

Minutes
Ocean Charter School Governance Committee
Meeting Nov 17, 2022

Called to order by Ed Eadon, Governance Committee Chair and convened at 5:38pm.

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

Absent: Joshua Stokes. A quorum was present.

Other Attendees: Rebecca Peabody (parent)

Resolution to adopt AB 361 Certifications to allow a teleconference/Zoom meeting for the Governance Committee by finding there continues to exist a state of emergency and local officials continue to recommend measures to promote social distancing. Adoption of this resolution was moved by Ed Eadon and seconded by Sue Ingles. Passed unanimously.

Open Forum

Sue indicated that she would like the Board to be apprised of the stage that OCS is at on the pathway to full membership in Alliance for Public Waldorf Education.

Review and Possible Approval of Oct 27, 2022 Draft Governance Committee Minutes.

Draft minutes had been distributed for members to review. Tammy identified that there was a duplicated paragraph at the bottom of document that should be removed. Ed moved that we accept the minutes subject to a revision as indicated and the motion was seconded by Tammy. The minutes were approved with a unanimous vote.

Update - Board Member Responsibilities Training

Ed announced that a mandatory Conflict of Interest Training will occur at the Dec meeting and a Board Member Conduct training will occur at the Jan 2023 meeting.

Discussion of Cybersecurity Plan

Stephanie has been working with Charter Safe and ARC while discussing the issue with her son who is a systems engineer. We discussed 5 things that would improve our cyber security. 1) Multi Factor authentication (ARC) 2) Training in identifying and defeating phishing scams 3) Training in Cyber Security in general (CLA) 4) Defeating Ransom Ware hijacking by backup at an offsite location. 5) Encrypting computer drives (ARC). Suggestions included looking at

accomplishing this in house using off the shelf help or our providers—eg, our audit firm might have recommendations. Tammy identified Vector Solutions as having training software packages that can test our staff's skills with false phishing attacks.

Discussion on retention/archival/backup of Electronic Files

We discussed this issue in the prior item. Stephanie will look at alternative backup processes and bring findings back to the committee.

Discussion of Board Continuity Reference work schedule

Ed is slowly working to set up a virtual, linked system with all documentation necessary for all Board Members and a guide for new members in getting up to speed.

Discussion of annual review of OCS Bylaws and updating process

This item awaits our next (Jan 2023) meeting when we expect Josh to return.

Review of Compliance Calendar

The Compliance Calendar is required to be reviewed and approved by the Board at the next meeting to meet deadlines. LAUSD sent requirements for this out on Sep 27 and our ED's have been completing the checklist that assures LAUSD we are in compliance. Tammy noted that our process of Board review and approval should be improved so that members have the appropriate documents to review. Separately, we as a committee need to establish a process to monitor the preparation of related reports prior to Board presentation.

Meeting Adjourned at 6:58 pm.

Minutes prepared by Ed Eadon and edited by Stephanie Edwards