



Minutes – Approved  
Ocean Charter School Special Board Meeting  
October 26, 2008

**Ocean Charter School**  
**200 Santa Monica Pier, Suite B, Santa Monica, CA 90401**

**Called to Order 9:20 am by Dean Kubani, Board Chairman**

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

Kami Cotler was absent.

A quorum was present.

**Open Forum**

Liz Koravos requested 100% Board participation in the OCS 2008-2009 Pledge Drive.

**Contract Approvals**

The Board reviewed a photocopier lease and service agreement. It was agreed to approve the agreement after the lunch break.

**Class Size Discussion**

Jason Haas reviewed the pros and cons of increasing class size. The OCS Charter Renewal no longer includes language regarding class size limit, however the Ocean Charter Teachers Association contract does. The Board discussed its commitment to small class sizes without losing programs, class size and quality of teaching, and the challenges for new students entering our program for the first time in the upper loop.

**ACTION ITEM:** Stephanie Edwards, Kristy Mack-Fett, Jami Gazzaniga, Jason Haas and Su Addison will form a subcommittee to research class size options and present for discussion at the December 4, 2008 Board meeting.

**ACTION ITEM:** Jami Gazzaniga will confirm the Ocean Charter Teachers Association's support of a subcommittee to discuss class size.

**Policy Discussion**

The Board discussed policies for Board governance, agenda setting, meeting management and Core Values communication. To improve visibility, the Administration will get a display box for the public to view the agenda at the North Campus, and Board agendas



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Ocean Charter School Special Board Meeting  
October 26, 2008

will be posted to the website. In support of the environment, the Board will have a few Board packets available at the meetings for public review, but will otherwise go “paperless” whenever possible.

**ACTION ITEM:** Dean Kubani will coordinate the collection of all of the Board’s finalized policies and documents in a single location for easy reference.

**ACTION ITEM:** Lori Andrade will send out introductory Board documentation and forms to Jami Gazzaniga.

**ACTION ITEM:** Dean Kubani will review and update the financial deadlines in the OCS Annual Calendar with the assistance of the Administration and Executive Committee.

**ACTION ITEM:** Lori Andrade will send the Conflict of Interest Form 700 to OCS Board members and Directors to be completed and submitted at the November 6, 2008 Board meeting.

**ACTION ITEM:** Lori Andrade and Liz Koravos will draft a Core Values statement for Board approval to use in all Board communication.

### **Academic Achievement**

The Board discussed current academic achievement at OCS, including Math support, transitioning from a Waldorf curriculum to other schools, the scope and sequence of the OCS curriculum and the timing of state testing. Student assessments will be shared during parent-teacher conferences held in the Spring and Fall. The Administration team, in consultation with the faculty, will take the lead on development of an academic achievement strategic plan. They will present a progress report at the December 4, 2008 Board meeting. This item will become a standing agenda item until the plan is completed.

**ACTION ITEM:** The OCS Directors will include Academic Achievement in their Directors’ Report for Board meetings.

### **Director Deliverables**

Dean Kubani met with the OCS Administrative team to draft a list of Directors’ priorities. Based on this, the Board discussed and revised a set of Director Deliverables for the OCS Directors for the 2008-2009 school year. Each January, an ad hoc



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October 26, 2008

committee oversees the Director evaluation process to determine intent to re-hire which is due in March. Joan Wicks recommended the Board is noticed on all new hires, both faculty and employee. Liz Koravos requested that the Board approve the hiring contract template.

**ACTION ITEM:** Joan Wicks will provide a source for the Board which states the Board must be noticed on employee contracts over \$5,000.00.

Julie Yarnall left the meeting at 12:09pm and the Board broke for lunch.

The Board resumed the meeting at 12:37pm and continued its review of the OCS 2008-2009 Director Deliverables.

Jason Haas left the meeting at 1:21pm.

**ACTION ITEM:** Wendy Teeter will update the OCS 2008-2009 Director Deliverables for the November 6, 2008 Board meeting.

Dean Kubani briefly left the meeting at 1:50pm.

**MOTION: Liz Koravos moved to approve the Ricoh photocopier lease and service agreement as amended.** Joan Wicks seconded the motion. Su Addison, Lori Andrade, Liz Koravos, Wendy Teeter and Joan Wicks voted in favor. None opposed. Motion passed.

Dean Kubani returned to the meeting at 1:53pm.

#### **Site**

Su Addison requested Board direction for the Site Committee to know exactly what options they can explore and pursue. Lori Andrade recommended the Site Committee refer to the OCS Proposition 39 application.

**ACTION ITEM:** Su Addison will advise the Site Committee to analyze architectural program gaps against the OCS Proposition 39 application.

**ACTION ITEM:** The Board will move to make the Site Committee a task force at the November 4, 2008 Board meeting.



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October 26, 2008

**Closed Session**

The Board convened into closed session at 2:01pm pursuant to Brown Act sections 54957 (Employee Discipline/Dismissal/Release). Directors Karen Bernstein and Stephanie Edwards, Assistant Principal Kristy Mack-Fett and parent Todd Mobley were in attendance.

The Board discussed Employee Discipline/Dismissal/ Release.

Stephanie Edwards recused herself and Kristy Mack-Fett left the meeting at 3:12pm.

The Board discussed Employee Discipline/Dismissal/ Release.

No actions were taken during the closed session.

The Board reconvened to open session at 3:20pm.

Kristy Mack-Fett returned to the meeting at 3:21pm.

The Board took a break a 3:21pm and resumed at 3:40pm.

**Development Discussion**

Liz Koravos updated the Board that Excellent Education confirmed with OCS Auditors that OCS can restrict surplus funds to next year's programs. Wendy Teeter requested that we inquire if a portion of last year's surplus can be used for programs this year. Su Addison reported on Donor Development goals to reinstate programs.

**Diversity Committee Update**

Marcela Washington and Mary Ann Malcomb reviewed their Diversity Action Plan and Objectives and trends in minorities exiting OCS. Marcela and Mary Ann stated that to truly increase diversity in our student body, we need to aggressively share the OCS curriculum with families from socio-economically disadvantaged areas. They requested assistance with grant writing for the Diversity Committee.

Meeting adjourned at 5:02pm.

Respectfully submitted by  
Lori Andrade, Secretary  
OCS Board of Trustees