



Minutes – Approved  
Ocean Charter School Special Board Meeting  
October 15, 2008

**Ocean Charter School  
13151 Appleton Way, Los Angeles 90066**

**Called to Order 7:10 pm by Dean Kubani, Board Chairman**

Present: Su Addison, Lori Andrade, Karen Bernstein, Kami Cotler, Stephanie Edwards, Jami Gazzaniga, Jason Haas, Liz Koravos, Dean Kubani, Kristy Mack-Fett, Joan Wicks, and Wendy Teeter.

Julie Yarnall was absent.

A quorum was present.

**Acknowledgement of Board Correspondence**

The Board acknowledged a letter dated October 1, 2008 from the Diversity Committee Co-Chairs Marcela Washington, MaryAnn Malcomb and Joan Wicks.

**Approval of Prior Board Meeting Minutes**

**MOTION: Lori Andrade moved to approve the Board Meeting minutes from August 21, 2008 as amended.** Dean Kubani seconded the motion. Su Addison, Lori Andrade, Kami Cotler, Jason Haas, Wendy Teeter and Joan Wicks voted in favor. Liz Koravos and Dean Kubani abstained. None opposed. Motion passed.

**MOTION: Lori Andrade moved to approve the Board Meeting minutes from September 4, 2008.** Dean Kubani seconded the motion. Su Addison, Lori Andrade, Kami Cotler, Liz Koravos, Dean Kubani, Wendy Teeter and Joan Wicks voted in favor. Jason Haas abstained. None opposed. Motion passed.

**Appointment of New Board Member**

**MOTION: Dean Kubani moves to appoint Jami Gazzaniga as the elected teacher non-voting seat on the OCS Board of Trustees effective October 9, 2008 until June 30, 2010.** Lori Andrade seconded the motion. Su Addison, Lori Andrade, Kami Cotler, Jason Haas, Liz Koravos, Dean Kubani, Wendy Teeter and Joan Wicks voted in favor. None opposed. Motion passed.

**Finance**



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John Vargas of Excellent Education reviewed the September 2008 financials. The Board reviewed the July and August 2008 financials and check registers, and discussed transferring cash reserves to federally-insured accounts.

**MOTION: Liz Koravos moved to accept the July 2008 financials and check register.** Wendy Teeter seconded the motion. Su Addison, Lori Andrade, Kami Cotler, Jason Haas, Liz Koravos, Dean Kubani, Wendy Teeter and Joan Wicks voted in favor. None opposed. Motion passed.

**MOTION: Liz Koravos moved to accept the August 2008 financials and check register.** Kami Cotler seconded the motion. Su Addison, Lori Andrade, Kami Cotler, Jason Haas, Liz Koravos, Dean Kubani, Wendy Teeter and Joan Wicks voted in favor. None opposed. Motion passed.

**MOTION: Liz Koravos moved to accept the September 2008 financials and check register.** Wendy Teeter seconded the motion. Su Addison, Lori Andrade, Kami Cotler, Jason Haas, Liz Koravos, Dean Kubani, Wendy Teeter and Joan Wicks voted in favor. None opposed. Motion passed.

**MOTION: Liz Koravos moved to authorize the OCS Directors to open an account and transfer \$250,000 to a financial institution designated by the Finance Committee.** Jason Haas seconded the motion. Su Addison, Lori Andrade, Kami Cotler, Jason Haas, Liz Koravos, Dean Kubani, Wendy Teeter and Joan Wicks voted in favor. None opposed. Motion passed.

**MOTION: Liz Koravos moved to appoint Charlie Francis as a member of the Finance Committee.** Kami Cotler seconded the motion. Su Addison, Lori Andrade, Kami Cotler, Jason Haas, Liz Koravos, Dean Kubani, Wendy Teeter and Joan Wicks voted in favor. None opposed. Motion passed.

**MOTION: Liz Koravos moved to appoint Fran Montano and Andrea Reibsamen to the 2008-2009 Audit Sub-committee.** Wendy Teeter seconded the motion. Su Addison, Lori Andrade, Kami Cotler, Jason Haas, Liz Koravos, Dean Kubani, Wendy Teeter and Joan Wicks voted in favor. None opposed. Motion passed.

#### **Approval of Total Education Solutions Contract**

The Board reviewed and discussed entering into a contract with Total Educational Solutions to provide special education services to OCS through June 30, 2010.



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**MOTION: Dean Kubani moved to approve the Total Education Solutions**

**Contract.** Su Addison seconded the motion. Su Addison, Lori Andrade, Kami Cotler, Jason Haas, Liz Koravos, Dean Kubani, Wendy Teeter and Joan Wicks voted in favor. None opposed. Motion passed.

