

**APPROVED MINUTES
ALUM ROCK ELEMENTARY SCHOOL DISTRICT
2930 Gay Avenue
San Jose, CA 95127**

**MINUTES OF A SPECIAL BOARD MEETING AND BOARD TRAINING
BOARD OF TRUSTEES
of the Alum Rock Union School District
Held on Thursday, February 28, 2019, 5:30 p.m. at the Alum Rock Union School
District Office Board Room, 2930 Gay Avenue, San Jose, CA 95127
Meeting #11-18/19**

1. OPEN SESSION

1.01 Call to Order / Roll Call

President Linda Chavez welcomed everyone in the audience. She announced she wanted to wait to start the meeting until Member Andrés Quintero and Clerk Dolores Marquez-Frausto arrived since this was a board training.

President Linda Chavez called the Board Meeting to order at 5:47 p.m. followed by Roll Call and the Pledge of Allegiance.

Board Members Present:

Linda Chavez	President
Ernesto Bejarano	Vice-President
Dolores Marquez-Frausto	Clerk (<i>arrived late at 5:44 p.m.</i>)
Andrés Quintero	Member (<i>arrived late at 5:54 pm.</i>)
Corina Herrera-Loera	Member

Administrative and Support Staff Members Present:

Dr. Hilaria Bauer	Superintendent
Rene Sanchez	Assistant Superintendent, Instructional Services
Kolvira Chheng	Assistant Superintendent, Business Services
Marie Sanchez	Sr. Executive Assistant, Superintendent's Office

Administrative Member Absent:

Jess Serna	Interim Assistant Superintendent, Human Resources
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1. OPEN SESSION (continued)

1.01 Call to Order / Roll Call

President Linda Chavez read the agenda out loud to the audience.

2. PUBLIC MEMBERS WHO WISH TO ADDRESS THE BOARD

2.01 Requests to Address the Board

There were no public comments from the audience at this time.

3. SUPERINTENDENT / BOARD BUSINESS

3.01 Board Study Session: Required Training as per AB 1234, Ethics

President Linda Chavez introduced Attorney Catherine Groves, Hanson Bridgett LLP. Attorney Catherine Groves shared some history of her background. She reported that this AB 1234 Ethics was a mandatory training required every two years. She reported she had specific topics she was required to cover in this training and the majority of the training would be participating in an “AB 1234 Training Mock Board Meeting”.

Attorney Catherine Groves assigned the positions that each individual would role play during the mock board meeting, including the Superintendent and particular staff members.

Name of Individual	Role Play Position
Superintendent Hilaria Bauer	Board Member
Assistant Superintendent Kolvira Chheng	Staff Member
Assistant Superintendent Rene Sanchez	Board Member
President Linda Chavez	Community Member
Vice-President Ernesto Bejarano	Board Member
Member Corina Herrera-Loera	Superintendent

Attorney Catherine Groves provided handouts to the Board and the audience.

She distributed a script to each participant and the mock board meeting began. Throughout the mock board meeting, the script had various scenarios related to the selected topic and discussion followed to include all participants.

Attorney Catherine Groves highlighted and gave an explanation to all the responses that were correct and incorrect so that the audience could comprehend them.

3. SUPERINTENDENT / BOARD BUSINESS (continued)

3.01 Board Study Session: Required Training as per AB 1234, Ethics

The highlights of the mock board meeting and required training included the following:

AB 1234 Training – Overview

- Who gets AB 1234 training?
- Applicability to legislative bodies vs. staff
- Topics
 - Part 1: Ethics and Scandals
 - Part 2: Personal Financial Gain (aka Conflicts of Interest)
 - Part 3: Perks of Office
 - Part 4: Fair Processes & Procedures
 - Part 5: Government Transparency

SECTION 2

Part 1: Ethics and Scandals

Ethics: What, and So What?

- What are Ethics?
- Ethics vs. Laws: Minimum Standards vs. Moral Standards
- Public Officials held to Higher Standards
- What Sets off your Ethics Alarm?

Part 2: Personal Financial Gain (aka Conflicts of Interest)

- Laws to Mitigate Inevitable Conflicts of Interest
- Public Officials should not Benefit Financially from their Positions
- Laws Govern Conflicts of Interest

Part 3: Perks of the Office

- Public Officials should not Benefit Personally from their Positions
- Laws Govern (1) gifts; (2) honoraria; (3) free/discounted transportation; and (4) use of public resources

Part 4: Fair Processes & Procedures

- Fair Processes
- Constitutional Due Process & Fair Processes
- Competitive Bidding
- Incompatible Offices & Activities

Part 5: Government Transparency

- Open Meetings: Brown Act
- Closed Session Exceptions
- Brown Act Pitfalls
- Public Records
- Key Lessons

3. SUPERINTENDENT / BOARD BUSINESS *(continued)*

3.01 Board Study Session: Required Training as per AB 1234, Ethics

SECTION 3

California Fair Political Practices Commission (FPPC)

Attorney Catherine Groves provided lots of important information on the FPPC.

