



Minutes – Approved  
Ocean Charter School Board Meeting  
December 6, 2007

**Ocean Charter School**  
**12606 Culver Blvd., Los Angeles 90066**

**Called to Order 7:05 pm by Leo Trujillo-Cox, Board Vice Chairman**

Present: Lori Andrade, Jeannie Elmstrom, Jason Haas, Beth Rendeiro, Peter Samaranayake, Cissy Stanford, Wendy Teeter, Leo Trujillo-Cox, and Julie Yarnall.

Absent: Stacey Lisker and Joan Wicks.

A quorum was present.

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

Parent Karen Wolfe expressed concern regarding comments made to students during class.

**Approval of Previous Board Meeting Minutes**

**MOTION: Lori Andrade moved to approve the Board Meeting minutes from November 1, 2007 and Special Board Meeting minutes from November 3, 2007, November 15, 2007 and November 26, 2007. Lori Andrade proposed clarifying revisions specific to the November 15, 2007 and November 26, 2007 minutes and moved to approve all as amended.** Wendy Teeter seconded the motion. Lori Andrade, Jeannie Elmstrom, Jason Haas, Cissy Stanford, Wendy Teeter, and Leo Trujillo-Cox voted in favor. None opposed. Motion passed.

**Acknowledgement of Correspondence**

The Board acknowledged a letter dated November 27, 2007 from Alex Metcalf and Heather Ehlers concerning child release policy and procedures.

The Board acknowledged a letter dated December 3, 2007 from Amanda Gorman concerning preservation of the OCS Specialty Program.

**OCS Pledge Drive**

Nancy O'Rourke provided an update of the 2007-2008 OCS Pledge Drive donations and participation levels, citing last year's statistics for this same time period.



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**Donor Development**

Beth Rendeiro provided an update on Donor Development. Karen Wolfe stated the cultivation packet would soon be ready to send to potential donors and confirmed the art auction scheduled for spring 2008.

**Directors' Report and Discussion**

Director Samaranayake requested the Board's direction regarding faculty providing quarterly student assessments. Jason Haas responded that though he did not believe it was the case, the teachers' union asserts that assessments are a bargainable issue and need to be resolved through negotiations.

The Board discussed proposed administrative policies regarding fundraising for field trips at the OCS Winter and Spring Faires. Beth Rendeiro stated that she is in favor of the upper grades fundraising at these events due to higher middle school expenses. Peter Samaranayake requested assistance with policy regarding donations made towards specific goals such as a Specialty program. Jason Haas clarified that such a policy should address individual targeted donations as well as community-wide fundraising towards a specific target.

**ACTION ITEM:** The Board will agendaize policy discussions regarding targeted donations.

Peter Samaranayake reported on the second meeting of the Specialty Program Task Force. Programs were categorized as music, art, movement or language.

The Board discussed a proposed administrative Teacher Gift policy, which was drafted previously by classroom parent representatives but never formally communicated or implemented. Community members expressed concern about restricting gift giving to faculty. Peter Samaranayake will present the proposed policy to the faculty for further input and consider community suggestions.

Peter Samaranayake reported that he has drafted a comprehensive OCS School Safety Plan and will distribute it to the Board following final revisions.

Peter Samaranayake discussed the proposed OCS Child Release Policies and Procedures with the Board. Leo Trujillo-Cox recommended that members of the Board submit any suggested revisions to the Administration.



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The Board proposed a date and time for a Board, Faculty, Staff and Administration celebration.

### **Finance**

**MOTION: OCS Treasurer, Dr. Wendy Teeter moved to approve the OCS Fiscal Year 2006-2007 Audited Financial Report.** Leo Trujillo-Cox seconded the motion. Lori Andrade, Jeannie Elmstrom, Jason Haas, Beth Rendeiro, Cissy Stanford, Wendy Teeter, and Leo Trujillo-Cox voted in favor. None opposed. Motion passed.

**MOTION: Wendy Teeter moved to approve the OCS 2006-2007 First Interim Financial Report.** Lori Andrade seconded the motion. Lori Andrade, Jeannie Elmstrom, Jason Haas, Beth Rendeiro, Cissy Stanford, Wendy Teeter, and Leo Trujillo-Cox voted in favor. None opposed. Motion passed.

Wendy Teeter proposed amendments to the 2007-2008 Fiscal Policies and Procedures Handbook language regarding paid positions. Board members discussed the amendments and agreed to forward recommendations to Dr. Teeter and vote at the January 2008 Board meeting. Action on the OCS October 2007 Financials and the revised OCS 2007-2008 Budget will also be postponed until January 2008.

### **Charter Renewal**

Peter Samaranayake and Andrea Reibsamen updated the Board on the status of Charter Renewal, stating they were working on the appendixes, attachments and final review.

### **OCS Director Duties and Deliverables**

Beth Rendeiro reviewed the OCS 2007-08 Director's Duties. The Board discussed and recommended changes. Beth will present a draft of the Deliverables at the next Board meeting.

**MOTION: Beth Rendeiro moved to approve the 2007-2008 Director's job description as amended.** Jason Haas seconded the motion. Lori Andrade, Jeannie Elmstrom, Jason Haas, Beth Rendeiro, Cissy Stanford, Wendy Teeter, and Leo Trujillo-Cox voted in favor. None opposed. Motion passed.

### **Closed Session**

The Board convened into closed session at 9:38pm pursuant to Brown Act sections 54956.8 (Real Property Negotiations), 54956.9 (Pending Litigation), 54957 (Personnel),



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and 54957.6 (Labor Negotiations). Parent Ken Kutcher, Director Peter Samaranayake and Assistant Principals Kristy Mack-Fett and Michelle Hedge were in attendance. The Board discussed Real Property Negotiations. Ken Kutcher left the meeting at 10:05pm. The Board discussed Pending Litigation. Julie Yarnall left the meeting at 10:30pm. The Board discussed Personnel and Labor Negotiations. No actions were taken during the closed session.

The Board reconvened to open session at 11:35pm.

Meeting adjourned at 11:35pm.

Respectfully submitted by  
Lori Andrade, Secretary  
OCS Board of Trustees