

Minutes-Approved
Ocean Charter School Board Meeting
March 4, 2021

Called to order by Laura Stoland and convened at 6:33pm.

Board Members Present: Laura Stoland, Jason Haas, Sue Ingles, Anna Berk, November McIlhargey, Dan Wierzba, Mark Galanty, and Dominique DjeDje.

Board Members Absent; Zach James

A quorum was present.

Also present: OCS Executive Director, Stephanie Edwards; OCS Executive Director, Kristy Mack Fett; OCS H.R. Coordinator, Debbie Tripp; OCS Business Manager, Nancy O'Rourke; OCS Teacher, Aly Leavitt; and Ayanthy Peiris of Excellent Education.

Tammy Stanton joined the meeting at 6:36pm.

Open Forum

Andrew Tunnicliffe spoke about his concern that there is not currently an easily accessible mailbox at the Panama campus where we can dependably receive US mail. He is concerned because AFG donations that are being mailed are not being received by the school.

OCS Teacher, Ms. Aly Leavitt introduced several of the students from her Student Leadership class. OCS students Ava, Dhira, Nova and Princess shared a letter that outlined some of the considerations the students would like us to think about when planning our return to in-person learning.

Finance

Tammy Stanton and Dan Wierzba shared information from the last finance meeting. Dan spoke about the audit committee and their review of our FY 19-20 annual audit. The Board also reviewed the FY 19-20 audit. There were no serious issues reported by the auditors.

MOTION: Mark Galanty moved to approve the FY 19-20 audit. Dan Wierzba seconded the motion. Laura Stoland, Jason Haas, Sue Ingles, Anna Berk, November McIlhargey, Dan Wierzba, Mark Galanty, Dominique DjeDje, and Tammy Stanton voted in favor. Motion passed.

Ayanthy Peiris shared the January 2021 financial records and check register. The operating net income for this year is projected to be -\$940K compared to \$7K in the Board approved budget. This variance as compared to last month is due in part to an increase in LCFF revenue from SB820 growth funding, removal of aftercare/enrichment revenue, and substitute teacher & instructional aide expenses are down from what was projected this year.

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MOTION: Tammy Stanton moved to approve the January 2021 financial records and check register. Mark Galanty seconded the motion. Laura Stoland, Jason Haas, Sue Ingles, Anna Berk, November McIlhargey, Dan Wierzba, Mark Galanty, Dominique DjeDje, and Tammy Stanton voted in favor. Motion passed.

Ayanthy presented the 2nd Interim report and it was reviewed by the Board.

MOTION: Tammy Stanton moved to approve the 2nd Interim Report. November McIlhargey seconded the motion. Laura Stoland, Jason Haas, Sue Ingles, Anna Berk, November McIlhargey, Dan Wierzba, Mark Galanty, Dominique DjeDje, and Tammy Stanton voted in favor. Motion passed.

Tammy shared the finance committee's plan to begin discussing the 2021-22 budget at the next finance committee meeting.

The Board discussed the Families First Coronavirus Response Act (FFCRA) and whether or not the school should formally adopt an employee leave policy under this legislation. It is agreed that, since FFCRA is only effective through the end of this month and most OCS employees are expected to continue to work from home through that expiration date, it is not necessary to take action at this time.

The Board discussed the proposed contract for nightly custodial services with Harbor Building Maintenance. The cost of custodial services with Harbor represented the best value among the quotes received.

MOTION: Jason Haas moved to authorize OCS executive directors to enter into a contract for nightly custodial services with Harbor Building Maintenance equal to or substantially similar to the presentation made to the Board at this meeting. Mark Galanty seconded the motion. Laura Stoland, Jason Haas, Sue Ingles, Anna Berk, November McIlhargey, Dan Wierzba, Mark Galanty, Dominique DjeDje, and Tammy Stanton voted in favor. Motion passed.

The Board discussed the possibility of contracting with Valencia Labs for staff and student Covid-19 testing services. Kristy and Stephanie shared information about Valencia Labs and their costs for services. Overall, it is felt that the services from Valencia Labs would suit the school's needs better than testing services from Curative.

MOTION: Laura Stoland moved to approve the memorandum of understanding with Valencia Labs for Covid-19 testing services. Jason Haas seconded the motion. Laura Stoland, Jason Haas, Sue Ingles, Anna Berk, November McIlhargey, Dan Wierzba, Mark Galanty, Dominique DjeDje, and Tammy Stanton voted in favor. Motion passed.

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Fundraising

Laura Stoland gave a report on AFG and Capital Campaign. Rachael Petru was also present and spoke about AFG participation and pledges to date. Rachael also spoke about her ideas for creating a succession plan for key parent volunteer positions that are responsible for generating our fundraising income. She wants to ensure a smooth transition between volunteers so that the school's fundraising income is not impacted.

