Special Meeting of the Citizens Oversight Committee Minutes
June 29, 2011 – 6:00 p.m. – Emeryville Senior Center
4321 Salem Street, Emeryville

Emery Unified School District Guiding Principles
We Hold High Academic, Social, and Professional Expectations
We Create a Sense of Family
We Inspire and Support Innovation to End Racist and Classist Practices

A. OPENING CEREMONY/ROLL CALL

Brian Carver, Chair
Joy Kent, Member
Francisco Aalbers, Member
Lisa Carlisle, Member
Betsy Cooley, Member
Shirley Enomoto, Member
Mitchell Fine, Member
Ron Henry, Member
Rodney Wong, Member
Marcelline Krafchick, Member
Dave Martinez, Member
Kelly Maddox, Member
Tom Rauch, Member
Barbie Robinson, Member

Dr. John Sugiyama, Superintendent of Schools, retired
Dr. Debbra Lindo, Superintendent of Schools
Roy Miller, Project Director
Dr. Hayin Kim, Director of Community and Youth Engagement

B. APPROVAL OF AGENDA (approximately 6:05 pm)

C. REPORTS

1. Superintendent's Report:

Great 2 meetings; new superintendent is coming; almost 3 years in this district I'm sure you will do great things

2. COC Chairperson's Report

- Chairperson Carver reviewed those agenda items that had not been yet discussed by the COC, e.g. subcommittees.
- Raised issue about expenditure process and request for reports; City/Schools discussion of the process as a good sign of finding a way to work productively with the COC; raised concern that this is the 6th COC meeting without an expenditure report; looking forward to a process to start reviewing reports
- Discussion of agenda setting, process, protocol and priority-setting

- Any member is free to put things on the agenda if you request it; the only constraint is timing; we need those one week before the meeting, at 5pm; First in first out protocol as an attempt at fairness?
- Establish agenda items according to what the COC's charge is and priority given to community engagement, e.g. budget
- Look at school board agenda and process:
  - Consider having standing items on every agenda and items that staff believes that the COC needs to address; and items that the COC members want to bring up (matters introduced by COC members);
  - Up to the superintendent in consultation with the chair if those can be put on the agenda;
  - A good idea to have at every meeting a time to discuss matters that the COC wants to address at the next meeting; there needs to be concurrence by a majority of the COC that should be on the agenda, but even then that it isn't a guarantee; superintendent still sets the agenda; priority of items needs to be the mandatory items that the COC needs to address and then a blend of what staff needs
  - Alleviates agenda items being talked about through email channels
- Procedural question re: School Board; is there some type of protocol if there is an urgent issue or would it have to wait?
  - No, the school board members have no authority or individuals as members; only influence as a board and needs to be brought to the next meeting; it's not the authority of an individual board member to ask; the other members have a right to know that, but can't be "polling" the board; it's better for those items to surface in an open meeting to hear the rationale
- Differences between school board and city council or city committee's process; any council member can ask to put something on the agenda,

- Motion for an agenda setting process like the school board, as articulated by J. Sugiyama (B. Robinson), Seconded (D. Martinez)
  - There are items that you will have every month; some that staff feels that need to be addressed; mandated items; it would be helpful, if next meeting we send out the proposed outline of how agenda items are set
  - Holding staff to the same standard as ourselves as far as adding agenda items as well;
  - The superintendent and the chair to determine the final agenda;
  - No vote: E. Cooley; Yes vote: everyone else

D. VISITORS

E. APPROVAL OF MINUTES

- Discussion about taking action minutes versus full minutes
  - Brown act requires actions taken; recordings might help so you don't have to take verbatim; at a minimum, just actions taken; school board does actions taken and items discussed; legally, the brown act that actions taken by the body have to be recorded;
  - Request that minutes be posted online (already done as part of COC packets)
  - Minutes are adopted for May 18th, June 14th.