**Director’s Report**

Director Karen Bernstein discussed the need for a new photocopier for the North Campus. She expressed thanks to Jetty Stutzman and Mary Pavlica for OCS being awarded the Venice Beautification Grant, which allowed parents to install a new shade structure, plant trees, vines and other landscaping at the North Campus.

Directors Karen Bernstein and Stephanie Edwards and Assistant Principal Kristy Mack-Fett are working on a draft of the OCS Employee Handbook.

**ACTION ITEM:** Dean Kubani will put the photocopier contract on the agenda for the October 26<sup>th</sup> Board Retreat.

**ACTION ITEM:** Karen Bernstein will present the Atlantis contract at the October 26<sup>th</sup> Board Retreat.

**501c3 Discussion**

The Board discussed restricting funds, targeted donations and creating a separate 501c3 organization as options to fund future programs. It was clarified by Carrie Wagner of Excellent Education that the budgeted 10% Fundraising line item is not a requirement, but a guideline.

**ACTION ITEM:** The Finance Committee and Excellent Education will investigate and report back to the Board how to restrict funds across fiscal years.

**Board Retreat Planning**

The Board discussed and finalized the agenda for the October 26<sup>th</sup> Board Retreat.

**Diversity Committee Update**

Mary Ann Malcomb and Marcela Washington provided an update on committee members and efforts. They presented a Diversity Mission Statement for Board adoption, and discussed pursuing affordable aftercare solutions as well as grants for free lunch and transportation programs.



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**MOTION: Joan Wicks moved to appoint Marcela Washington, Mary Ann Malcomb, Joan Wicks, Julie Yarnall, Jami Gazzaniga, Craig Nuesca, Faith Foss, Charmaine Johanssen, Joyce Woodruff, Lisa Suzuki, Marisela Gamboa and Jeannie Ortiz to the OCS Diversity Committee.** Liz Koravos seconded the motion. Su Addison, Lori Andrade, Kami Cotler, Jason Haas, Liz Koravos, Dean Kubani, Wendy Teeter and Joan Wicks voted in favor. None opposed. Motion passed.

**MOTION: Joan Wicks moved to approve the OCS Diversity Mission Statement.** Liz Koravos seconded the motion. Su Addison, Lori Andrade, Kami Cotler, Jason Haas, Liz Koravos, Dean Kubani, Wendy Teeter and Joan Wicks voted in favor. None opposed. Motion passed.

#### **OCS Policy Manual**

The Board discussed compiling all Board-adopted policies into an OCS Policy Manual.

#### **Site Committee Update**

Jefferson Schierbeek reported that the Site Committee would meet on October 22<sup>nd</sup>. Current members are Jefferson Schierbeek, Jim Cheydleur, Andrea Reibsamen, and Josh Binder. Dean Kubani requested that the Site Committee investigate all options that would allow OCS to be on a single site.

**MOTION: Wendy Teeter moved to add Josh Binder and Andrea Reibsamen to the OCS Site Committee.** Jason Haas seconded the motion. Su Addison, Lori Andrade, Kami Cotler, Jason Haas, Liz Koravos, Dean Kubani, Wendy Teeter and Joan Wicks voted in favor. None opposed. Motion passed.

#### **Board Search Committee**

Liz Koravos and Wendy Teeter provided an update on the Board appointment process. The Board discussed submissions from prospective parents and agreed to send out further communication after determining desired nominee skillsets at the October 26<sup>th</sup> Board Retreat.

#### **Pledge Drive Update**

Rowena Macaraeg provided an update on the Pledge Drive results to date. Rowena encouraged the Board to achieve 100% participation.



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**Donor Development**

Su Addison reported that two grants were being worked on. Donor Development is also coordinating with Rowena Macaraeg of the Pledge Drive to populate a user database.

**Closed Session**

The Board convened into closed session at 10:03pm pursuant to Brown Act sections 54957 (Employee Discipline/Dismissal/Release) and 35146, 48918c (Student Expulsion). Directors Karen Bernstein and Stephanie Edwards and Assistant Principal Kristy Mack-Fett were in attendance.

The Board discussed Employee Discipline/Dismissal/ Release then Student Expulsion.

No actions were taken during the closed session.

The Board reconvened to open session at 10:54pm.

Meeting adjourned at 9:55pm.

Respectfully submitted by  
Lori Andrade, Secretary  
OCS Board of Trustees