

Draft Minutes
Ocean Charter School Governance Committee
Meeting February 15, 2022

Called to order by Ed Eadon, Governance Committee Chair and convened at 5:40pm.

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

Other Attendees: None

A quorum was present.

Open Forum

Nothing discussed.

Introduction of candidate for committee membership: Joshua Stokes

Ed Eadon welcomed Josh Stokes as a member of the committee with appointment from the Board of Trustees.

Review and Possible Approval of June 24, 2021; October 19, 2021, and January 20, 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. Debbie Tripp abstained from approving the June and October minutes because she was absent. Josh Stokes abstained from voting on these draft minutes since he was not a member at the time. Tammy and Sue had been able to review the minutes and were able to reverse their abstentions from last month. The draft minutes for June 2021, October 2021 and January 2022 were approved with no dissenting votes.

Discussion on OCS email addresses for Board Committee Members

After a brief discussion, the committee agreed to keep the current practice of limiting OCS email addresses for non-employees to members of the Board of Trustees.

Discussion on Board Resolution Numbering, Storage and Accessibility

We clarified the Board resolution numbering process and recommended an automatic numbering of resolutions on a spreadsheet with links to the resolution be established by the Secretary of the Board. To assist the process, future Board agendas should identify items that include or may include resolutions. Additionally, a numbering process for Board approval of contracts or delegation of that approval should be developed.

Discussion regarding a proposal on adopting an action item process

Ed raised the idea of establishing an action item process where the Board might identify an item it wants to assure gets completed by identifying what needs to be done, who needs to do it and when it needs to be completed. Debbie Tripp indicated that the Board has used this process in the past. We decided that that the existing informal process was sufficient.

Continue discussion on Board Continuity Files

The YMC letter on Board Committee guidance was not distributed prior to the meeting so this will be deferred to our next meeting. In the interim, we should be adding items to the OCS Google Drive Board Continuity Reference file folders.

Discussion of Electronic Records retention process

No new work has been done on this project. Kristy has identified a new possible vendor and Ed will explore that option.

Meeting adjourned at 6:48 pm.