

Draft Minutes
Ocean Charter School Governance Committee Meeting
March 25, 2021

Called to order by Jason Haas, Governance Committee Chair and convened at 6:38pm.

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

Absent: None.

Other Attendees: Dominique DjeDje, Sophia Liu, Gina Garcia Sharp, and Caitlin Blue.

A quorum was present.

Open Forum

Stephanie Edwards reported that the WASC accreditation visit will be May 2-5, 2021. Ms. Edwards invited Board members to attend the initial sessions with the visiting WASC team on Sunday, May 2.

Sue Ingles arrived at 6:40 PM.

Kristy Mack-Fett reported that OCS will soon be convening its Student Attendance Review Team (SART).

Jason Haas noted for the record that Dominique DjeDje just resigned from the Committee.

Approval of Minutes

MOTION: Stephanie Edwards moves to approve minutes from the February 25, 2021 Governance Committee Meeting. Kristy Mack Fett seconded the motion. Stephanie Edwards, Kristy Mack Fett, Edward Eadon, Jason Haas, Tammy Stanton, and Sue Ingles voted in favor. Debbie Tripp abstained. The motion passed.

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

Kristy Mack-Fett reported that Covid case rates in Los Angeles County have continued to drop. The County has moved to “red” status for Covid-19 under California standards, and, if trends continue, we could move to “orange” status in the near future. With the change in the county’s status, when OCS opens its new site, it can potentially begin hybrid learning for all grades. The state has also created incentives for schools to move to hybrid learning. OCS is currently negotiating collaboratively with OCTA on how that could be exchanged.

The CDC and the state of California have updated their guidelines on the minimum social distancing for elementary school children, reducing it from 6 feet to 3 feet.

Draft Minutes
Ocean Charter School Governance Committee Meeting
March 25, 2021

However, the County has not altered its guidance, so OCS will retain its 6-foot distancing policy unless and until the County changes its position.

One advantage OCS has when it returns to physical learning is that the new facility include a high-performing air filtration and conditioning system. The new system will require regular maintenance, and the School will likely enter into a service contract to ensure that maintenance is performed.

Document/Records Retention Policy

Jason Haas reported that continued development of a document retention policy for OCS would need to move on two fronts.

First, OCS will need to implement a process for efficiently marking and reviewing its physical documents. An annual review of those documents, likely each summer, will be needed to identify documents that have been held for the time period required under the retention policy and that can be deleted. Since students records must be retained indefinitely unless transferred to another district school, OCS's initial focus in addressing its physical records will be on identifying records for former employee and personnel that no longer need to be retained.

Second, OCS will need to develop the systems and processes required to identify and remove electronic documents and emails that have been retained beyond the period set in the documentation policy. The School will need to investigate whether a third-party vendor or in-house solution presents the most practical solution. Some vendors offer expertise in document management and retention systems for agencies that must comply with FOIA requests, and some offer discounts for non-profit entities like OCS. Moving forward in this area will require the active involvement of an individual(s) with the technical expertise and knowledge of OCS's computer systems to craft an effective and implementable system. As OCS is currently in the position of starting its new facility and the new systems at that site, and doing so under Covid conditions, it is premature for OCS to devote the necessary resources to this effort. OCS will return to this process after conditions have stabilized and administration has the bandwidth to address it.

New Trustee Binder

The Committee reviewed its existing list of items and categories of items for inclusion in the binder. Individual Committee members had searched for and located possible documents for some categories. This work will continue at a future meeting. In the process, the Committee will also identify OCS policies that might require updating or modifications.

Draft Minutes
Ocean Charter School Governance Committee Meeting
March 25, 2021

OCS Communications Policy

This item was tabled to provide OCS administration with more time to review current OCS communication policies in light of the new document recently prepared by DEIC and to provide the Committee with their comments on possible changes to the existing policies.

Meeting adjourned at 8:13pm.