

Meeting Minutes
Ocean Charter School Governance Committee
Meeting April 19, 2022

Called to order by Ed Eadon, Governance Committee Chair and convened at 5:32pm.

Present: Edward Eadon; Stephanie Edwards; Sue Ingles; Tammy Stanton, Debbie Tripp, Joshua Stokes

Other Attendees: Kristy Mack-Fett

A quorum was present.

Open Forum

Nothing was discussed.

Review and Possible Approval of Feb 15, 2022, Draft Governance Committee Minutes.

Draft minutes had been distributed for members to review. Stephanie moved to approve these minutes and Tammy seconded the motion. The minutes were approved with a unanimous vote.

Discussion of a policy concerning Board meeting and Board Committee meeting participation/attendance.

We discussed establishing an attendance policy for Board members at Board and Board Committee meetings. We determined that we should form a matrix/spreadsheet guide to bring to the Board for their review. We should check for the existence of any prior policy and consider having consequences involve two members speaking with the member violating the policy.

Discussion and review of the process for the selection of a Board member by the Parent Collective.

In preparation for this discussion, we discovered the need for a review and updating of the Bylaws. These should allow for the Parent Collective to hold elections and make a recommendation to the board for membership.

Discussion on retention/archival/backup of Electronic Files.

Tammy suggested that we should check with CCSA and Charter Safe concerning the standard processes used at charter schools for cyber security and records retention. It was pointed out that we have numerous different systems in use outside of the Google Workspace for Education that may complicate how we do this at OCS.

Discussion about the need for an OCS Community Code of Conduct, including while on school grounds and during off campus school sanctioned events

We briefly discussed this and believe we need further work to establish a broad policy. We want to involve the Parent Collective and the ExCom. This could be included in the Parent Handbook with revisions to existing policies. Further work needed.

Discussion of Board Continuity Reference work schedule. Include a review YMC letter on Board Committee guidance.

Ed outlined several sections of the letter that had been distributed to members. All agreed that incorporating appropriate sections into our continuity files would be useful. Ed and Stephanie will work to do that.

Discussion and scheduling annual Board of Trustee training, including the Board member's role, Confidentiality Agreement, Conflicts of Interest, and the Brown Act

We agreed that formal and recurring training involving the role of Board members, the duties of Board members, conflict of interest policy, Form 700, and the Brown Act would be useful. Kristy and Stephanie suggested 2 hours of training done by YMC at the Aug and Sep Board meetings. Further discussion is needed on who does the training and when. We should discuss with the ExCom.

WASC Schoolwide Action Plan and the need for volunteers to serve on WASC committees/school visits

Stephanie emphasized the need for a Board POC plus teachers to assist with the WASC actions needed. We will continue discussion on this and bring it to the Board.

Discussion of annual review of OCS Bylaws and updating process.

Kristy suggested we agree to start this process with a legal review of the Bylaws.

Discussion regarding proposed dates/times for 2022-2023 Governance

Stephanie presented the dates for next year's committee meetings which had been distributed prior to the meeting. We should add some fidelity to our schedule so all annual policy reviews requiring Board approval are presented to the committee prior to getting on the Board agenda.

Meeting Adjourned at 6:51pm