

# Minutes

## OGCS Charter School Board of Directors Meeting

Wednesday  
6 PM  
Sept. 23, 2009

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

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1. **CALL TO ORDER:** Mary Ann Shapiro, Secretary
  2. **PLEDGE OF ALLEGIANCE:** Led by Mary Ann Shapiro
  3. **EMERGENCY AGENDA ADDENDUM:** Per Brown Act 54954.2 Explained by Becky Cote. Need to approve new members appointed to the Board, August 2009.
  4. **APPROVAL OF AGENDA:** Approved by unanimous roll call vote.
  5. **ROLL CALL:** Officers present: Mary Ann Shapiro, Secretary; Becky Cote, President; Janet Marsh, CFO. IEM representative John Wilberger, District Liaison/Vendor Relations. Board of Directors present: Becca Ackermann, Lisa Bennett, Stacey Brower, Mary Burns, Sheri Calderon, Deborah Deitz, Nadine Ferguson, Rhonda Jensen, Linda Koflanovich, Lisa Litchfield, Karen Martin, Anita McGraw, Delyna Reil, Jeff Rutschow, Jan Schulze, Tembi Timmons, Jacqueline Williams.
  6. **HEARING OF THE PUBLIC:** Mary Ann reminded parents of the Graduation Sub-Committee can assist with graduation details. Lisa Bennett mentioned that she would like to see the Vendor database (on website) improved. Janet welcomed the constructive comment, but said that it was not a Board of Directors issue. Officers welcomed Lisa's comments, re: the vendor database, and all parent comments at anytime. Becky mentioned that if need be, the IT department would be consulted to see if any alternatives exist for the upgrading of the vendor database. Becky invited **Lisa** to email either her or Janet about this, as it can be added to a future agenda. Jacqueline Williams commented on the need for higher quality paper for the 8<sup>th</sup> grade diplomas.
  7. **ACTION ITEM:**
    - A) Motion to add Emergency Item Vote to approve the newly appointed Board of Directors. Newly appointed Board of Directors are: Julie Hauck, Rhonda Jensen, Stacy Lakin, Anita McGraw, Jeff Rutschow, Ivette Sanborn, Tembi Timmons, Traci Tokhi, Joanne Torreano, and Ann Wolfe.

**Motion to Approve Emergency Item:** Jacqueline Williams.  
**Second by:** Karen Martin.

**Emergency Item was approved by Roll Call vote: 16 in favor/ 0 opposed/ 0 absentions. Unanimous.**

- B) Consent Agenda
  - a. Proposed board meeting dates for the school year; December 16, 2009, March 24, 2010, and May 5, 2010.
  - b. Adopt resolution accepting of 403B Plan Adoption Agreement – attached document  
“BE IT RESOLVED, that the Ocean Grove Charter School 403(b) Plan set forth in the Plan Agreement, a copy of which is attached hereto, is hereby adopted.  
  
RESOLVED FURTHER, that the CPI Qualified Plan Consultant is hereby authorized and instructed to execute said Plan Agreement for and on behalf of the organization.”
  - c. Adopt Ocean Grove Charter School “Redeposit Payroll Resolution” – attached document  
“WHEREAS, Internal Revenue Code (IRC) Section 414(h)(2) permits employer “pickup” of the employee portion of contributions to a retirement plan, thereby resulting in tax deferral of employee contributions; and  
  
WHEREAS, under the (California) State Teachers’ Retirement System (CalSTRS) plan conditions, members may be allowed to redeposit contributions previously withdrawn plus interest and/or purchase permissive service credit;  
  
NOW THEREFORE, BE IT RESOLVED, that in order to permit tax deferral for these additional amounts, an employee shall enter into a binding irrevocable payroll deduction authorization and such employee shall not have the option of choosing to receive the amounts directly instead of having them paid by the employer to CalSTRS:  
  
BE IT FURTHER RESOLVED, that additional amounts herein specified, through payroll deduction from salary, are designated as being picked up by the employer and paid by the employer in accordance with CalSTRS retirement plan requirements.”
  - d. Approval of March 25, 2009 minutes.
  - e. Acceptance of finance committee’s recommendation to approve their review of pay warrants to vendors for the months of February 2009 through June 2009 (See attached PDF file “Feb 09Jun09”).

