

# WCCUSD Governance Subcommittee

Alvarado Adult Education Campus

July 18, 2017

## Minutes

Approved 9/12/17

### I. Opening Procedures

#### A. Roll Call and Introductions

Chairperson Valerie Cuevas called the meeting to order at 6:01 PM.

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

**Staff Attendees:** Matthew Duffy Superintendent; Debbie Haynie, Executive Secretary; Marin Trujillo, Coordinator Community Engagement; Marcus Walton, Director Communications

Members of the public introduced themselves.

#### B. Approval of Agenda

Mr. Panas and Chairperson Cuevas approved the agenda.

#### C. Approval of Meeting Minutes – June 19, 2017

The meeting Minutes for June 19, 2017 were tabled until the next meeting.

#### D. Public Comment

Dr. Fatima Alleyne delivered documents related to School Site Council and suggested sharing with Board members.

### II. Discussion Items

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

Mr. Marin Trujillo provided a template for School Site Council (SSC) bylaws as well as samples bylaws from several schools in the district. Mr. Panas noted differences with each example, and asked if there was any benefit to SSC elections held at the end of the school year versus the beginning of the year. Mr. Trujillo provided background and additional clarification.

Chairperson Cuevas spoke about guidance provided by the district and consistency as SSCs consider spending of funds for school sites. She asked about standardizing of election dates and any benefit in setting a census time frame. Mr. Trujillo referenced Ed Code 3147(c) noted in the bylaws template which provides scope for rules of order along with the use of Roberts Rules of Order. He also talked about committee elections mandated but not specified. Mr. Duffy asked about providing monthly topics for discussion. Mr. Trujillo responded and also spoke about discrepancies within data reports used by each school site.

Discussion continued regarding a potential SSC timeline with strategies for prioritization, augmentation funds, training for SSC members and consideration of Rosenberg's Rules of Order. Discussion also touched on the Local Control Funding Formula (LCFF) and how it has changed legal requirements and that SSCs are now only concerned with supplemental concentration funds and district augmentation funds. Mr. Trujillo shared information about Gonzales Unified School District and their policies. He will provide this information to committee members.

Chairperson Cuevas recommended next steps to include an updated template, draft of district guidance, and feedback from experts at the state level.

**Public Comment:**

Ms. Petronila Fernandes addressed the committee and Mr. Trujillo provided translation. She related her experiences as a Ford Elementary parent. She advocated for translation of materials and access to meeting minutes. She also addressed training for understanding of budgets as well as encouragement of parent participation.

**B. Continued Review of Subcommittee Recommendation to Board regarding Resolution 19-1617 (Limiting Campaign Contributions to Candidates for the West Contra Costa Unified Board of Trustees)**

Chairperson Cuevas provided background and said that this item would continue to be agendized to stay a topic of conversation and work to be done.

**Public Comment:**

Elizabeth Sojourner had remarks about receiving public input, how this matter might relate to a candidate's own contributions, organizations under contract with the district, and employee unions.

**Committee Discussion:**

Mr. Panas reiterated that this was a topic for careful and thoughtful consideration.

**C. Review Development of 2017-2018 Superintendent Evaluation Rubric and Performance Goals**

Chairperson Cuevas said that the Board had asked this committee to look at development of a rubric, review contract and bylaws regarding performance evaluations. She said this was an opportunity for input and not a reflection on the Superintendent.

**Public Comment:**

Ms. Petronila Fernandes asked if there was a way for the public to provide feedback on the Superintendent's evaluation possibly in the form of a parent survey.

**Committee Discussion:**

Mr. Panas had given thought following the informal evaluation that took place in January and the more formal one in June. He provided an extensive draft using the Superintendent's 2020-22 goals which included careful measuring of goals and effective communication to the public.

The committee held conversation about a rubric and components that the Board could use. Discussion included a public rubric and protection of personnel for private evaluation.

