



Minutes –Approved
Ocean Charter School Special Board Meeting
August 18, 2007

Ocean Charter School
12606 Culver Blvd., Los Angeles 90066
Meeting held at UCLA, 11000 Kinross, Los Angeles, CA 90024
Called to Order 9:16 am by Joan Wicks, Board Chairman

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

OCS Board Appointment

MOTION: Leo Trujillo-Cox moved to appoint Julie Yarnall as a non-voting teacher member of the OCS Board of Trustees. Joan Wicks seconded the motion. Lori Andrade, Jeannie Elmstrom, Jason Haas, Nancy O'Rourke, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. None opposed. Motion passed.

Closed Session

The Board convened into closed session at 9:32am pursuant to Brown Act sections 54956.9 and 54957. Assistant Principal Kristy Mack-Fett and Office Manager Valentina Vega were in attendance. The Board discussed pending litigation, personnel, and student discipline. No actions were taken during the closed session. The Board reconvened to open session at 10:13am.

Open Forum (Opportunity for Public Comments)

Board President Joan Wicks discussed OCS's Standardized Test and Reporting (STAR) results for the 2006-07 academic year. Kristy Mack-Fett reported that OCS is participating in a database program called School City, at no cost for two years, which is piloted by the California Charter Schools Association (CCSA) and facilitates tracking student progress and performance assessments.

Brown Act Certification for Charter Renewal

Joan Wicks reported on the Board's attendance at Brown Act training on August 13, 2007, provided by Jim Young of Spector, Middleton, Young and Minney, LLP.

ACTION ITEM: OCS Administration will physically post Board Meeting agendas and Open Forum cards at both North and South campuses prior to each meeting.



Minutes –Approved
Ocean Charter School Special Board Meeting
August 18, 2007

Board Development

Board Vice President Leo Trujillo-Cox presented a Board Resolution on Conflicts of Interest and Paid Employees.

MOTION: Leo Trujillo-Cox moved to approve the OCS Board Resolution on Conflicts of Interest and Paid Employees which states, “In order to prevent the appearance of impropriety and to guard against potential conflicts of interest, the Ocean Charter School Board of Trustees hereby resolves that paid OCS employees may not serve as voting members of the OCS Board of Trustees.” Jason Haas seconded the motion. Lori Andrade, Jeannie Elmstrom, Jason Haas, Nancy O’Rourke, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. Beth Rendeiro opposed. Motion passed.

ACTION ITEM: Leo Trujillo-Cox will review the Board of Trustees Election Procedures to ensure that they are not in conflict with the new Conflict of Interest policy.

Jason Haas presented a Board Resolution on Trusteeship Acknowledgement and Commitment.

ACTION ITEM: Jason Haas will revise the Board Resolution on Trusteeship Acknowledgement and Commitment and present to the Board at the September 6, 2007 meeting.

OCS Board Composition and Structure

Joan Wicks reported that Jefferson Eliot resigned from the Board effective July 19, 2007. Jason Haas reviewed and accepted minor edits to the original Board Composition matrix. Joan led the Board through a Trustees Expertise and Experience assessment exercise as defined by the Charter Schools Development Center (CSDC).

MOTION: Jason Haas moved to approve the 2007-2008 Board Composition matrix as amended to be a true and correct reflection of the composition of the 2007-2008 Board. Joan Wicks seconded the motion. Lori Andrade, Jeannie Elmstrom, Jason Haas, Nancy O’Rourke, Beth Rendeiro, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. None opposed. Motion passed. (A copy of the 2007-2008 Board Composition Matrix is attached as Exhibit A.)

Joan Wicks left the meeting at 11:30am.



Minutes –Approved
Ocean Charter School Special Board Meeting
August 18, 2007

Approval of Previous Board Meeting Minutes

MOTION: Leo Trujillo-Cox moved to approve the Special Board Meeting minutes from May 29, 2007 as amended. Beth Rendeiro seconded the motion. Lori Andrade, Jason Haas, Nancy O'Rourke, Beth Rendeiro, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. Jeannie Elmstrom abstained. None opposed. Motion passed.

MOTION: Leo Trujillo-Cox moved to approve the Board Meeting minutes from June 7, 2007 as amended. Jason Haas seconded the motion. Lori Andrade, Jeannie Elmstrom, Jason Haas, Nancy O'Rourke, Beth Rendeiro, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. None opposed. Motion passed.

