WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT GOVERNANCE HANDBOOK

Approved : September 2, 2015

DISTRICT OVERVIEW

West Contra Costa Unified School District serves nearly 30,000 students in the East Bay region of the San Francisco Bay Area. The District serves the cities of El Cerrito, Richmond, San Pablo, Pinole and Hercules, along with several unincorporated areas of Contra Costa County, including North Richmond, El Sobrante, Tara Hills, Kensington and Montalvin Manor.

The District operates 54 schools. There are 38 elementary schools, six middle schools, nine high schools and one adult education center. In addition, there are 11 charter schools operating within the District's boundaries; eight have been authorized by WCCUSD.

The District's student population, like the community it serves, is diverse. The District's ethnic/racial makeup is: 52.7 percent Hispanic/Latino, 18.3 percent African American, 10.3 percent White, 10.1 percent Asian, and 5.3 percent Filipino. Another 3.3 percent of students are Ameion(t)-3.3(ri)7.2(c)-4(t)-3.2(o A)3.39(obra)-ric o Aeerrcentfnd,

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West Contra Costa Unified

Mission, Vision and Values

Whole Child, Whole Community

Mission

WCCUSD's mission focuses on key priorities and partnerships. Providing a high quality education goes beyond the walls of the classroom and integrates real-world learning experiences that require students to utilize social and intellectual skills. WCCUSD's Board recognizes students' social-emotional development and overall wellness are critical to academic and personal success.

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Values

All of the District's decisions and actions are rooted in core beliefs about student achievement; what defines student success and the necessary components. The listed values below reflect the mindset District leadership, educators, employees, program partners, and all stakeholders, are expected to embody and instill in students.

Student Success

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GOVERNANCE CULTURE

Unity of Purpose

Fostering and supporting an environment that demonstrates to the public the board's shared commitment to a positive meeting culture will help ensure that the district will be successful in meeting its goals and remain focused on student learning.

- We will keep the district focused on learning and achievement for all students.
- We commit the requisite time to govern effectively and will come prepared for meetings.
- We will form an effective team by building good working relationships among ourselves.
- We will share accountability for how we operate as an effective governance team.
- We agree to promptly address individual issues that hinder the board's effectiveness.
- We will be willing to find common ground through effective deliberation and collaboration.

Above from California School Board Association

WCCUSD GOVERNANCE MEETING AGREEMENTS TO SUSTAIN A POSITIVE CULTURE

We agree to:

- Keep focused on student outcomes.
- Create inclusivity, candor, and clarity in problem solving.
- Listen powerfully for possibility and positive intention.
- Remain focused on issues, not people
- Be informed, thoughtful, and open to all ideas
- Maintain awareness of agenda and time constraints

The Individual Trustee

- Keeps learning and achievement for all students as the primary focus.
- Values, supports and advocates for public education.
- Recognized and respects differences of perspective and style on the board and among staff, students, parents, and community.
- Acts with dignity, and understand the implications of demeanor and behavior.
- Keeps confidential matters confidential.
- Participates in professional development and commits the time and energy necessary to be an informed and effective leader.
- Understands the distinctions between board and staff roles, and refrains from performing management functions that are the responsibility of the superintendent and staff.
- Understands that authority rests with the board as a whole and not with individuals.

The Board

- Keeps the district focused on learning and achievement for all students.
- Communicates a common vision.
- Operates openly, with trust and integrity.
- Governs in a dignified and professional manner, treating everyone with civility and respect.
- Governs within board-adopted policies and procedures.
- Takes collective responsibility for the board's performance.
- Periodically evaluates its own effectiveness.
- Ensures opportunities for the diverse range of views in the community to inform board deliberations.

The Board's Jobs

- Involve the community, parents, students, and staff in developing a common vision for the district focused on learning and achievement and responsive to the needs of all students.
- Adopt, evaluate, and update policies consistent with the law and the district's vision and goals.
- Maintain accountability for student learning by adopting the district curriculum and monitoring student progress.
- Hire and support the superintendent so that the vision, goals, and policies of the district can be implemented.
- Conduct regular and timely evaluations of the superintendent based on the vision, goals, and performance of the district, and ensure that the superintendent holds district personnel accountable.
- Adopt a fiscally responsible budget based on the district's vision and goals, and regularly monitor the fiscal health of the district.
- Ensure that a safe and appropriate educational environment is provided to all students.
- Establish a framework for the district's collective bargaining process and adopt responsible agreements.
- Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state, and federal levels.