Superintendent Duffy spoke about the Road Map as a reflection of the Board's goals, incorporating LCAP, as ideas to accomplish over the next five years. Mr. Duffy said that his team was holding on development of their own goals until the Superintendent's goals are determined.

Chairperson Cuevas said there was opportunity to take this topic and Mr. Panas' sample to the August 7 retreat for Board input to the components, protocols, and metrics.

**Public Comment:**

Mr. Mike Peritz shared information about the annual America Night Out and the Superintendent using this as a public relations opportunity for promoting in the district.

**D. Review of CSBA's Suggested New Board Bylaw 9012 regarding Board Member Electronic Communication**

Mr. Panas provided background to this proposed policy provided by the California School Boards Association (CSBA). He said it was a current topic and asked how the Brown Act interacted with electronic communication.

Chairperson Cuevas suggested forwarding to legal counsel for vetting and additional language related to the use of electronic devices during Closed Session.

**Public Comment:**

None

**Committee Discussion:**

This item will return on the next agenda.

**E. Review of BB 9905 and 9200 regarding Communication with Vendors**

Chairperson Cuevas said that concerns regarding vendor communication were pointed out in the recent forensic audit. She also read staff recommended edits related to the vendor selection process under point number 9, and she proposed setting a high ethical expectation for Board members.

Mr. Panas also referred to BB 9220 as it related to limits of Board member authority. He determined that BB 9905 was more appropriate. Ms. Cuevas concurred and stressed that this revised language was informed by the forensic investigation and subsequent financial audit. Discussion took place regarding the wording of the staff recommendation.

**Public Comment:**

None

**III. Action Items**

**A. Receive and Approve Update of School Site Committees Structure, Bylaws, and Protocols**

Mr. Trujillo will bring to the next meeting an updated template for SSC Bylaws and suggested guidance documents and timelines. He will also review Rosenberg's Rules of Order to assess against Robert's Rules of Order as an option that might provide easier use by SSCs. Mr. Panas will look for inconsistencies in school bylaws. All will return to the committee for further deliberation.

**Public Comment:**

Ms. Petronila Fernandes spoke about SSCs being more neutral and consistent with bylaws, parents knowing those who are elected to site committees, and encouraging active engagement.

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

Superintendent Duffy will ask attorney Harold Freiman to return to share information with the committee. Staff will determine that previously shared documents are available on the district website. Additionally, advocates will be invited to attend and participate in conversation with the committee.

**Public Comment:**

None

**C. Consider Approval of Subcommittee Recommendation for Development of 2017-2018 Superintendent Evaluation Rubric and Performance Goals**

Superintendent Duffy will draft a sample document identifying components and metrics for evaluation of the superintendent for Board consideration. Mr. Panas' example will also be shared with Board members. These will be provided to the Board in advance of the August 7 retreat to allow opportunity for consideration and input.

**Public Comment:**

None

**D. Consider Approval of new Board Bylaw 9012 regarding Board Member Electronic Communication**

Staff will provide a proposed bylaw that will consider specifics and clarity regarding use of electronic communication particularly in closed session meetings. The Superintendent has the discretion to add other suggestions. This will return to the committee for consideration.

**Public Comment:**

None

**E. Consider Approval of Updated Board Bylaws BB 9005 and BB 9200 regarding Communications with Vendors**

BB 9005, including the revised language, will be forward to the Board for consideration. Superintendent Duffy will agendize the item for Board consideration.

**MOTION: Mr. Panas moved approval of the revisions for BB 9005 Governance Standards with revisions discussed at this meeting. Chairperson Cuevas seconded. The motion carried.**

**Public Comment:**

None

**IV. Governance Subcommittee Meeting Schedule**

Meetings were scheduled for Thursday, August 17, 2017, 6:00 PM and Tuesday, September 12, 2017, 6:00 PM.

**V. Adjournment**

Chairperson Cuevas adjourned the meeting at 8:37 PM.