

# Adopted Minutes

## OGCS Charter School Board of Directors Meeting

Tuesday  
6 PM  
November 10, 2010

OGCS Admin Office  
16900 Hwy. 9  
Boulder Creek, CA. 95006

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1. **CALL TO ORDER:** Mary Ann Shapiro
2. **PLEDGE OF ALLEGIANCE** Mary Ann Shapiro
3. **ROLL CALL** The following officers and school administration were present: Janet Marsh, CFO; Becky Cote, President; Mary Ann Shapiro, Secretary. Eric Schoffstall, OGCS Educational Coordinator; John Wilberger, OGCS District Liaison; and Susie Clark, IEM Representative. Board of Directors present: Cynthia Brossard, Kim Bruce, Bronwyn Davis, Marita Espinoza, Nadine Ferguson, Karen Fewkes, Amy Goodson, Maria Iannetta, Rhonda Jensen, Grace Kam, Jennifer Kayhan, Tracey Lawrence, Heather Lee, Karen Martin, Anita McGraw, Laura Milburn, Kristin Phillips-Matson, Jeff Rutschow, Josie Steigman, Milae Weiser. Quorum achieved.
4. **APPROVAL OF AGENDA** approved unanimously by roll call vote
5. **WELCOME OF THE BOARD: REVIEW PURPOSE OF BOARD AND THE BROWN ACT:** Becky Cote and Janet Marsh welcomed all new and returning members of the Board of Directors. Mary Ann Shapiro: Meeting items may only be discussed at the meeting, must have a quorum to vote on action items at a meeting.
6. **HEARING OF THE PUBLIC** No items offered.
7. **ACTION ITEM**

- A. Approval of newly appointed Board Members (see attached "Board of Directors 2010-2011")

Motion to approve members: Karen Martin

Seconded by: Nadine Ferguson

\*Returning Board of Directors vote only on this issue.

Roll call vote: Unanimous, 6 yes/0 no/0 abstain.

Mary Ann announced that all members of the Board of Directors may vote now.

- B. Consent Agenda - Items on the Consent Agenda are considered to be consistent with school policies and carry the recommendation of the Administration. The Consent Agenda may be enacted by one motion with a Roll Call vote. There will be no separate discussion of the items unless a board member or citizen so requests, in which case the designated item(s) will be considered following approval of the remaining items.

- a. Approval of September 23, 2009, December 16, 2009 and March 24, 2010 Board Meeting Minutes.
- b. Approval of schedule of Board of Directors Meetings for 2010-2011: February 9, 2011, and May 4, 2011.
- c. Ratification of Employee Change Report to 8/15/2010 (See attached "2011 OGCS Resignations and New Employees")
- d. Ratification of pay warrants to vendors for the months of September 2009 through September 2010 (See attached "Pay Warrants" and "Vendor List 11-2010") reviewed by Finance Subcommittee.

Motion to approve Consent Agenda: Karen Martin

Seconded by: Laura Milburn

Action Items passed by Roll Call Vote: 14 yes/0 no/4 abstain

C. Adoption of new Independent Study Policy. (See attached "Independent Study Policy")

Motion to adopt policy: Bronwyn Davis

Seconded by: Milae Weiser

Passed by Roll Call Vote: 19 yes/0 no/1 abstained. Policy adopted.

D. Adoption of the new Suspension and Expulsion Policy. ( See attached "OGCS Suspension-Expulsion Policy")

Motion to adopt policy: Laura Milburn

Seconded by: Kirstin Phillips-Matson

Passed by Roll Call Vote: 19 yes/ 0 no/1 abstained. Policy adopted.

E. Adoption of Unaudited Actuals. (See attached "Unaudited Actuals" and "Unaudited Actuals2")

Motion to adopt policy: Anita McGraw

Seconded by: Bronwyn Davis

Passed by Roll Call Vote: 18 yes/ 0 no/2 abstained. Approved.

F. Approval of motion to donate used textbooks.

The Ocean Grove Resource Center has a number of obsolete books in their library, a motion to dispose of these books is offered. The books for disposal will be older than seven years and not have been checked out for use in the last three years; nor will any of the texts for disposal come from the store of disallowed texts that were removed from circulation. The detailed list of texts will be reviewed and approved by the school directors before the final disposal is completed. The method of disposal for these materials will be a donation process in conjunction with our sponsoring district.

Motion to approve donation of used textbooks: Nadine Ferguson

Seconded by: Amy Goodson

Passed by Roll Call Vote: 19 yes/ 0 no/1 abstained. Motion approved.

## 8. REPORTS

A. IEM Report – Susie Clark. Susie introduced herself and welcomed new/returning members to the Board of Directors. She mentioned that Board of Director meetings are important in their capacities to receive parent feedback and reinforce school transparency. Susie appreciated the Board of Directors for the time they have committed toward these endeavors. Susie's report included a brief introduction of IEM—Innovative Education Management, and stated IEM's core belief in parent decision making power in school and the Individual Learning Plan. Further, Susie emphasized the importance of the Individual Learning Plan and its value in the context of public schools. In order to keep improving within this objective, and to demonstrate effectiveness to our sponsoring school district, public, Dept. of Education, and others, the following new projects were presented by Susie:

1) The development of an "ILP" software tool. This tool will allow for direct parent feedback in terms of the effectiveness of a particular curriculum. This tool will also help determine what educational/curriculum programs are best for an individual student. This tool will create a background profile for a particular student (from assessments, determined learning style, parent input) and give specific curriculum suggestions for that student. The Parent and Educational Specialist collaborate to develop an Individual Learning Plan for life-long learning. Parent input will be sought throughout development. The full implementation of this program is planned for the year after next (Fall 2012, per Eric Shoffstall).

