

# WCCUSD Governance Subcommittee

Alvarado Adult Education Campus

**June 19, 2017**

## **Minutes**

Approved 9/12/17

### **I. Opening Procedures**

#### **A. Roll Call and Introductions**

Chairperson Valerie Cuevas called the meeting to order at 6:09 PM.

**Committee Members Present:** Valerie Cuevas, Tom Panas

**Staff Attendees:** Matthew Duffy Superintendent; Debbie Haynie, Executive Secretary

Members of the public introduced themselves.

#### **B. Approval of Agenda**

Mr. Panas provided correction to items II. C. and III. D. to properly reference Resolution 19-1617. The corrected agenda was approved by consensus.

#### **C. Approval of Meeting Minutes – May 17, 2017**

The minutes for May 17, 2017 were approved by consensus.

#### **D. Public Comment**

Mr. Mike Peritz spoke about positive culture, collaboration and incentive for best ideas, recommending suggestion boxes in schools. He shared details about how to have them constructed.

Mr. Alex Beltran spoke about the importance of this committee recognizing any other parent group outside of PTA. He also spoke about delays in changes to culture and procedures. He concluded with remarks about the ombudsperson position, advocating for this position to be filled by someone outside the district.

### **II. Discussion Items**

#### **A. Continued Review of School Site Committees Structure, Bylaws, and Protocols**

Mr. Panas recapped the last meeting's discussion. He said he was surprised to see the flexibility SSC bylaws provide to schools regarding membership elections. He further spoke about reviewing bylaws and rules for uniformity.

Chairperson Cuevas and Mr. Panas talked about guidance and proper training for members to understand the decision making process.

Chairperson Cuevas asked who at a school site determines the level of best practices. Mr. Marin Trujillo, Coordinator for Community Engagement, shared information regarding the school principal responsible for site elections and basic responsibilities. Mr. Trujillo spoke about the flexibility for sites regarding bylaws, but emphasized requirements for staff review for parity. He shared that bylaws prescribe how elections are to be held with very specific election protocols. He addressed the importance of elections, meeting minutes and enforcement for audit purposes. Discussion took place regarding principal training and requirements.

Chairperson Cuevas recommended next steps to include looking at the subsequent iteration of SSC in order to support helping principals and members learn to improve the election process and recording of meeting minutes as valuable expectations.

Mr. Panas asked about the posting of minutes and bylaws. Mr. Trujillo responded for clarification.

**Public Comment:**

Mr. Alex Beltran expressed his feelings that SSCs were not working and the district is not doing what is necessary to make them better.

**B. Continued Review of Vincente, Lloyd & Stulzman “Tests of Control” Findings: TC4-5, Amendments to Contracts**

Chairperson Cuevas provided background regarding board members involved in amendments to contracts, the broader issue of staff function, and whether it is the role of the board to change contract language.

Mr. Panas provided the background regarding Test of Control Finding 4-5 and instances where contracts were modified at board meetings. His opinion was this is not a good practice.

Committee discussion continued regarding vendor communication and board members contacting vendors.

**Public Comment:**

Greg Visineau spoke saying that board members should not be allowed to amend contract language as this is not a role of the board. Contracting should be taking place with appropriate staff.

**Committee Discussion:**

Chairperson Cuevas addressed the specifics of vendor actions that resulted in the test controls. She also spoke about the integrity of the Request for Proposals process. Discussion continued regarding inquiries differing from manipulating the process, as well as how the handbook addresses vendor communications.

Discussion took place about additional language to BB 9005 for the Board to consider.

**C. Review of Resolution 19-1617 (Limiting Campaign Contributions to Candidates for the West Contra Costa Unified Board of Trustees), Referred Back to the Governance Subcommittee by the School Board on August 10, 2016**

Chairperson Cuevas provided background around the development of the resolution, which included legal counsel about requirements, restrictions, state legislation and community input. The resolution was referred back to the Governance Subcommittee in August. Ms. Cuevas proposed seeking more input and perspective from people’s reaction to campaign contributions limits.

**Public Comment:**

Ms. Elizabeth Sojourner spoke about the committee’s efforts to level the field for candidates and dollars involved in elections.

Mr. Mike Peritz had remarks about board officials eroding confidence in staff in the eyes of the public. He advised proceeding with care.

Mr. Alex Beltran voiced concern about fairness for all candidates with campaign limits.

**Committee Discussion:**

Chairperson Cuevas said her intent was to expand awareness and review the issue. Mr. Panas did not see this as a speedy decision and advocated for care and thoughtfulness by being well informed.

Chairperson Cuevas recommended inviting a panel of people who have been involved in this matter to learn what might fit at the local level. Mr. Panas agreed about hearing from informed individuals.

**D. Review of BB 9310 Regarding Properly Agendizing New and Amended Board Policies**

Discussion took place regarding the practice of bringing policy revisions to the Board for consideration. Some policies have gone directly to action for approval while others have been afforded two readings, one for information and a second for consideration of action.

