

# WCCUSD Governance Subcommittee

Alvarado Adult Education Campus

**April 17, 2019**

## **Minutes**

Approved May 15, 2019

### **I. Opening Procedures**

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

Chairperson Stephanie Hernández-Jarvis called the meeting to order at 6:06 PM.

**Committee Members Present:** Stephanie Hernández-Jarvis, Tom Panas

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

Chairperson Hernández-Jarvis invited audience member Anton Jungherr to introduce himself.

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

Mr. Panas and Chairperson Hernández-Jarvis approved the agenda.

#### **C. Public Comment**

None

### **II. Discussion Items**

#### **A. Role of President, Role of Clerk**

Mr. Panas spoke about his thoughts for three revisions. In the hope of creating cooperation and including all in the process, he would like to amend language where if the president and clerk agree, that duties can be delegated. For example, the clerk can preside over meetings. Secondly, he would like Bylaw 9322 to include a statement that the clerk is one of the people involved in preparation of the agenda. Thirdly, he would like clarity on what the bylaw means by the statement that the president represents the district as governance spokesperson, in conjunction with the superintendent. He thought these would be useful updates.

#### **Public Comment:**

None

Chairperson Hernández-Jarvis recapped Mr. Panas comments. She expounded on his thought that it a good governance practice to provide opportunity for the clerk to lead a meeting as well as recognize both their active participation in agenda setting. She said she would also like to think carefully about communication as a spokesperson on behalf of the district. Discussion touched on social media posting, potential ambiguity, and setting parameters.

Discussion also touched on procedure in other districts where the president manages the speaker cards, and managing the time for speakers by turning off the microphone when necessary.

Chairperson Hernández-Jarvis will agenzize this item for the next meeting and Superintendent Duffy will provide some wording for consideration.

Mr. Panas spoke about the role of clerk and performing other duties assigned by the Board. He felt that language about mutual agreement by the president and clerk should be included as necessary. He would also like to add language to affirm that the clerk participated in agenda setting in an official role.

Chairperson Hernández-Jarvis spoke about the role of the clerk as timekeeper for board members in order to be equitable and equal in the time during discussion of agenda items. Dialogue also touched on the handling of speaker cards, assessing the number of speakers and those turned in late to comment on agenda items. Mr. Panas suggested formalizing the role of clerk to support the president in timely and effective board meetings.

Superintendent Duffy will provide some language for consideration.

**B. Pulling Items from the Consent Agenda**

Chairperson Hernández-Jarvis addressed the practice of pulling items from the consent agenda and the resulting challenge to get through the full meeting agenda. Discussion included suggestion of advanced inquiry for routine items, and whether clarity of board policy was needed.

**Public Comment:**

Mr. Jungherr opposed limiting board members as elected officials to speak about consent items. He also shared, that as a member of the public, there was no incentive to address an item when it would be held until the end of the meeting. He expressed frustration about a time limit for public comment.

**Committee Discussion:**

Committee discussion continued about this as an operational item, how to prioritize the handling of consent items when speakers have expressed interest. Mr. Panas asked Superintendent Duffy to propose language for consideration at the next committee meeting.

**C. Contracts (Annual Measurable Outcomes / Metric of Success)**

Superintendent Duffy shared information about contract agreements and contract summary of services. He indicated that this document had been expanded to provide more information and accountability for continuing services agreements.

Chairperson Hernández-Jarvis began conversation about effectiveness of contracts and the recent committee review. She asked how to provide information in a sharable format, similar to the spreadsheet used by the committee in review of contracts.

Mr. Panas spoke about every contract having a metric of success and annual measurable outcomes. He advocated for clear statements to base evaluation and determining whether the funds spent benefit students.

Discussion continued about incorporating a scope of work to align with the LCAP, Roadmap or other key areas.

**Public Comment:**

Mr. Jungherr recommended a similar practice as used for construction contracts with an audit clause to determine acceptable evidence to establish successfulness of contracts with defined outcomes.

Superintendent Duffy said he would bring examples of metrics of success for consideration.

**III. Governance Committee Next Meeting**

The next meeting was scheduled for Wednesday, May 15, 2019. The committee determined additional meeting dates of Tuesday, June 18 and Wednesday, July 24 at the Alvarado Adult Education campus.

**IV. Adjournment**

Chairperson Hernández-Jarvis adjourned the meeting at 7:14 PM.