

# WCCUSD Governance Subcommittee

Alvarado Adult Education Campus

March 2, 2017

## Minutes

Approved April 18, 2017

### I. Opening Procedures

#### A. Roll Call and Introductions

Chairperson Valerie Cuevas called the meeting to order at 6:04 PM.

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

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

#### B. Approval of Agenda

The meeting agenda was approved by consensus.

#### Public Comment:

Mr. Mike Peritz encouraged transparency, efficiency and dissemination of information for public participation.

Mr. Greg Visineau had remarks about the scope of the Governance Subcommittee and handling conflict of interest as addressed in the recent forensic investigation.

### II. Discussion Items

#### A. Board Policy & Governance Handbook Protocols

#### Public Comment:

None

#### Committee Discussion:

Chairperson Cuevas provided background for committee work prior to the November election. The Governance Handbook was developed as a tool for on-boarding new trustees and establishment of protocol for the annual seating of the president, engaging student representatives, and protocol for agenda items. The new processes need reconciling with board policies.

Discussion proceeded relating to revisions from November 2016. Superintendent Duffy provided his understanding about the handbook, and that board policies are the final reference. He recommended reviewing the noted policies, bringing back to the committee to address revisions and avoid potential conflict. Discussion continued regarding policies reconciled in September 2015 and the recommendation to review sections on Board meeting and agenda setting practices in BB 9322.

Next steps will include an update with conversation of intent by the committee at its next meeting.

#### B. Board Policy on Parcel Tax Subcommittee

Chairperson Cuevas provided background regarding formation of the District Budget Engagement Committee (DBEC) in May 2016, community conversation, and reconfiguring committees with various budget entry points. Ms. Cuevas explained the creation of a separate Citizens Oversight Committee for Parcel Taxes (COCPT) as a separate committee under parcel tax requirements. She further related an inconsistency in policy BP 1221 regarding committee membership to include a taxpayer association representative. She said this needed to be rectified in order to seat the

committee to begin oversight requirements.

**Public Comment:**

Mr. Anton Jungherr provided a redline copy of BP 1221 noting the referenced committee and related circumstances regarding incorporation of another taxpayer association in an effort to make an alternate committee appointment. He recommended returning to the originally intended Contra Costa County Taxpayers Association and adding language on how a new equivalent organization might petition for membership on the committee.

Mr. Peritz asked for consideration of senior citizen representation on the committee.

Mr. Visineau remarked about verbiage and an indication of equivalent.

**Committee Discussion:**

Discussion took place regarding the intent of the committee, recommendation to reflect the Contra Costa County Taxpayers Association, and ready for Board consideration. Discussion also included development of a mechanism for consideration of changes in the future should a new group come to the Board seeking a seat on the committee.

Superintendent Duffy recapped the direction to insure that policy language reads the correct taxpayer association and petitioning from an equivalent organization.

**C. Board Policy on Board Committee and Subcommittee Structure**

Chairperson Cuevas provided background regarding Board committees and subcommittees. Board Bylaw 9130 was referenced as well as the Governance Handbook listing of committees with descriptions.

Superintendent Duffy shared that the Academic Subcommittee, Technology Committee and Safety Climate Committee operate as staff committees rather than Board committees.

**Public Comment:**

Mr. Jungherr provided a handout with information regarding committee and subcommittee structure. He recommended four Board subcommittees including the Academic Subcommittee, formation of a Budget Audit Subcommittee, Facilities Subcommittee and Governance Subcommittee.

Mr. Peritz spoke about not expanding the number of subcommittees sighting simplicity for public information and participation.

**Committee Discussion:**

Discussion continued about how to ensure public access to the work of the District and consideration of electronic technology to capture the work. Superintendent Duffy spoke about the work of staff in preparation for meetings and alignment of committees for Board consideration. He suggested any changes to structure to take place in the 2017-18 school year.

Discussion proceeded around appropriate and working committees diving deep into the operations while maintaining subcommittees at the policy level.

Superintendent Duffy recapped direction to maintain established Board Subcommittees including Academic Subcommittee, Facilities Subcommittee, Governance Subcommittee, and bring a proposal about creation of a Budget Audit committee. The Technology Committee and Safety Climate committee are more practice oriented and attended by staff. Superintendent Duffy will bring these recommendations back for public input and Governance Subcommittee consideration.

**D. Board Policy on District Complaint Protocol & Ombudsman**

Mr. Panas provided background and interest in developing a better way for the public to know about the District's complaint process. He supported the implementation of a representative within the organization to help parents. Mr. Panas thought this would improve transparency regarding complaints.

**Public Comment:**

Mr. Peritz spoke about employees and school faculty related complaints. He also spoke about a method for proactive suggestions.

Mr. Jungherr provided a handout regarding the current complex complaint system within the District.

Ms. Elizabeth Sojourner related about attending Board meetings were she was dismayed by loud and vocal parents airing their complaints. She recommended marketing the idea of an ombudsperson and improved complaint process.

**Committee Discussion:**

Superintendent Duffy explained the two types of complaints: Williams Complaints are state law regulated and Uniform Complaints are handled through an administrative process. Currently Human Resources handle escalated Uniform Complaints. He also addressed privacy issues and complaints rising to the level of Board hearing.

Superintendent Duffy provided an overview of an ombudsperson who would report directly to the Superintendent with timeline and follow up on complaints. This position would assist parents in working with the school and Executive Director. He said that this function could fit into the current Title IX office capacity.

Discussion continued regarding software for recording and tracking, possible board policy implications, and re-engineering the organization for a cultural transition to receive ideas without fear of retaliation.

**III. Discuss / Approve Next Steps**

**A. Board Policy & Governance Handbook Protocols**

Superintendent Duffy sited next steps to address conflicts with Bylaw 9322 and bring back for review.

**Public Comment:**

Mr. Jungherr recommended adoption of the Governance Handbook as policy and a key document for the Board and Public.

**B. Board Policy on Parcel Tax Subcommittee**

Superintendent Duffy sited next steps to prepare revisions to BP 1221 to reflect the Contra Costa Taxpayers Association and adding language about how to amend committee membership.

**Public Comment:**

Mr. Jungherr supported the proposal.

**C. Board Policy on Board Committee and Subcommittee Structure**

Superintendent Duffy sited steps to bring the next iteration of committee policy including removal of the Technology Committee from the Subcommittee listing and the addition of a Budget Audit

Subcommittee with description.

**Public Comment:**

Mr. Jungherr spoke about Board Members engaged with the District budget at an audit level.

**Committee Discussion:**

It was recommended that changes to the Academic and Budget Audit Subcommittees be effective July 1, 2017 and the Technology Committee removed from Board Subcommittee status effective June 30, 2017. Video recording of subcommittees was also discussed.

**D. Board Policy on District Complaint Protocol & Ombudsman**

Superintendent Duffy recapped that he will bring a proposal or outline with details to the next Governance Subcommittee meeting.

**Public Comment:**

Mr. Jungherr supported the changes in culture and policy to give credence to change.

**IV. Governance Subcommittee Meeting Schedule**

The next Subcommittee meetings were scheduled for April 18, 2017 and May 17, 2017.

**V. Adjournment**

Chairperson Cuevas adjourned the meeting at 8:38 PM.