BOARDROLES AND RESPONSIBILITIES

Board Officer Roles & Responsibilities

Board President — Board Bylaw 9121

- Fosters an environment of communication by promoting a culture of open, transparent communication.
- Holds responsibility for the orderly conduct of meetings.
- Prepares with the superintendent and clerk the Board agendas
- Explains what the effect of a motion would be if it is not clear to members.
- Serves, in collaboration with the superintendent, as the official media contact for the Board.

Board Clerk — Board Bylaw 9123

- Serves as the presiding officer in the absence of the President.
- When required by law:
  - Certifies actions taken by the Board
  - Maintains records and reports
  - Signs approved Board meeting minutes.
  - Signs documents on behalf of the Board.

Student Board Representative — Board Bylaw (new)

Student Board members will be selected by the West Contra Costa Unified Youth Commission. The Youth Commission will appoint two members to represent WCCUSD students at each Board meeting for a term of one semester. The Youth Commission will then appoint two different students to represent WCCUSD students for each subsequent semester. At its monthly meetings, the Youth Commission will review items and issues that will be coming before the Board to assist the student Board representatives in preparing for the meetings of the School Board. In this way Youth Commission members will better understand the work of the Board and be more prepared to participate in meetings.

Role of the Board — Board Bylaw 9000

The Governing Board has been elected by the community to provide leadership and citizen oversight of the District. The key role of the Board is in ensuring high levels of student achievement. The Board shall ensure that the District is responsive to the values, beliefs, and priorities of the community. The Board shall work with the Superintendent to fulfill its major responsibilities, which include:

- Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff and is focused on student learning and achievement

Standing Board Subcommittees	Description
Academic Subcommittee	Oversees academic operations, engages teacher representatives from each school who carry information from the committee back to sites
Facilities Subcommittee	Oversees bond, construction, and facilities management
Governance Subcommittee	Improving Board governance by addressing governance measures such ate

Board of Education Liaison Position

The Board designates members to serve as liaisons to high school families and to City Councils. Board members volunteer to serve in these positions that involve participating in the high school graduation and when needed, as a representative to a family of schools including elementary, middle and high schools. The City Council liaisons take on the responsibility of communicating with the council on a regular basis providing information about the district that is relevant to the city and hearing about the unique issues in each jurisdiction.

High School Family Assignments and Graduations
El Cerrito High School
Hercules High School
Kennedy High School
Pinole Valley High School
Richmond High School
DeAnza High School
Middle College High School
Adult Education
Alternative High Schools
Extended Year Graduation

Liaison to City Councils and Unincorporated Councils
El Cerrito
Hercules
Pinole
Richmond
San Pablo
Unincorporated Councils (El Sobrante, Kensington)

Board Evaluation Proposed Board Bylaw 9400

The Board is committed to monitoring and annually evaluating their collective board performance to demonstrate accountability to the community and ensure that district governance effective supports student achievement and the attainment of the district's vision and goals.

Evaluations give the board an opportunity to identify and remove obstacles to better performance and to highlight best practices. Boards derive the highest values from a board assessment that is shaped on by five key principles:

1. The board has clear objectives for evaluation.
2. A board leader drives the process.
3. The process incorporates perspectives from senior management who regularly interact with the board.
4. The assessment process goes beyond compliance issues to examine board effeg4(i)-3t2261 -1.163 Td.7(s 3b8(m)-(ar)2(di)-3t24.6(t)2.ex)5.7cese 8(m)-4(4.6(t)2.ex)5.7c

BOARD PRACTICES

Board Meetings

All Board meetings are a reflection of how well the Board is doing their work. These meetings are meetings of the Board in public. Meetings are held in accordance with District policies and bylaws to ensure equitable access to all community members.

Agenda Setting

Board Bylaw 9322

- Requests for agenda items may be submitted to the Superintendent or President of the Board no later than two Fridays prior to the meeting.
  - Items deemed to be more urgent would be placed on the agenda more expeditiously then less urgent ones.
  - Other factors considered would be the number, type and public interest that may be generated
- The Superintendent will prepare a draft agenda that is shared and discussed with the President and Clerk of the Board approximately ten days prior to the meeting.
- Agendas will regulate the time of presentations and celebrations to ensure effective use of meeting times.
- Consideration will be given to Board study sessions that will allow for more inclusive conversations.
- Agendas will provide continual status on previous agenda items or work of staff (i.e. process, continuing work, completion).

