

Minutes – Approved
Ocean Charter Board Retreat
January 17, 2007
Ocean Charter School
12606 Culver Blvd., Los Angeles 90066
Called to Order 7:06pm by Joan Wicks, Board President

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

Open Forum (Opportunity for Public Comments)

Co-Director Kami Cotler announced that a picture of the Board of Trustees would be taken for the Yearbook at the next Board meeting.

OCS Director Evaluation

The Director Evaluation Task Force provided an overview of the Director Evaluation process. They established tasks and timelines regarding the following methods of evaluation: Self-Evaluation, Anonymous Employee, Evaluation Form and Board Questionnaire. The task force will deliver an assessment and written narrative. To meet their March 15th deadline, the Board will need to return the questionnaire by February 16th and hold a special meeting on February 28th.

L.A. County Office of Education (LACOE) request for a Certification of Signatures

A "Certification of Signatures" form must be approved by each charter school board and should be updated when business personnel change. The form was briefly reviewed and discussion followed. Joan Wicks stated that the Bylaws may need to be amended to allow the Board President or other Board officers to sign OCS contracts and other documents and requested that the Governance Committee determine who should be authorized to sign such documents. Board resolution will occur at the February 7th Board meeting.

OCS Board Retreat

Discussions followed to determine number, composition, function, reporting, activation and staffing of OCS Committees.

1. Outreach:

The Board discussed the importance of diversity at OCS.

MOTION: Tamar Kern moved to initiate a Board task force called the Diversity and Outreach Task Force, to be activated on January 1st of each year and comprised of teachers, parents, Board members, Administration, and community members as needed. Wendy Teeter seconded the motion. Lori Andrade, Patti Binder, Tamar Kern, Sara Maun, Nancy O'Rourke, Beth Rendeiro, Cissy Stanford, Wendy Teeter,

Leo Trujillo-Cox and Joan Wicks voted in favor. Jefferson Eliot and Jason Haas opposed. Motion passed.

2. Finance:

The Board discussed the future role of the existing Finance Committee, and whether its duties should expand beyond building and revision of the Budget, and Audit.

ACTION ITEM: Finance Committee will present their recommendation on the duties to be assigned to the Finance Committee at the March Board meeting.

3. Bargaining:

The Board discussed the structure of the Bargaining Committee and reporting requirements. Alex Metcalf stated that since the Board appoints members of the Bargaining team, they are in effect the Bargaining Committee. Bargaining begins each April; therefore, its members should be appointed by March.

ACTION ITEM: Alex Metcalf will investigate how other schools structure their bargaining teams/committees and provide his findings to the Governance Committee, which will discuss Bargaining Committee structure and reporting options at its next meeting.

4. Governance and Bylaws:

The Board determined this would remain a Standing Board Committee.

5. Charter Renewal:

The Board determined this would be part of the Co-Directors' Duties and Deliverables reporting to the Board. Tamar Kern requested that, by the next Board meeting, Co-Directors Cotler and Metcalf present a timeline of how we will meet Charter Renewal requirements. Kami Cotler and Alex Metcalf discussed that the LAUSD process for charter renewal is constantly changing but agreed to have the currently available information presented at the next Board meeting.

6. Parent Education:

The Board determined this would remain an Administrative Committee as it currently is, chaired by Kristy Mack-Fett.

7. Donor Development:

The Board determined this would be an Administrative Committee, with a Board member on the committee to serve as liaison and report on Donor Development progress to the Board. Beth Rendeiro agreed to take on this role.

ACTION ITEM: Beth Rendeiro to ask Donor Development Committee for a report at the next Board meeting.

ACTION ITEM: Board to revisit oversight of Donor Development at its June 2007 board meeting.

8. All Community Group (ACG):

The Board determined this would remain as it is currently structured. Sara Maun stated that it is an effective forum for Parent Education.

9. Site:

The Board discussed current site efforts and the need to search for a permanent site. A Board Site Committee was discussed as a form of organizational insurance by having Trustees familiarize themselves with site issues and opportunities in advance of any anticipated site needs.

MOTION: Leo Trujillo-Cox moved to create a Site Committee, which would be a standing Board committee, to look for opportunities for long-term facilities and create contingencies for unanticipated site crises. Beth Rendeiro seconded the motion. Jason Haas, Sara Maun, Beth Rendeiro, Leo Trujillo-Cox and Joan Wicks voted in favor. Patti Binder, Jefferson Eliot, Tamar Kern, Nancy O'Rourke, Cissy Stanford and Wendy Teeter opposed. Lori Andrade abstained. Motion failed.

10. Teacher Hiring:

The Board determined this would remain an Administrative Committee, part of the Co-Directors' Duties and Deliverables.

11. Community Fundraising:

The Board determined this would remain as it is currently structured.

12. Grants:

The Board determined this would remain an Administrative Committee.

13. Grievance:

The Board determined this would remain as it is currently structured.

14. Election:

The Board determined that Elections are a Board duty and that the individuals serving on the annual Election "Committee" do so only as agents of the Board.

15. Festivals:

The Board determined this would remain as it is currently structured.

16. Curriculum:

Kami Cotler recommended this remain as an Administrative task force and part of the Co-Directors' Duties and Deliverables with Board oversight to ensure it is in line with the OCS Charter and vision. Significant discussion took place, but no resolution was reached.

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MOTION: Beth Rendeiro moved to end discussions and table all remaining items until the next Board meeting. The motion was seconded. Lori Andrade, Patti Binder, Jefferson Eliot, Jason Haas, Tamar Kern, Sara Maun, Nancy O'Rourke, Beth Rendeiro, Cissy Stanford, Wendy Teeter, Leo Trujillo-Cox and Joan Wicks voted in favor. None opposed. Motion passed.

Meeting adjourned at 10:00pm.

Respectfully submitted by
Jason Haas, Secretary
Lori Andrade, Member
OCS Board of Trustees