MOTION: Leo Trujillo-Cox moved to approve the Special Board Meeting minutes from June 26, 2007 as amended. Jason Haas seconded the motion. Lori Andrade, Jeannie Elmstrom, Jason Haas, Nancy O'Rourke, Beth Rendeiro, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. None opposed. Motion passed.

MOTION: Leo Trujillo-Cox moved to approve the Board Meeting minutes from August 2, 2007 as amended. Lori Andrade seconded the motion. Lori Andrade, Jeannie Elmstrom, Jason Haas, Nancy O'Rourke, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. Beth Rendeiro abstained. None opposed. Motion passed.

Directors' Report and Discussion

Director Peter Samaranayake presented the Board with a draft of the OCS Attendance Policy. The Board discussed possible changes to the Attendance Policy.

The Board recessed for lunch at 12:35pm and reconvened at 1:04pm.

The Director presented the Board with drafts of the OCS Discipline Policy and the OCS Parent & Student Handbook. He also discussed the Atlantis aftercare program and fees structure.

ACTION ITEM: Joan Wicks will schedule a Special Board Meeting to review and approve revisions to the OCS Attendance Policy and OCS Discipline Policy for inclusion in the OCS Parent & Student Handbook.



Minutes –Approved
Ocean Charter School Special Board Meeting
August 18, 2007

ACTION ITEM: Board members will submit comments and concerns to the Director regarding the OCS Attendance and Discipline Policies by August 22, 2007.

ACTION ITEM: OCS Administration will have a revised OCS Attendance Policy, OCS Discipline Policy and OCS Parent & Student Handbook for the Board to review by August 27, 2007.

Joan Wicks rejoined the meeting at 1:50 pm.

Fundraising

Nancy O'Rourke reviewed the success of OCS Fundraising for the 2006-2007 school year and the resources required for each fundraising event. Nancy also provided an update on the 2007-2008 Pledge Drive and 2006-2007 Fundraising Summary.

OCS Complaint Policy

Jason Haas reviewed the OCS Communication Model and Complaint Policy with the Board.

ACTION ITEM: Joan Wicks will agendize motions to appoint OCS Hearing Board members and an OCS Ombudsperson for the September 6, 2007 Board Meeting.

OCS Mission Statement

Beth Rendeiro read aloud the OCS Mission Statement.

Charter Renewal

Peter Samaranayake reviewed the Charter Renewal process and available resources, and presented a draft matrix of Charter Renewal Steering Committee and Team members as well as a timeline for mid-November 2007 Charter Renewal submission. The Board reviewed and determined which members would be assigned to each of the sixteen Elements of assessment. Subcommittee members for each element will include Steering Committee, Board, Parent, Faculty and Administration representation. Joan Wicks reminded Board members to complete Board Member Questionnaire and submit their resumes.

ACTION ITEM: Jason Haas will convert the PDF reverse-order version of the original OCS Charter petition to a correctly-ordered Microsoft Word version and send it to the Director.



Minutes –Approved
Ocean Charter School Special Board Meeting
August 18, 2007

ACTION ITEM: Peter Samaranayake will send an electronic copy of the Charter Renewal Application to the Board.

ACTION ITEM: Joan Wicks will send a Board Meeting schedule for September through December to the Board.

ACTION ITEM: Board members responsible for each Charter Renewal Element will schedule an initial Subcommittee meeting by August 24, 2007.

ACTION ITEM: Each Charter Renewal Element Subcommittee will collect data gathered at the initial Subcommittee meeting and begin writing their draft by September 18, 2007.

Strategic Planning

Joan Wicks provided a preliminary outline of strategic issues for OCS, which includes facilities, resource allocation for our educational program, Faculty training and Administrative overhead.

OCS Committee Structure

Joan Wicks tabled the activation of committees to address strategic issues until the September 6, 2007 Board Meeting.

OCS Director Duties and Deliverables

Beth Rendeiro will have a draft of the Director's Duties and Deliverables complete by September 2, 2007.

Board Development and Management

Joan Wicks stated that Board Meetings would continue to be held on the first Thursday of each month until further notice.

Review Action Items

Secretary Lori Andrade reviewed the outstanding Board Action Items to date.

ACTION ITEM: Peter Samaranayake will perform a cost/benefit analysis of Brown Act compliant funding after Charter Renewal is complete.

ACTION ITEM: The Finance Committee will agendaize updates to the Fiscal Policies and Procedures Handbook for their September Finance meeting.



Minutes –Approved
Ocean Charter School Special Board Meeting
August 18, 2007

Meeting adjourned at 5:10pm.

Respectfully submitted by
Lori Andrade, Secretary
OCS Board of Trustees