SECTION 4

Institute for Local Government, Public Service Ethics

This section provides information for everyday ethics for local officials.

At this time, the mock board meeting concluded.

The Board adjourned for a short recess at 7:54 p.m.

The Board reconvenes to the board meeting at 8:04 p.m.

3.02 Board Study Session: Board Governance

Attorney Catherine Groves provided a Power Point presentation on Board Governance and some of the highlights included the following:

School District Boards' Role & Responsibilities

- Trustees are not employees
- Authority rests with the Board as a whole and not with individuals
- Represent the entire school district and not any single school
- Role of the school board is to ensure that school districts are responsive to the values, beliefs and priorities of their communities

Superintendents' Role & Responsibilities

- Superintendents implement policies and manage staff
- Approve hiring all personnel, discipline, dismissal, layoffs, evaluations, and leaves
- Supervise and evaluate all employees' work
- Ensure personnel policies and regulations are consistent with collective bargaining agreements and conform with state and federal law and regulations

3. SUPERINTENDENT / BOARD BUSINESS *(continued)*

3.02 Board Study Session: Board Governance

Working Together

- The agenda is a collaboration between the Board President and the Superintendent (with input from the board members and staff)
- Role of the Board is to set policy for the District. The Superintendent solves specific problems with schools and students
- Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff
- Board members can offer suggestions to improve the District generally
- Board members can improve board policies
- Board members should engage during the business meetings
- Board members should ask questions about the agenda
- Participate in professional development and commit the time and energy necessary to be an informed and effective leader
- To ensure the smooth functioning of the organization, board members should direct communications to the Superintendent or her designee

Governance Standards

- Keep learning and achievement for all students as primary focus
- Value, support and advocate for public education
- Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community
- Act with dignity, and understand the implications of demeanor and behavior

Public Statements

- Board members have a right to freely express their personal views
- The Board encourages open discussion during board meetings in ways that promote the Board's ability to govern the District
- When speaking to community groups, the media, or other members of the public, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board
- Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board
- Do not make public statements on behalf of the Board
- Do not direct staff to issue statements through publications, electronic media, etc. on behalf of the Board
- Do not disclose confidential information or information received in Closed Session
- Do identify personal viewpoints when speaking to community groups, members of the public or the media
- Do model respectful, courteous, and professional behavior for District students and the community on social networking sites, blogs and other websites

3. SUPERINTENDENT / BOARD BUSINESS *(continued)*

3.02 Board Study Session: Board Governance

The Board had dialogue on this agenda item.

Attorney Catherine Groves answered the Board's questions and clarified some of their concerns.

4. CONSENT CALENDAR

4.01 School-Sponsored Field Trips

MOTION #11-01 by Member Andrés Quintero to accept and approve the Consent Calendar as presented. MOTION #11-01 was seconded by Member Corina Herrera-Loera.

MOTION #11-01 carried with a vote of 5 in favor; no opposition; no absent; and no abstention.

3. SUPERINTENDENT / BOARD BUSINESS *(continued)*

3.03 Board-Created Committees

President Linda Chavez explained the importance of creating these committees which included the following:

- Budget and Finance
- Curriculum
- District Marketing
- Bond and Facilities
- District Growth and Development

Public Comments:

- 1) Frank Chavez – Former Board Member, gave a little history of the committees during his tenure as a board member—he participated on the Budget & Finance Committee. He suggested to eliminate the District Marketing Committee since the District already has a public relations partner
- 2) Jocelyn Merz – AREA President, commented these were only advisory committees and suggested that the Board not put too much on their plate if they volunteered for any of these committees; besides, these committees did not need to begin right now

3. SUPERINTENDENT / BOARD BUSINESS *(continued)*

3.03 Board-Created Committees

The Board had dialogue on this agenda item and shared their views and concerns on the various committees.

Superintendent Hilaria Bauer reminded the Board of the following items they still had to develop and implement:

1. District Board Goals
2. Board Self-Evaluation

MOTION #11-02 by Member Andrés Quintero to approve the following Board-Created Committees as such. MOTION #11-02 was seconded by Clerk Dolores Marquez-Frausto.

Board-Created Committees	Board Member Volunteers
Bond & Facilities	Clerk Dolores Marquez-Frausto
Budget & Finance	Vice-President Ernesto Bejarano
Curriculum	President Linda Chavez
District Growth & Development	President Linda Chavez Member Corina Herrera-Loera
District Marketing	President Linda Chavez Clerk Dolores Marquez-Frausto
Safety & Wellness	Vice-President Ernesto Bejarano Member Corina Herrera-Loera
Small Schools & Innovation	Member Andrés Quintero Vice-President Ernesto Bejarano

MOTION #11-02 carried with a vote of 5 in favor; no opposition; no absent; and no abstention.

5. ADJOURNMENT

5.01 President Adjourns the Meeting

President Linda Chavez adjourned the meeting at 9:14 p.m.

Respectfully submitted,



Dolores Marquez-Frausto
Board Clerk
HB/mcs