While he supported two readings for consistency and transparency, Mr. Panas said the Board always has the option to waive bylaws for any policy that staff may bring.

Superintendent Duffy explained the California School Boards Association support in providing board policy revisions and agendizing for a public reading first following by a second agendizing for reading and approval. Discussion continued.

**Public Comment:**

Ms. Petronila Fernandes spoke about policies related to safety, parent volunteering, and policies made available at school sites.

Mr. Mike Peritz supported two readings to allow time for new information.

**Committee Discussion:**

Discussion supported consistency and help for board members to provide feedback to the Superintendent.

**E. Review of BB 9323 Regarding Extending Board Meetings Past 10:30 p.m.**

Mr. Panas addressed the current process to extend Board meetings and exploring opportunity to allow for extending a meeting more than once. Mr. Panas recommended language to allow more than one extension. Chairperson Cuevas read the section of the policy under discussion.

**Public Comment:**

None

**F. Reconciliation of BB 9270 and Governance Handbook Regarding Vendor Communications and Relations**

Mr. Panas spoke about application to BB 9005. He said BB 9270 identifies the threshold regarding financial interest for officers, directors or employees. After consideration, he said this bylaw does not address discussion with vendors by this definition and this was not the appropriate bylaw.

**Public Comment:**

None

**G. Reconciliation of BB 9100 and Governance Handbook Regarding Board Elections of Officers**

Chairperson Cuevas related that a question had been raised regarding election cycles and rotation of the offices of President and Board Clerk among the five members when three Board members had been elected at the same time. Her intent in reviewing this bylaw was to assure a fair process to allow every board member opportunity to serve.

Mr. Panas diagramed the matter to illustrate the need to identify as a cohort the members elected within the same election cycle.

Discussion took place about adding language to identify specific cohorts in order to assure an incumbent member has opportunity to serve as President.

**Public Comment:**

Mr. Beltran had remarks about leadership skills for the president in the democratic process.

**III. Action Items**

**A. Receive and Approve Update on Board Agenda Placement of Subcommittee Recommendations to Board Regarding Board Committee and Subcommittee Structure and Authority (BB 9130)**

The committee provided direction to place this item on the upcoming Board agenda for consideration and provide an item in the Friday Board letter to give context.

**Public Comment:**

None

**B. Receive and Approve Update on Board Agenda Placement of Subcommittee Recommendation to Board Regarding Reconciliation of Governance Handbook and Board Policy (BB 9000, 9005, 9100, 9121, 9123, 9140, 9150, 9270, 9321, 9322, 9323, 9400 & BP 1221)**

The committee provided direction to place this item on the upcoming Board agenda for consideration.

**Public Comment:**

None

**C. Approve Subcommittee Recommendation to Board Regarding Vincente, Lloyd & Stulzman “Tests of Control” Findings: TC4-5, Amendments to Contracts**

The committee discussed stronger language to BB 9005 regarding amending contracts and aligning with the handbook language. Superintendent Duffy will bring back potential language for consideration by the committee.

**Public Comment:**

None

**D. Approve Subcommittee Recommendation to Board Regarding Resolution 19-1617 (Limiting Campaign Contributions to Candidates for the West Contra Costa Unified Board of Trustees)**

This item was tabled to the next meeting to provide opportunity for more information.

**Public Comment:**

None

**E. Approve Subcommittee Recommendation to Board for BB 9310 Regarding Properly Agendizing New and Amended Board Policies**

The committee provided recommendation to amend language of the bylaw to support first and second readings of board policy revisions. The committee provided direction to place this item on the upcoming Board agenda for consideration.

**Public Comment:**

None

**F. Approve Subcommittee Recommendation to Board for BB 9323 Regarding Extending Board Meetings Past 10:30 p.m.**

Mr. Panas recommended language to revise the bylaw to reflect extending Board meetings more

than once.

**Public Comment:**

None

**Motion: Mr. Panas moved approval of the bylaw language recommendation to extend Board meetings more than once. Ms. Cuevas seconded. Motion carried.**

**G. Approve Subcommittee Recommendation to Board for Reconciliation of BB 9270 and Governance Handbook Regarding Vendor Communications and Relations**

This item was tabled indefinitely. Another action will be considered regarding a separate Bylaw.

**Public Comment:**

None

**H. Approve Subcommittee Recommendation to Board for Reconciliation of BB 9100 and Governance Handbook Regarding Board Elections of Officers**

The committee recommended language to revise the bylaw to reflect “elected at the same time” regarding the position of Board Clerk.

**Public Comment:**

None

**Motion: Mr. Panas moved approval of the bylaw language recommendation to reflect “elected at the same time” regarding the position of Board Clerk. Ms. Cuevas seconded. Motion carried.**

**IV. Governance Subcommittee Meeting Schedule**

The next meeting was scheduled for Tuesday, July 8, 2017, 6:00 PM, cancelling the July 25, 2017 date.

**V. Adjournment**

Chairperson Cuevas adjourned the meeting at 8:45 PM.