

Admin Contact Guide

Aftercare:	aftercare@oceancs.org
Athletics:	sports@oceancs.org
Annual Family Giving:	familygiving@oceancs.org
Attendance/Tardies:	attendance@oceancs.org
Board:	ocsboard@oceancs.org
Camp:	camp@oceancs.org
Calendar and activities:	calendar@oceancs.org
Compliance Reporting:	compliance@oceancs.org
Curricular questions:	Your child's class and/or specialty teacher
English Learners and ELPAC:	ELLs@oceancs.org
Enrollment:	enrollment@oceancs.org
Enrichment:	enrichment@oceancs.org
Events:	operations@oceancs.org
Fundraising:	fundraising@oceancs.org
Facility Rental:	facilities@oceancs.org
Fraud:	310-827-5511 ext 2
Free/Reduced Lunch Eligibility (FRL):	FRL@oceancs.org
Field Trips Scholarship:	scholarship@oceancs.org
General Inquiries:	info@oceancs.org
Health:	operations@oceancs.org
Hiring:	hiring@oceancs.org
Intervention:	studentsupport@oceancs.org
Library:	library@oceancs.org
Main Lesson:	Your child's teacher
Meal Program:	meals@oceancs.org

Mental Health (informal counseling, circle, social skills groups, resources, etc.):	studentsupport@oceancs.org
Neighbors:	ocsneighbors@oceancs.org
OCS Store:	store@oceancs.org
Ombudsperson:	dfrymanmediation@gmail.com
Parent Collective:	parentcollective@oceancs.org
Registration:	registrar@oceancs.org
Safety/Emergency Procedures:	operations@oceancs.org
Special Education:	tfb8133@lausd.net
Specialty Program/Teacher:	Your child's specialty teacher
Standardized Testing (CAASPP/SBAC/NWEA):	testing@oceancs.org
Student Records:	records@oceancs.org
Technology:	operations@oceancs.org
Traffic:	info@oceancs.org
Vaccinations:	registrar@oceancs.org
Volunteering:	volunteer@oceancs.org
504 Plans:	studentsupport@oceancs.org

OCS Admin Team roles and responsibilities:

Ms. Angela	Attendance, Tardies, Absences, Health and Safety, Independent Study, Campus space, Student Devices
Ms. Debbie	Enrollment, Human Resources
Ms. Gina	Compliance Reports, Registration, Immunizations, CALPADS, CAASPP, NWEA, ELPAC - contact Ms. Saldana at mssaldana@oceancs.org ,
Ms. Kristy	Oversight of all aspects of OCS' program and operations
Mrs. Lavender	Front Office, General Information, Volunteering, Traffic, Neighbors, Field Trips
Ms. Luciana	Front office - student, staff, and parent support
Ms. Maryangee	Billing, Reimbursements, Fundraising, AFG, OCS Store, Facility Rental, Classroom budgets
Ms. Megan	Specialty Programs, Student Services (Intervention, 504s, Counseling, Meals, Aftercare, Enrichment, Camp, Governance, WASC)
Mr. Tim	Facility, Technology
Ms. Tomoko	Meal program, Free-Reduced Lunch eligibility, Aftercare and Enrichment, Camp, Student Records