2) Alumni Survey. This survey will be developed and used to validate that the OGCS Educational Model is successful. This survey is not typical in that it will measure more than college/career goals. This survey will also demonstrate the levels of career satisfaction, and what element of our school model allowed for that. For example, which curriculum/program was most effective. Survey intervals will be 3-8 years. These results will be presented to our sponsoring district, San Lorenzo Valley School District. These survey results may also help future students: for example, a graduate who goes into construction could advise incoming students with the same interest field.

Bronwyn Davis asked if alumni will be able to volunteer if out of Ocean Grove for a long time. Susie said they could, that this program is still in the developmental stage, and that the school would welcome as much alumni participation as possible.

Marita Espinoza asked when the aforementioned web tool will be up. Susie responded that the planning process for this program has been completed (including what time of assessments will be used.). It is now, in IT development. The goal for completion is the year after next.

Milae Weiser asked who is developing the ILP software tool. Susie said a separate group, who acknowledges how our school differs from a traditional school, is developing the program. Susie offered to email a list of contacts to all interested Board of Directors.

Mary Ann offered that the contact information may be posted on the OGCS parent listserve (for email notification).

Janet stated that there was a listserve announcement introducing SEE Strategies (the outside entity developing this program). This information is also available on the school website.

Eric Schoffstall also mentioned that SEE Strategies is working alongside OGCS Directors.

Mary Ann asked if the SEE Strategies information may be posted a second time on the parent listserve. Janet mentioned that this announcement is easy to find on the listserve if you know the date range it was posted. This announcement was posted about 30 days ago. This announcement informs OGCS parent what SEE Strategies, and the school survey, is all about.

Janet also mentioned that we are the first school to implement these programs.

#### B. Budget Report – Eric Schoffstall

(See attached "2010-2011 Approved Budget "for reference)

Eric also welcomed and appreciated all new/returning members to the Board of Directors. He said that it is customary to present this information toward the beginning of the school year in the interest of remaining transparent. Referring to the Approved Budget, Eric mentioned that there were no significant highlights, but that the document describes projections from the beginning of the year on. Projections include number of students enrolled; it can be seen that the revenue increases as the grade levels of students go up. Totals projected in August show \$111, 000, leaving an excess of 5% in reserve. With the 5% reserve, it appears as if there is a deficit, but this deficit will disappear after actuals are audited. Eric further mentioned that this budget is a fluid document. The new adopted budget, including tax deferrals, will be submitted to the sponsoring district by December 15, 2010.

### 9. DISCUSSION ITEMS: Presented by Mary Ann Shapiro.

- A. Review role of Board Committees and placement of members on committees. Of all committees, the most important is the Standing Committee. Janet added that we need 5 on this committee, and 4 alternates. Mary Ann mentioned that 3 more members were needed. Susie Clark mentioned that this committee reviews any parental objections to disciplinary actions, etc. Mary Ann mentioned that these members are willing to meet within 5 days notice. Laura Milburn, Milae Weiser, and Jeff Rutschow volunteered. Mary Ann will contact Board of Directors to remind/notify regarding sub-committee assignments (most have been previously contacted by Mary Ann.) Bronwyn Davis volunteered to organize the Park Day for Santa Cruz County. Mary Ann reported that the San Jose Park Day, held on October 21, was successful. Mary Ann also mentioned that volunteers for the STAR Testing Committee were needed for the following areas: San Jose, Watsonville, and San Mateo. Nadine Ferguson volunteered for the San Mateo region.
- B. Graduation date and times Mary Ann mentioned that there is only one member in this subcommittee: Nadine Ferguson. Mary Ann announced that OG graduation is planned for May 14, 2011. The 8<sup>th</sup> grade ceremony will be at 10:30 am; the high school ceremony at 12:00 noon, here at the Resource Center Amphitheater (Redwood Elem. School) in Boulder Creek, CA. Mary Ann is still looking for volunteers to help secure a speaker for the commencement ceremonies, and to help organize graduation in general.
- C. Fundraising: Mary Ann encouraged all to sign up for E-Script to benefit our school. Any fundraising suggestions may be emailed to Mary Ann at: mshapiro@ieminc.org.
- D. Need for parent chaperones to be fingerprinted and get a TB test. Mary Ann announced that chaperones are needed for GEAs (Group Educational Activities), STAR testing, as well as other opportunities. A Live Scan (DOJ fingerprinting) and TB test are required.

Laura Milburn asked if a person could apply a previous Life Scan/TB test. Mary Ann responded that these procedures must be followed in every new environment in which an adult is volunteering or employed to work directly with children.

These Minutes were posted at least 72 hours at the IEM, Inc. Offices, 1166 Broadway Ste. Q, Placerville, CA, 95667. It was also posted at Ocean Grove Charter School, 16900 Hwy. 9, Boulder Creek, CA. 95006.

Minutes respectfully submitted by Kim Beaumont, OGCS School Secretary.