- f. Ratification of Employee Change Report to 9/15/09 (See attached “Employee Change Report to 9/15/09”)

**Motion to approve Consent Agenda:** Jacqueline Williams

**Seconded by:** Karen Martin

**Consent Agenda Approved by Roll Call Vote: 16 in favor/0 opposed/ 0 abstentions. Passed unanimously.**

- A) Ocean Grove Charter School considers and approves the use of a modification for the CAHSEE requirement for the part or parts of the exam that were modified, and recommends the waiver be approved for student #48931.

Becky Cote explained that last year a special ed. student requested modification for CAHSEE exam/high school equivalency for diploma. This requires Board approval before it can be finalized.

**Motion to Approve Test Score:** Tembi Timmons

**Seconded by:** Lisa Bennett

**Motion passed by Roll Call vote: 14 approved/ 0 opposed/ 2 abstentions**

## 8. DISCUSSION ITEMS

- A. WASC Visitation Team Information:** Becky reminded Board of 6-year WASC accreditation review this year. The WASC visitation teams will visit our school (Boulder Creek Resource Center Site) on February 21, 23, 24, 2010. Becky announced the need for Board of Directors to be present to meet with WASC team to answer questions regarding the Board of Directors, and general questions about OGCS. We need 5-10 Board of Directors in attendance. Becky asked those Directors present to please consider participating. The meeting will last 1-2 hours. Tembi asked if attendance was required all 3 days; Becky said “no, each member can set up a specific time”. Tembi asked if the questions were going to be addressed to the entire group of volunteers, or individually? Becky said the group would be addressed; individual questions also possible. Rhonda asked if any advance notice of specific questions would be available? Becky responded that we do not know the specific questions ahead of time, but Board of Directors will be provided with preparation materials that will give basic information and ideas of general areas that questions may be based on, such as: school charter, school government structure, school profile, and By-Laws. Tembi asked who would be coming from WASC? Becky answered that the WASC team is a collection of teachers and school administrators from around the state that volunteer for this purpose. Becky said a 200-300 page document is created to present to WASC; everyone is working hard, and it’s important we do well. Mary Ann will contact Board of Directors to invite to WASC sub-committee.
- B. Board Committees:** Mary Ann reviewed the sub-committees established at this time for OGCS: Finance Committee, Graduation Committee, Fundraising Committee, GEA Committee, Yearbook Committee, STAR Test Committee, and WASC Committee. Mary Ann Shapiro gave the following description of each sub-committee:

*The Finance Committee* reviews financial statements for the purpose of clarification of what could be glaring errors. The Finance Committee holds no legal liability for such review, as the school/District has auditors that review documents on a legal level. Board of Directors only review for what might be something questionable.

*Fundraising Committee:* offers ideas for fundraisers, is aware of what fundraising programs are in place (Escrip, etc.), and supports the school in this way.

*Graduation Committee:* Responsible for planning/set-up of 8<sup>th</sup> grade and High School graduation ceremonies. Graduation is scheduled for Saturday, May 15, 2010.

*GEA Committee:* Informs Educational Liaison of possible GEAs (Group Educational Activities), and gathers information from the vendor.

*Yearbook Committee:* Yearbook is Parent/Student driven with oversight by Mary Ann Shapiro. *STAR Test Committee:* Volunteers on this sub-committee organize and deliver water and snacks to students at testing sites; also help assist Site Coordinator with sign-ins and other duties as needed.

*WASC Committee:* Serves on Focus Group, meets with WASC visitation team.

Mary Burns asked how many committees were mandated by the charter? Janet Marsh replied that all of our committees are, tried to take this part out of charter, don’t know if it’s been removed to date. Janet mentioned that the Board of Directors can decide to take it out. Nadine Ferguson asked if you have to work at a particular site for STAR test committee? Becky said “You help the coordinator at your local site.” Mary Burns asked where fundraising monies are allocated. Mary Ann responded that the funds are used for graduation, and snacks/water for STAR testing. Mary Burns asked what percentage of funds go to graduation? Mary Ann stated that she did not have such statistics immediately available, but that the number of graduation participants has increased each year, and the funds are used for the reception, printing of the programs and diplomas, sound system, and other needs pertinent to the ceremony to make it a special experience for students. Mary Ann mentioned that these are expensive needs, last year around \$300. Tembi Timmons asked if cap/gown expenses were included? Mary Ann responded, no, school cannot pay for cap/gown, photos, or

announcements. Parents have to do that. Becky Cote said that the Graduation Committee has a say of how fundraising money is spent in this area. State money can only be used in specific ways: special trips/events must be covered with parent funds. Janet Marsh suggested that anyone interested in the specifics of graduation to sign up for the committee.

