

Minutes  
Ocean Charter School Governance Committee  
Meeting Sep 22, 2022

**Called to order by Ed Eadon, Governance Committee Chair and convened at 5:31pm.**

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

Absent: Joshua Stokes

Other Attendees: Kristy Mack-Fett, Angela Bass (Campus Coordinator), Rebecca Peabody (parent)

A quorum was present.

**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 Debbie Tripp. Passed unanimously.

**Open Forum**

Visitors were introduced to the committee by Stephanie Edwards.

**Review and Possible Approval of May 19, 2022 Draft Governance Committee Minutes.**

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

**Review and discussion of the OCS Civility Policy**

Stephanie led the discussion and outlined the off campus event that led to this agenda item. Tammy asked if we had a similar policy already and suggested we modify and replace that policy. Ed expressed concern about the use of the word harassment and recommended consultation with our lawyers. Stephanie shared that the policy is included in the Student/Parent Handbook and has been vetted by legal counsel.

**Review and discussion of Homeless Education policy (Education for Homeless Children and Youth Policy)**

Stephanie led this discussion indicating that the policy update was provided by YMC. She highlighted the need to complete an annual housing questionnaire that triggers enrollment of students/families into the support system. It was suggested that we incorporate this into the re-enrollment process since it is annual and pair

it with determining eligibility for free and reduced lunch registration. We approved moving this forward to the Board for their approval at the Oct. Board meeting.

**Review and discussion of Comprehensive School Safety Plans  
(Board review/approval required by October 15, 2022)**

Angela Bass provided a thorough presentation on her consolidation of several approved policies into a comprehensive, interactive document following a CDE checklist. She incorporated links to key documents that will ensure the latest versions are available when consulted. Our CSSP will be reviewed by CDE and LAUSD. We recommended that the CSSP be brought to the Board for their approval at the Oct. Board meeting. Due to Fentanyl's pervasive availability and low cost, Tammy brought up the need for the school to obtain and learn to use Narcan.

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

Ed indicated he will provide Brown Act training based off of the latest YMC training package at the Oct. meeting and Conflict of Interest Training at the Nov. meeting.

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

This item is closed out to an informal process. The Board Secretary will keep attendance and the Chair will take action when deemed necessary.

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

This item is closed with no further action necessary.

**Discussion of Board Continuity Reference work schedule.**

Ed suggested this needs time to hash out the work. He plans to look at the CSSP as a model for this reference. One item discussed was the documentation of the ED evaluation process.

**Discussion of annual review of OCS Bylaws and updating process.**

Since Josh was absent, this was moved to our next meeting.

**Discussion on retention/archival/backup of Electronic Files.**

Ed identified a CDE document on electronic school records, but on closer examination, it related only to Covid 19. Tammy noted the ransomware attack on LAUSD and suggested that Maryangee contact CharterSafe on recommended actions and investigate instituting a basic cloud storage approach to protect our records.

**Meeting Adjourned at 6:34pm**

Minutes prepared by Ed Eadon