

Minutes—approved  
Ocean Charter School Governance Committee Meeting  
Aug 31, 2023

**Called to order by Ed Eadon, Governance Committee Chair and convened at 6:35pm.**

Present: Edward Eadon; Sue Ingles; Megan Helms

Guests: Kristy Mack-Fett, Soroush Madjzooob (by phone)

Absent: Joshua Stokes

A quorum was present.

**Open Forum:** Ed announced committee membership changes made at the last Board meeting. Debbie Tripp, Tammy Stanton were removed from the committee. Megan Helms was added. Attrition also included Rebecca Peabody and Stephanie Edwards who have left the school. Kristy Mack-Fett may be added at a future Board meeting.

**Change to Agenda Order:** The committee agreed with Kristy's proposal that we start with agenda item 5 on Cyber Security because the guest is on standby.

**Cyber Security and Electronic Records Backup discussions: questions for ARC Designs (OCS IT support vendor):** Ed had learned that OCS would be paying \$5K for the firewall and suggested the cost may be on the high end. Soroush referred us back to others at ARC and suggested that this may include other services. Other questions included:

- a. Recommendations about all our software systems, Google Suite, Powerschool, Office 365, Dropbox. He suggested we move away from Dropbox and could provide a guide on how to do that.
- b. Mitigating risk of possible hijack (ransomware) of our systems from malware—he indicated there is a backup to the cloud but that a more robust backup could be provided by third party integrators.
- c. An absolutely bulletproof system would likely be too costly. Now, they can restore but some data may be lost in the process.
- d. Soroush said they could provide training or materials on Cyber security: unauthorized software, mobile devices, internet use, and how to identify potential techniques that hackers use—e.g., phishing. Once or twice a year.
- e. Kristy corrected Soroush about the fact that OCS now owns the chromebooks and were no longer on loan from LAUSD so their maintenance falls under our contract with ARC.

**Review and possible approval of May 25, 2023 Governance Committee meeting minutes:** Sue moved to approve the minutes, Ed seconded the motion. It was passed with Megan abstaining since she was not in attendance.

**Update status and discuss plans for Bylaws changes and Board approval.** Ed provided a status of the approval of revisions to our bylaws. Laura Stotland and Ed had consulted with YMC's lead attorney on bylaws, Kimberly Rodriguez, but the Board had further questions. Both Laura and Ed closely read the changed bylaws and will be sending her an email to get further clarification.

**Discussion of actions needed to complete Alliance for Public Waldorf Education Self-Study full membership:** Kristy indicated that this effort will be put on hold until the next school year since we will need to place resources towards the WASC effort which requires actions from the same stakeholders. The Board can continue their ongoing review/discussion of Core Principles.

**Discussion of Board Continuity Reference architecture: Shared Drives Board Documents/References Key OCS Documents and Policies:** Ed indicated he will create the shared drive with the continuity reference architecture to discuss at the next meeting.

**Discussion of WASC Schoolwide Action Plan aligned with LCAP:** Kristy noted that the mid-cycle review will occur April 15 & 16. The Board will need to participate to review and contribute to the schoolwide action plan.

**Follow up on OCS Conflict of Interest Policy provided to LACOE:** Ed discussed how the question about LA County and approval of our policy came up during discussions with YMC. Megan followed up and confirmed our approved policy was at LA County. Ed brought up related 990 policies and the wording from the IRS Form 990 which may require changes in promulgation

**Meeting Adjourned at 6:57pm**