**Sub-Committee Volunteer Assignments:** Mary Ann asked each Board of Director to indicate which committee they would be willing to serve on:

Becca Ackermann: Yearbook Committee  
Mary Burns: Yearbook Committee  
Lisa Bennett: Finance Committee  
Stacy Brower: STAR Test Committee  
Deborah Deitz: GEA Committee  
Nadine Ferguson: STAR Committee  
Rhonda Jensen: STAR Committee  
Linda Koflanovich: STAR Committee  
Lisa Litchfield: GEA Committee  
Karen Martin: Finance Committee/WASC Committee  
Anita McGraw: WASC Committee  
Delyna Reil: WASC Committee  
Jeff Rutschow: WASC Committee  
Jan Schultz: GEA Committee/Yearbook Committee  
Tembi Timmons: WASC Committee/Graduation Committee/Yearbook Committee  
Jacqueline Williams: declining an assignment at this time

Mary Ann mentioned that absent Directors will be contacted for sub-committee assignment. Becky mentioned we need more for the Graduation Committee.

- C. **Graduation date, May 15, 2010** Rhonda Jensen asked if graduation included 8<sup>th</sup> graders and high school students; Mary Ann confirmed “yes”: two different ceremonies, both on the same day at the Resource Center. Nadine Ferguson asked where the ceremony was held? Mary Ann said that typically, the ceremony is held at the Resource Center Amphitheater in Boulder Creek, but a new site is being researched for this year, due to last year’s record heat, and the need to move the ceremony indoors at the last minute. Please submit any suggestions to Mary Ann, [mshapiro@ieminc.org](mailto:mshapiro@ieminc.org). Mary Ann also mentioned that the school is now looking for a Commencement Speaker for graduation. This person is usually a professional who can speak to the specific advantages of Independent Study.
- D. **Park Day:** Mary Ann introduced Park Day this year, an event proposed to respond to requests from parents to meet other OGCS students, and engage in activities together. Need group of Board of Directors to set up Park Days in all OGCS territories. The following Board of Directors volunteered:

Jacqueline Williams: Half Moon Bay area  
Jan Schultz: Scotts Valley area  
Debbie Deitz: Scotts Valley or Santa Cruz area  
Tembi Timmons: San Jose area  
Nadine Ferguson: San Mateo area

Becky asked if anyone was available in the Monterey/Hollister area? There were none present at this time.

- E. **CLOSING COMMENTS BY DIRECTORS:** Janet Marsh announced OGCS current Enrollment number: 1,206. Becky concurred that we are definitely growing. Mary Ann asked if there was a wait list at this time? Janet confirmed that there was not a waiting list at this time. Janet added that due to state lay-offs of teachers, we have had a large pool of ES applicants, and have hired many new teachers. Becky welcomed all the new Board of Directors and mentioned that this was the nicest meeting we’ve had in terms of willingness to get involvement/participation with the school. She commended this group for their efforts.
- F. **MORE DISCUSSION:** Mary Burns: re: Pay Warrant report, p.20 or p. 41(?), Why did we pay South Sutter and Connecting Waters Charter Schools? John Wilberger replied that while he would have to look up the specific transaction, it is customary that our schools share expenses; therefore, Ocean Grove was paying half of an expense that the other school paid in full. John Wilberger said that this practice is often cost effective.
9. **ADJOURN: Motion to adjourn: Karen Martin; Second by Tembi Timmons. Passed unanimously. Mary Ann Shapiro adjourned the meeting.**

Minutes submitted by: Kim Beaumont, Secretary for Ocean Grove Charter School  
At 16900 Highway 9, Boulder Creek, CA 95006