Report from the Parent Collective

Anna Berk shared a report from the Parent Collective. She shared that the Silent Auction, which had been scheduled for March 21, 2021 has been cancelled for the moment. The PC is discussing whether it would be better to forego the Silent Auction this year and instead begin planning early for next year. Anna echoes Rachael's call for a succession plan for key parent volunteers. It has been difficult for new volunteers to plan for Silent Auction this year in part because they came on to the task well after the prior volunteers left. The PC continues to plan more OCS Parties, which have consistently sold out and have been wonderful community events this year.

Report from the Governance Committee

Jason Haas gave a report on the work of the governance committee. The committee is working to develop a document retention policy, and they are reviewing the OCS communications and complaint policy. They are also creating an electronic Board member manual. The manual will be provided to all current Board members as a resource, and the manual will be provided to new Board members when they are seating on the Board as a way of training them for their new role and responsibilities.

Board Recruitment

The Board discussed how it might recruit new members in the future and what expertise new members should have that will best support the work of the Board moving forward. They also discussed the ideal size for the Board. Current members are asked to identify potential new Board members, keeping the goals discussed at this meeting in mind.

Land Acknowledgment

The Board discussed developing a school statement regarding the acknowledgment of indigenous people and the original stewards of the land on which our facilities now rest. The Board will continue working to develop this formal statement, will plan how it is to be used at school events, and how and when it will be spoken or shared with the community regularly throughout the year.

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School Reopening

Stephanie gave an update on the Panama campus construction. It is expected that we will achieve beneficial occupancy by the end of March. The reopening task force continues to meet weekly to further develop our reopening plan, which now looks like it will include a return to hybrid learning sometime in April. We are planning for a phased reopening that includes TK-8. We will begin with the youngest students returning first and moving forward to include the upper grades gradually. Negotiations with our teacher's union to establish their return date are ongoing.

Diversity, Equity and Inclusion Committee

Dominique gave an update on the work of the committee. They continue to develop the school's equity plan with stakeholder input. They are also contributing to the development of a Waldorf culturally responsive curriculum by the faculty. They have worked on the land acknowledgment statement and will continue to do so until it is finalized.

Ed Eadon joined the meeting at 8:31pm.

Director's Report

Kristy and Stephanie shared an administrative update for the director's report. The 2021-22 enrollment lottery was successfully conducted on February 24, 2021. Due to Covid-19, the lottery drawing was held virtually. Enrollment offers to new students will be sent out by the end of this month. The admin team is receiving training on the use of various new systems on the Panama campus including the fire alarm system, intrusion alarms, PA systems, etc. The faculty is working on anti-bias, anti-racism standards at the weekly faculty meetings. Ms. Aly provided an overview of this work.

Site

Dan Wierzba provided an update on site. He reiterated that the expected date of beneficial occupancy should be by the end of March. Inspections continue and, as the contractor works toward final completion, there have been no new issues identified that are expected to impact that timeline.

Form 700

The Board reviewed the timeline for submission of each Board members Form 700 filing. Members are encouraged to submit their forms to Sue Ingles as soon as possible.

Approval of Minutes

The Board reviewed the draft minutes from regular and special Board meetings on February 4, 2021.

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MOTION: Laura Stoland moved to approve the minutes from the regular and special Board meetings on February 4, 2021. Dominique DjeDje seconded the motion. Laura Stoland, Jason Haas, Sue Ingles, Anna Berk, November McIlhargey, Dan Wierzba, Mark Galanty, Dominique DjeDje, Ed Eadon, and Tammy Stanton voted in favor. Motion passed.

The Board convened to closed session at 8:49pm.

CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to section 54957.6 Conference with Labor Negotiator – Agency designated representatives: Chastin Pierman, Stephanie Edwards and Kristy Mack-Fett.
Employee Organization: OCTA

Reconvene to Open Session

The Board reconvened to open session at 9:18pm. There were no actions taken by the Board in closed session to report.

The meeting was adjourned at 9:19pm.

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Exhibit A

Resolution passed by the OCS Board of Trustees on February 5, 2021.

Annually, the OCS Board of Trustees will allocate Annual Family Giving Fund (AFG) contributions in excess of the annual budget target as restricted net assets to the remaining Capital Campaign balance of \$1M as of January 2021. The OCS Board of Trustees reserves the right to redirect excess AFG funds should a budget emergency arise; redirection of AFG funds from the Capital Campaign will require a majority of the Board of Trustees approving such action. This annual allocation will remain in effect until the remaining Capital Campaign balance is \$0.