack-Fett is coordinating with Communications Committee Chair, Lesley Ward, to create a new monthly newsletter called "Ebb 'n Flow". ACG President, Cissy Stanford, stated there would be a North Campus Work Day on Saturday, October 21, 2006 from 8:00am to 12:00pm. Both Walgrove Elementary and Ocean Charter School community members will work together to improve the campus. Board President, Joan Wicks recommended that the press be invited to promote the event.

### **Board Meeting Minutes Approval**

MOTION: Joan Wicks moved to approve and adopt the minutes for the September 6, 2006 Board Meeting as record. Wendy Teeter seconded the motion. Lori Andrade, Patti Binder, Jefferson Eliot, Tamar Kern, Beth Rendeiro, Nancy O'Rourke, Cissy Stanford, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. None opposed. Motion passed.

Wendy Teeter took over the remainder of the meeting at 7:19pm.

### **Co-Directors' Discussion**

Faculty/Staff: Alex Metcalf reported they are searching for a replacement for the 5<sup>th</sup> grade teacher, Nicole Pusetari, who has resigned. A payment for Western Association of Schools and colleges (WASC) accreditation has been made and future updates will be provided in the Co-Directors' report. North Campus: OCS has not yet been billed by Los Angeles Unified School District for the use of facilities on the North Campus located at Walgrove Elementary. Special Education: Alex Metcalf reported on a Special Education Due Process suit which resulted in a settlement between Los Angeles Unified School District and a former OCS student. The District asked OCS to assist with legal fees and OCS agreed to contribute \$3,600. Enrollment Policy: The Co-Directors informed the Board of Trustees of changes in Enrollment policy regarding the use of Founder/Board, Staff and Sibling preferences and maintaining Kindergarten waitlists according to the grade applied for. Site: OCS has applied for facilities as provided by Proposition 39, for the 2007-2008 school year.

## **Teachers Union (CTA)**

Charlene Haney was not present.

## **Finance**

Alex Metcalf distributed and reviewed the August 2006 financials, and reported that this is OCS's second year with no audit exceptions. Finance Chair Wendy Teeter requested that the Board review and submit to the Finance Committee any concerns regarding the Fiscal Policies and Procedures before their October 27, 2006 meeting. Tamar Kern asked that employee loans be considered as a part of their review.

MOTION: Wendy Teeter moved to appoint Fran Montano and Andrea Reibsamen as the 2007-08 Audit Subcommittee. Tamar Kern seconded the motion. Lori Andrade, Patti Binder, Jefferson Eliot, Tamar Kern, Beth Rendeiro, Nancy O'Rourke, Cissy Stanford, Wendy Teeter, and Leo Trujillo-Cox voted in favor. None opposed. Motion passed.

## **Fundraising**

Nancy O'Rourke reviewed the upcoming fundraising events and reported on the Pledge Drive progress.

ACTION ITEM: Alex Metcalf and Colleen Kelly will find out when individual class meetings are scheduled so that Board members can attend to discuss the importance of the Pledge Drive.

## **Donor Development**

Su Addison and Jim Cheydler reported on the Donor Development Committee's current progress and intent to present goals and timelines in their next report. Efforts will include creating a database to track donor activity, establishing protocol for donor relations and inviting potential Advisory Board members to various events. Beth Rendeiro requested that the Donor Development Committee formulate a profile for Advisory Board candidates.

## **Governance**

Leo Trujillo-Cox reported on Governance Committee activities, goals and estimated deadlines. Dean Kubani led a discussion regarding the review of the By-Laws and Election Policy. The Governance Committee intends to bring additional revisions to the November Board meeting and hopes to have a final revision ready for the Board's consideration and possible ratification at the December 2006 Board meeting.

Joan Wicks left the meeting at 8:55pm.

ACTION ITEM: Governance Committee and Co-Directors to consult on the "Rights of Inspection" portion of the By-Laws.

### **Committee Structure**

Patti Binder led Board members through an exercise to review various board committees. Additional research on the roles and functions of those board committees will be presented at the November 2006 Board meeting.

ACTION ITEM: Beth Rendeiro requested that the Board hold another Board Retreat to specifically address Committee Structure.

### **OCS Co-Director's Duties and Deliverables**

Wendy Teeter introduced the revised Co-Director's Duties and Deliverables and reported that Beth Rendeiro is replacing Joan Wicks on the Task Force. Wendy Teeter requested that the Board review and submit to herself or Beth Rendeiro any concerns regarding the revised Co-Director's Duties and Deliverables before October 22, 2006.

### **Board Management**

The next OCS Board of Trustees meeting will be on November 1, 2006.

MOTION: Beth Rendeiro motioned to have Board reports due (5) five days before the agenda is finalized and sent to the Board as one email communication. Tamar Kern seconded. Discussion occurred regarding deadlines for submitting Board reports. Motion withdrawn.

ACTION ITEM: Beth Rendeiro requested that Board reports be submitted to the President and Secretary of the Board of Trustees by Friday, so that they are received two (2) days before the agenda goes out on Sunday, and for those reports to be distributed to Board members as a single packet.

ACTION ITEM: Beth Rendeiro requested that we agendize the planning of the next Board Retreat.

MOTION: Leo Trujillo-Cox motioned to adjourn. Wendy Teeter seconded. Lori Andrade, Patti Binder, Jefferson Eliot, Tamar Kern, Beth Rendeiro, Nancy O'Rourke, Cissy Stanford, Wendy Teeter, and Leo Trujillo-Cox voted in favor. None opposed. Motion passed.

Meeting adjourned at 9:59pm.

Respectfully submitted by  
Jason Haas, Secretary  
Lori Andrade, (Acting Secretary)  
OCS Board of Trustees