

# WCCUSD Governance Subcommittee

Alvarado Adult Education Campus

June 15, 2015

## Minutes

Approved as Amended July 13, 2015

### A. Opening Procedures

#### A.1 Roll Call and Introductions

The meeting was called to order at 6:30 PM by Chairperson Valerie Cuevas.

**Committee Members Present:** Valerie Cuevas, Todd Groves

**Other Attendees:** Bruce Harter, Superintendent, Debbie Haynie, Executive Secretary, Theresa Harrington, Reporter

#### A.2 Approval of Agenda

The agenda was approved by consensus.

### B. Public Comment

None

### C. Action Items

#### C.1 Identification of a regular meeting day each month, the starting time of the meeting and a preferred location.

The committee agreed to alternate between day and evening meetings to encourage opportunity for public involvement. The next meeting date was scheduled for Monday, July 6. Superintendent Harter will prepare a proposed meeting schedule and location.

### D. Discussion Items

#### D.1 Scope of the Committee – identification of governance related items for the committee’s the consideration and an approximate timeline for addressing each

The Committee agreed to review Board bylaws, governance training, and work on a governance handbook. A timeline will be determined at the time of commitment.

#### D.2 Committee Operation – how the committee will operate

Ms. Cuevas will serve as Chairperson to work with the Superintendent and report to the Board. Both Ms. Cuevas and Mr. Groves will share the duties of facilitating meetings. Superintendent Harter will invite Board members to provide input for upcoming agendas while Chairperson Cuevas and Mr. Grove will review draft agendas. Rosenberg’s Rules of Order will be used for procedural matters.

#### D.3 Board Handbook

Superintendent Harter explained that facilitator Barbara Young will provide a workshop to the full Board on July 6, 2016 and return to work with the committee on procedures for the handbook.

Mr. Groves remarked about building an effective governing team and that a handbook will set norms about how to conduct public business.

Chairperson Cuevas felt that development of a handbook might address exploring ideas for consideration of a rotating presidency, Brown Act training, evaluation processes, and establishing norms for protocol around communication.

**D.4 LCAP Budget Reporting**

Chairperson Cuevas led conversation regarding the LCAP plan in relation to the District's budget and the two distinct, legally required processes. Discussion included efforts to make the document a way to look at federal funding, grants and district budget interpretation. Discussion also included Youth Commission involvement with public advocacy and the staff update in fall 2015 on next LCAP developments toward more community engagement. This topic will return to a future agenda of the Governance Subcommittee.

**E. Adjournment**

Superintendent Harter discussed possible items for the next meeting agenda including revisiting the mission statement, bylaw revision, meeting schedule, and preview material of handbook workshop.

Chairperson Cuevas adjourned the meeting at 7:14 PM.

The next regularly scheduled meeting will be on July 6, 2015.