

Approved Minutes  
Ocean Charter School Governance Committee Meeting  
January 28, 2021

**Called to order by Jason Haas, Governance Committee Chair and convened at 7:09pm.**

Present: Dominique DjeDje; Edward Eadon; Stephanie Edwards; Jason Haas; Sue Ingles; Kristy Mack Fett; Tammy Stanton; Debbie Tripp

Absent: None

Other Attendees: Laura Stoland; OCS teacher Kathleen Tenold.

A quorum was present.

### **Open Forum**

No comments were made.

### **Approval of Minutes**

**MOTION: Stephanie Edwards moves to approve minutes from the September 24, 2020 and October 22, 2020 Governance Committee Meetings.** Kristy Mack Fett seconded the motion. Stephanie Edwards, Kristy Mack Fett, Dominique DjeDje, Edward Eadon, Jason Haas, and Sue Ingles voted in favor. Tammy Stanton and Debbie Tripp abstained. The motion passed.

### **Update of state and local guidelines and policies relevant to school re-opening**

Ms. Edwards reported that Los Angeles County is still in the “deep purple” status for Covid-19 under California standards and that the County is not advising any in-person instruction take place until conditions improve. The Committee discussed the conflicting messages presented by current circumstances, with a drive to resume in-person instruction but a rise of new variants of the coronavirus that may make it more difficult to achieve that objective.

### **Document/Records Retention Policy**

The committee discussed a sample document retention policy prepared by OCS’s counsel at YMC. Most lawyers advise that schools and other institutions adopt such policies.

The Committee agreed that any policy must be one the School can reliably implement. The School will need to identify and develop the necessary policies, personnel and equipment needed to support implementation and compliance with a document retention policy. Possible changes to the sample policy needed to adapt it to OCS’s needs were also addressed, including Ms. Stanton asking for more detail regarding the handling of emails. The Committee will continue to discuss and develop a document retention policy in future meetings.

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### **New Trustee Binder**

The Committee has been tasked with developing an electronic folder (i.e. the binder) of reference documents for the benefit of Trustees in the conduct of their duties. The documents will be maintained in a central location and contain the most current version of each document.

Ms. Edwards circulated an initial list of some potential documents for inclusion in the binder. The Committee identified a number of other documents and categories of documents for addition to the initial list. The Committee will continue to work on the binder at future meetings.

### **OCS Communications Policy**

The current Communications Policy has received significant attention in recent meetings of OCS teachers and the Diversity, Equity and Inclusion Committee (“DEIC”). Some proposed improvements have also been shared with OCTA. Dominique DjeDje, the chair of the DEIC, will circulate information on the discussions of that committee and their suggestions on how the policy might be updated. One focus would be providing OCS parents with clearer information on what they should do if a dispute arises, and another is to facilitate members of the OCS community having “healing conversations” that can help to resolve disputes.

The Committee discussed how policy is created at OCS and the roles that different Board committees play in formulating policy.

Meeting adjourned at 8:48 pm.