

Alliance College-Ready Public Schools

Minutes of a Quarterly In-Person Conference Meeting of the Board of Directors of
Alliance Ouchi/O'Donovan, 6-12 Complex
Thursday, June 2, 2016

The quarterly meeting of the Board of Directors of **Alliance Ouchi/O'Donovan, 6-12 Complex** (the "corporation"), a California nonprofit corporation, was held at 9:00 AM on Thursday, June 2, 2016.

Attendance for school board directors and guests present was as follows:

Alliance Ouchi/O'Donovan, 6-12 Complex

School Board Members Present: Board Chair, Howard Lappin, Dale Okuno, Sarah Ouchi, Kristy Schaffer, Alan Arkatov, Ashley Dester-Teacher, Linda Perez-Teacher, Amilcar Mejia-Parent, Ana Guzman-Parent

School Staff Members Present: Dea Tramble-Principal, Edith Funes-Principal, Jasmin Juarez-Parent Engagement Specialist, and Salvador Garcia-Parent Engagement Specialist

Guests: Sharon Jennings, Ruby Chang, LAUSD CSD

Alliance Staff Members Present: Robert Pambello-Area Superintendent, Dr. Angela Randolph, Director of English, Language Learners, David Lauck-Chief Strategy Officer, Sandy Cruz-IT Coordinator, Mike Krutz-Vice President of Finance, Laura Galvan-Director of School Development and District Liaison, Ivan Ramos-Parent Engagement Assistant and Mary Louise Silva-Director of Parent & Community Engagement

Board Chair, Howard Lappin, called the meeting to order at 9:00 AM.

The role was called and all present were welcomed.

The minutes for February 25, 2016 were reviewed. A roll call vote was taken. The following board members approved the minutes:

- Howard Lappin
- Dale Okuno
- Sarah Ouchi
- Kristy Schaffer
- Alan Arkatov
- Ashley Dester
- Linda Perez
- Amilcar Mejia
- Ana Guzman

Ms. Dea Tramble and Ms. Edith Funes gave a brief overview regarding the timeline, process, and selection criteria the complex used to make curricular recommendations for the new school year. The following board members approved the school's curricular choice for SY 2016-17:

- Howard Lappin
- Dale Okuno
- Sarah Ouchi
- Kristy Schaffer
- Alan Arkatov
- Ashley Dester
- Linda Perez
- Amilcar Mejia
- Ana Guzman

Dr. Angela Randolph gave a brief overview regarding the updates made to Ouchi/O'Donovan's English Learner Master Plan. Changes to the EL Master Plan include:

- EL Parental Exception Waiver process and policy
- Reclassification Follow up Form
- Revised Parent notification Letters

The following board members approved the school's updates to the EL Master Plan:

- Howard Lappin
- Dale Okuno

- Sarah Ouchi
- Kristy Schaffer
- Alan Arkatov
- Ashley Dester
- Linda Perez
- Amilcar Mejia
- Ana Guzman

Mr. Howard Lappin introduced Ouchi/O'Donovan's math placement and acceleration policy to ensure students are placed in the appropriate math course as they enter our school and have access advanced mathematics courses. This policy will require the school to:

- Systematically use multiple measures
- Include 1 check-point one month into school
- Require annual examination of pupil placement data
- Require a report of examination to school board for annual review
- Offer clear and timely recourse for pupils and their parents
- School with middle school and high schools have a policy that aligns institutions

The following board members approved the school's math placement policy:

- Howard Lappin
- Dale Okuno
- Sarah Ouchi
- Kristy Schaffer
- Alan Arkatov
- Ashley Dester
- Linda Perez
- Amilcar Mejia
- Ana Guzman

Mr. Howard Lappin shared the policy for employee school board meeting participation.

Mr. Mike Krutz briefly reviewed the school budget vs. actual expenditures for SY 2015-16.

Mr. Mike Krutz introduced the school's Preliminary Budget Report, 2016-17. The format used for this report is required by LAUSD. The following board members approved the school's preliminary budget report:

- Howard Lappin
- Dale Okuno
- Sarah Ouchi
- Kristy Schaffer
- Alan Arkatov
- Ashley Dester
- Linda Perez
- Amilcar Mejia
- Ana Guzman

Mr. Howard Lappin recused himself to avoid an actual or perceived conflict of interest for the discussion of the school's Administrative Services Agreement.

Mr. Dale Okuno introduced the Administrative Services Agreement resolution and Schedule, A which details operational, instructional, financial, and compliance related school services the Home Office provides to support the school. As was shared at the last board meeting, the administrative fee will increase from 7% of the school's total budget to 10% beginning July 2016. The following board members approved the Administrative Services Agreement resolution:

- Dale Okuno
- Sarah Ouchi
- Kristy Schaffer
- Alan Arkatov
- Ashley Dester
- Linda Perez

- Amilcar Mejia
- Ana Guzman

Mr. Mike Krutz introduced the school's budget for SY 2016-17. The following board members approved the budget for next year:

- Howard Lappin
- Dale Okuno
- Sarah Ouchi
- Kristy Schaffer
- Alan Arkatov
- Ashley Dester
- Linda Perez
- Amilcar Mejia
- Ana Guzman

Mr. David Lauck gave a brief overview of the Annual Home Office Customer Service Satisfaction Survey, an annual anonymous survey distributed to principals and additional school-based staff. The data is being used by the Home Office team to identify strengths and areas for improvement, with the ultimate objective of providing high value operational services so that schools can focus primarily on instruction, culture, and community. Almost every Home Office department received 75% or more of respondents agreeing or strongly agreeing with the Overall Satisfaction question. Lastly, Home Office staff are using detailed feedback from the survey to develop operating plans for 2016-2017, with a particular focus on strategies to improve customer service.

Mr. Mike Krutz introduced the Audit Committee resolution, which authorizes the audit committee to screen and recommend an external auditing firm to perform the 2015/16 financial statement audit. The following board members approved the audit committee resolution:

- Howard Lappin
- Dale Okuno
- Sarah Ouchi
- Kristy Schaffer
- Alan Arkatov
- Ashley Dester
- Linda Perez
- Amilcar Mejia
- Ana Guzman

Mr. Howard Lappin introduced the changes that were made to the 2016-17 Parent-Student Handbook template. The following board members approved the revised handbook:

- Howard Lappin
- Dale Okuno
- Sarah Ouchi
- Kristy Schaffer
- Alan Arkatov
- Ashley Dester
- Linda Perez
- Amilcar Mejia
- Ana Guzman

Ms. Dea Tramble and Ms. Edith Funes introduced the school's stakeholder engagement process in the development of the school's LCAP and the school's key goals for the new school year. The current plan reflects the collective input of all stakeholders as a result of several meetings that were held over the course of the past few months. The following board members approved the school's LCAP:

- Howard Lappin
- Dale Okuno
- Sarah Ouchi
- Kristy Schaffer
- Alan Arkatov
- Ashley Dester
- Linda Perez
- Amilcar Mejia

- Ana Guzman

Enrique Diaz provided a facilities update for the complex. Phase 1 has been completed for the remodeling of the chemistry lab.

Prior to recessing into closed session, the teacher representatives who serve on the board recused themselves to avoid an actual or perceived conflict of interest. After the completion of the closed session, the open session was reconvened and Mr. Howard Lappin announced there were no reportable actions from closed session to share at this time.

The meeting was adjourned at 10:00 AM.