F. ACTION/DISCUSSION ITEMS PUBLIC COMMENT INVITED (approximately 6:25 p.m.)

1. Presentation by Oakland Unified School District on Full Service Community Schools

- L. Carlisle saw OUSD presentation on FS Community Schools and strategic plan starting 2011-2012; thought it might be helpful to have OUSD rep to come and talk about it, maybe 15 minutes; that's available to us
- See OUSD website for background information; community schools concept as a foundational framework to understand, with staff preference that the COC have this information sooner rather than later (pref is July); possibly a comprehensive study session
- Scheduled for COC Special Meeting on August 3, 2011. L. Carlisle to take the organizational lead to reach out to OUSD.

2. Process for Electing Chair and Vice Chair for the COC

- Discussion about the process of electing the COC chair and vice-chair
    - Members articulated concerns about COC tone without being adversarial in working with Board and City/Schools; need for leadership and direction in creating an environment that is collaborative and constructive; need to stay within the COC scope and responsibility to be most effective; can't take COC roles as individual members with individual interests/agendas
    - Concern of limiting the authority of chair and vice-chair too narrowly to include city/school report; limited the role of the chair already to calling on people;
    - Staff suggestion to look at EUSD board bylaws and propose what the role of the chair is and other procedural suggestions
    - Articulated need for clear cut delineated discussion and actions and what is appropriate for COC action and discussion; and how to support the process moving forward; roles/responsibilities and how we move forward;
    - Member question about involving youth in the community
    - Staff suggestion: hit the reset button in some way,
        - understanding the vision of community schools;
        - fully articulate the role of a COC; what is the scope and requirements of the COC role;
        - go back and create the procedural pieces like community agreements and norms;
- Visitor Comment: when the board formulated the idea of applications of COC; I heard someone say this committee might even have that much power; there's so many people here; one of the things I'm hearing is that people entered this committee with very different ideas about what this committee is supposed to do; some thought that this was to be supportive to staff, but basic function is to be supportive; there's another group of people who feel it's about oversight to the end;

3. Audio and Video Taping of COC Meetings

- Discussion about the official audio recording of COC meetings
- Brown Act allows for taping by anyone; it would be inappropriate if any member/individual were to make a recording and say that it is official; if the COC is OK with taping meetings, the district will keep an archive copy of it;
    - Make a public notice that they are recording as a matter of common courtesy
- Will continue to have statement on the agenda and will put have a sign and place it on the door wherever we meet
- the district should make an official recording and will post on the website

4. COC Subcommittees

- Discussion on forming subcommittees of the COC
- Suggestion to table the conversation to a later meeting, especially since waiting on clarification from City/Schools on the scope/role/responsibilities of the COC

5. ECCL Fellows Program -- Action

- Report out that the school board approved the ECCL Fellows program provided guidance from counsel that it is OK;
- Suggestion to table this conversation until City/Schools COC Matrix is discussed on 7/7
- Motion to table Items 5, 6, 7, 8

6. COC Role as a Steering Committee

7. COC Chairperson's Report to the City/Schools Committee

- 6/14: Visited the 3 sites -- Emery Secondary, Rec Center, Anna Yates
- 6/15: Regular June Meeting
  - had a facilitated conversation to describe community engagement;
  - had a brainstorming session on how we reach the community;
  - had a brief informational update and conversation on the Fellows program
- 6/29 Special Meeting
  - Adopted internal processes for setting agenda based on the agenda-setting process used by the EUSD board,
  - Plan for OUSD to present to the COC on full service schools at a special meeting on 8/3
  - Discussed roles and responsibilities of chair and vice chair
  - Discussed public notice about recording (audio) COC meetings
  - Decided to postpone pretty much everything else for the regular July 20th meeting

8. COC Meeting Procedures

G. Staff Comments

H. COC Committee Member Comments

- Member suggestion to review the matrix; was presented out for initial review; on the city's website
- Member suggestion to bring the community engagement information back for further deliberation and suggestion
- Member request to continue conversation about roles/responsibilities;
- Member request to provide a first expenditure report even if it is blank

I. Calendar Review

J. Adjournment (8:13 p.m.)