Preparing for Meetings

- Agendas and all needed materials will be available to the Board and the public seventy-two hours before a meeting.
- If a Trustee needs more information or has questions, he/she should contact the superintendent.
  - In so far as possible, Board members will let the Superintendent and staff know ahead of time when a request for information is made.
  - When an individual Board member requests information pertaining to an agenda item, it will be provided to all Trustees.
- If a Trustee requests to share supporting or clarifying documents for an agenda item, he/she will provide them to the Superintendent.
  - The Superintendent in consultation with the Board president will decide the appropriate way to share the information (i.e. email or include for discussion item for meeting)

Conducting Meetings Board Bylaw 9323

- Meetings will follow Rosenberg's Rules of Order
  - https://www.cacities.org/Resources/Open-Government/RosenbergText_2011.aspx
- President may adjust the order of agenda items based on perceived community or District need.
- President ensures all Board members have equal opportunities to participate, and facilitates effective deliberation.
- Board will allow public to provide input at the time allotted to ensure multiple community voices and inform Board deliberations

(Attached: Rosenberg's Rules of Order)

Closed Session Board Bylaw 9321

All Board meetings are open to the public, except those noticed in advance as Closed Session. Closed Session agenda items are announced in public and then discussed with only Board Members and District staff present. Closed Sessions are permitted by law and held in accordance with the state Open Meeting laws to allow Board Members to discuss confidential legal, personnel and collective bargaining matters as well as certain real estate issues.

Closed sessions may normally only be conducted during a regular or special meeting when the meeting has been called with proper notification and properly agendized. However, in

Vendor Communications and Relations

Board members should limit their direct communications with vendors, consultants, contractors and others either doing business with the District or seeking to do business with the District, unless otherwise decided and directed by the Board.
Board members should stay within their role of a Trustee in relation to such vendors, consultants, contractors and others. The Board should refrain from performing management functions that are the responsibility of the Superintendent and staff. (Board Bylaw 9005)

- Information and communications received from such individuals or businesses should be referred to the Superintendent.
- Board members will not direct the work of any vendors, consultants, contractors or others doing business with the District.
- Board members will not individually negotiate with or influence the selection of such individuals or businesses.

Board members should not influence the making of a contract or amendment to an existing contract with such individuals or businesses.

- The negotiation and terms of contracts should primarily be handled by District staff and/or District legal counsel. The Board acts as the decision making body regarding such contracts.
- Questions or comments regarding terms of existing contracts and/or the possible amendment of such contracts should be directed to the Superintendent.
- The Board shall take staff input into consideration when contracts or amendments to contracts are being considered by the Board.

Board members should disclose their current or prior relationships with vendors, consultants, contractors and others either doing business with the District or seeking to do business with the District to the Superintendent, the rest of the Board, and the public, to the extent required by applicable conflicts of interest laws and the District's conflict of interest policy, and further, to the extent necessary to avoid the appearance of impropriety or of a conflict of interest.

Site Visitations

Visiting schools is a reminder to Trustees that students and their learning are the primary focus of their work. Visits provide valuable insight into how Board policy is implemented at the school site level. Trustees should have knowledge of the schools and programs that are achieving the District's goals

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ATTACHMENTS

Board Governance Calendar 2015-2016

Board Meeting Items

	Citizens Bond Oversight – TBD Clay Investigation Subcommittee – TBD Facilities Subcommittee – Nov 10 Governance – Nov 9, Nov 30 Local Control Accountability Plan – TBD Safety/Climate – TBD Solutions Team – TBD Technology Subcommittee – Nov 9 Youth Commission – TBD
December 9 1st Interim Report LCAP Measures & Outcomes: Student Learning Data Annual Organization Meeting: Election of Officers	December

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold." The motion can contain a specific time in which the item can come back to the body. "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check

Courtesy and Decorum

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TYPES OF BOARD MEETINGS

REGULAR MEETINGS

Regular meetings are where the board conducts a majority of its business. .