

Minutes – Approved
Ocean Charter School Board Meeting
November 8, 2006
Ocean Charter School
12606 Culver Blvd., Los Angeles 90066
Called to Order 7:08pm by Joan Wicks, Board President

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

Open Forum (Opportunity for Public Comments)

Donor Development: Donor Development Co-Chair Su Addison reported that a hospitality suite for development contacts will be set up for the Winter Faire and asked Board members to volunteer to host the suite. Ms. Addison further reported that Donor Development will conduct two tours of the school during the Winter Faire and is also developing a donor database. Joan Wicks announced that she would serve as OCS point person for thanking donors.

Upper Grades: Su Addison urged that efforts be made to keep close connections between the upper and lower grades now that the school has two campuses.

ACG/Parent Financial Discussion: Joan Wicks announced that she spoke at the most recent ACG meeting and explained some of OCS's fundraising and financial practices to attendees, including the number of fundraisers and classroom budgets. Concerns raised at that meeting will in part be addressed by a new teacher-administrative Parent Education Committee including Sara Maun, Kristy Mack-Fett and others. Ms. Mack-Fett also noted that some Board members had spoken at individual class parent meetings on financial issues and asked more members to participate in this effort.

Previous Board Meeting Minutes Approval

MOTION: Jason Haas moved to approve and adopt the minutes for the October 11, 2006 Board Meeting as record. Lori Andrade seconded the motion. Lori Andrade, Jefferson Eliot, Colleen Kelly, Tamar Kern, Sara Maun, Beth Rendeiro, Nancy O'Rourke, Cissy Stanford, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. None opposed. Jason Haas abstained. Motion passed.

Co-Directors' Discussion

Co Director Alex Metcalf reported that LAUSD's charter school oversight division (PERB) had decided not to conduct a review of OCS's operations this fall. OCS was not given any explanation for this decision. Mr. Metcalf also reported that the hiring process for a new 5th grade teacher was well underway.

Mr. Metcalf explained that it was desirable for OCS to change banks.

MOTION: Wendy Teeter moved to adopt the following resolution:

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“The Board of Trustees of the West LA Waldorf Methods Charter School DBA Ocean Charter School hereby resolves to move its bank accounts from Citibank to Broadway Federal Bank. The signers on the Broadway Federal Bank accounts will be the Co-Directors, Alex Metcalf and Kami Cotler, and the school’s Business Manager, Carrie Wagner of ExEd. One signature will be required for all transactions.”

Tamar Kern seconded the motion. Lori Andrade, Jefferson Eliot, Jason Haas, Colleen Kelly, Tamar Kern, Sara Maun, Beth Rendeiro, Nancy O’Rourke, Cissy Stanford, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. None opposed. Motion passed.

Ocean Charter Teachers’ Association Activities and Sharing

Charlene Haney was absent. Materials were distributed in advance of the meeting.

Finance

Audit: ExEd Representative Tammy Stanton announced that the audit of OCS’s financial for the 2005-2006 fiscal year had been received and that, for the second consecutive year, there were no adverse findings. The audit will need to be approved by December 15, 2006.

Ms. Stanton also noted that OCS had caught up with its required apportionment from STRS.

Budget: Mr. Metcalf and Ms. Stanton reported that, earlier that day, they had discovered an apparent error in the OCS budget for certificated salaries. They stated that actual payroll for those positions was \$11,000 higher per month than had been budgeted. This discrepancy was not discovered earlier due to payroll issues in August and September at ExEd, resulting from an ExEd employee who has since been terminated. As a result of the budget discrepancy, Board approval of the budget was deferred for future action. Other aspects of the financials, including ADA (Average Daily Attendance) and certain other revenue items were discussed.

ACTION ITEM: Colleen Kelly to call Mr. Scribner to determine if it is worthwhile for OCS to pursue the funding included in Budget Line Item #8599 “Mandated Cost Reimbursement” for the 2006-2007 fiscal year.

OCS Committee Structure

The Board discussed the recommendations reached by the Enrollment/Outreach & Diversity, Finance, ACG & Community Relations, Site/Facilities & Health & Safety, Strategic Planning, Board Development, Teacher Hiring, Community Fundraising, and Festivals task forces. An informal consensus was reached on most points, as reflected in the attached chart “OCS Committee Structure Analysis (as of November 8, 2006).” Due to the absence of Patti Binder, discussion on this topic was led by Jason Haas.

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ACTION ITEM: Governance Committee to develop a proposal on establishing a standing Board committee focused on Board development.

Board Management

The Board discussed having a retreat on a Wednesday in mid-January. No formal action was taken on this issue.

Deborah Fryman distributed a chart of proposed areas of improvement for Board processes and a list of proposed meeting ground rules. She led a discussion reviewing the documents.

Kami Cotler and Alex Metcalf suggested that Board members attend the board meeting of another local charter school.

Beth Rendeiro asked that all future Board documents include dates, to enable different versions of the documents to be easily distinguished.

Alex Metcalf, Tamar Kern, and Sara Maun left the meeting at 10:00 pm.

MOTION: Beth Rendeiro motioned to adjourn. Colleen Kelly seconded. Lori Andrade, Jefferson Eliot, Jason Haas, Colleen Kelly, Beth Rendeiro, Nancy O'Rourke, Cissy Stanford, Wendy Teeter, Leo Trujillo-Cox, and Joan Wicks voted in favor. None opposed. Motion passed.

Meeting adjourned at 10:04 pm

Respectfully submitted by
Jason Haas, Secretary
OCS Board of Trustees