

December 4, 2014

## **ADMINISTRATION**

### **Prop 39/Co-location Update:**

#### Prop 39 location request for 2015-16:

OCS administration submitted the Prop 39 application for the 2015-16 academic year prior to the Nov. 1<sup>st</sup> due date. We requested space at our current location at Westchester Enriched Science Magnets. The district has formally accepted our projection for our in-district enrollment for next year. Based on this acceptance, we anticipate the district will continue to provide adequate facilities for our growth at the WC location.

#### Co-Location Relationship:

- OCS administration is participating in a co-location study led by LMU (Loyola Marymount University) and in collaboration with WESM (Westchester Enriched Science Magnets) and Incubator Pilot School (also housed at the WC campus). Our goal is to deepen and share positive co-location practices. Our first meeting will be held Wednesday, December 3<sup>rd</sup> with Incubator and OCS parents and staff.
- The girls' softball coach at WESM has filed a Title 9 complaint against LAUSD, WESM, and OCS regarding the use of the girls' softball field. OCS administration is working with WESM and LAUSD administrations to respond to the complaint.

### **Long Term Site Update:**

- OCS is applying for an LAUSD augmentation grant to supplement our 1D award.
- We continue to keep all viable site options open, including raising additional funds to acquire and build on private land as well as the possibility of entering into a long-term co-location with the district.
- Parent, board, and administration efforts focused on site need to move in the direction of developing potential donor and partnership relations with organizations, companies, and philanthropic individuals.
- The parent site committee continues to meet regularly and a representative will be invited to present a brief overview of their efforts.

### **Enrollment Update:**

2014-15 Enrollment as of December 1, 2014 is 473.

### **Diversity Outreach Update:**

The diversity committee continues outreach efforts at local preschools and kindergarten showcase events. The group's efforts have resulted in increased diversity of our enrolled student body, but we believe more can be done. As the group expands and we have more resources to promote OCS, we believe we will see even greater increases in the diversity of OCS students.

**Emergency Preparedness Audit:**

As per the district's suggestion, in addition to individual emergency kits for each student, the administration is in the process of ordering a three-day emergency supply of food and water for all students and employees on each campus. In addition, the administration is compiling critical emergency documents to be contained in fire safe Emergency Response Boxes for each campus.

**District Validation Review:**

OCS administration has completed the final step in the district's validation review process; we have submitted written documentation verifying corrective actions.

**Mar Vista front office update:**

With the recent and unexpected resignation of Sylvia Hernandez, part-time administrative assistant, a full-time position was created for Maryangee Cano, current administrative assistant who provides assistance to the Business Manager with after care, lunch and general bookkeeping. The budgeted amount for the two part-time positions covers the cost of a full-time position, but the line item for her compensation is more than \$5,000. OCS Fiscal Policies and Procedures state that the BOT must be informed of any salaried position with a variance of 20% or \$5,000 of the budgeted amount.

**January Board meeting time:**

In order to accommodate those who plan to attend the ACG meeting at 6pm on Thursday, January 8<sup>th</sup>, the Board meeting will need to begin at 7:30pm.

**ACADEMIC PROGRAMS****Academic/Educational Goals in the Strategic Plan:**

The faculty continues work on academic/educational goals to be included in the updated strategic plan. Potential areas of focus include Math, Language Arts, World Languages, Digital Citizenship and Literacy, and Academic Supports. Specific goals will be presented at the January board meeting.

**Parent-Teacher Conferences:**

All parents were invited to participate in Parent-Teacher Conferences to become informed of their child's progress and to receive detailed, written feedback via the conference form. The majority of parents attended Parent-Teacher Conferences prior to the Thanksgiving break and parents are always welcome to schedule conferences throughout the school year. Conference forms will be mailed to parents this week.

**Standardized Testing and our Digital Literacy and Citizenship Curriculum:**

As the district has not yet indicated if or when the iPads will be reissued to charter students, we have made alternate plans to share the laptops between grade level classrooms in order to ensure students in grades 3-8 have access to devices for assessments, word processing, test preparation, and test taking.