

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

**MINUTES OF A SPECIAL BOARD MEETING & BOARD TRAINING  
BOARD OF TRUSTEES  
of the Alum Rock Union School District  
Held on Saturday, September 7, 2019, 8:30 a.m. at the Alum Rock Union School  
District Office Board Room, 2930 Gay Avenue, San Jose, CA 95127  
Meeting #03-19/20**

**1. OPEN SESSION**

**1.01 Call to Order / Roll Call**

President Linda Chavez welcomed everyone in the audience. President Linda Chavez called the Board Meeting to order at 8:39 a.m. followed by Roll Call.

Board Members Present:

Linda Chavez	President
Ernesto Bejarano	Vice-President
Dolores Marquez-Frausto	Clerk
Andrés Quintero	Member
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
Maribel Carrillo	Sr. Executive Assistant, Superintendent's Office

Administrative Member Absent:

Carlos Moran	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 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. BOARD STUDY SESSION**

**3.01 Introduction Meeting Goals and Objectives**

Superintendent Bauer introduced Facilitator Arturo Flores.

Facilitator Arturo Flores stated the training was requested by President Linda Chavez, Superintendent Bauer and Counsel Rogelio Ruiz due to the state audit findings.

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

**Introduction Meeting Goals and Objectives – Overview**

- California Professional Standards for Education Leaders
- Topics
  - Standard 1: Development and Implementation of Shared Vision
  - Standard 2: Instructional Leadership
  - Standard 3: Management and Learning Environment
  - Standard 4: Family and Community Engagement
  - Standard 5: Ethics and Integrity
  - Standard 6: External Context and Policy

**Standard 1: Development and Implementation of Shared Vision**

- Student-Centered Vision
- 1B- Developing Shared Vision
- Vision Planning and Implementation

### **3. BOARD STUDY SESSION** *(continued)*

#### **Standard 2: Instruction**

- Professional Learning Culture
- Curriculum and Instruction
- Assessment and Accountability

#### **Standard 3: Management and Learning Development**

- Operations and Facilities
- Plans and Procedures
- Climate
- Fiscal and Human Resources

#### **Standard 4: Family and Community Engagement**

- Parent and Family Engagement
- Community Partnerships
- Community Resources and Services

#### **Standard 5: Ethics and Integrity**

- Reflective Practice
- Ethical Decision Making
- Ethical Action

#### **Standard 6: External Context and Policy**

- Understanding and Communicating Policy
- Professional Influence
- Policy Engagement

### **3.02 Board will be trained on the Brown Act**

Counsel Rogelio Ruiz gave a Power Point presentation on The Brown Act and Related Issues and some of the highlights included the following:

- Goals and Understandings
- My Disclaimers
- What is The Brown Act
- Related Laws
- The Brown Act- The best solution is prevention
- The Brown Act-Overview and Purpose
- The Brown Act-Who/what does it apply to?
- Open Meeting Requirements on Other District Committees and Bodies

### 3. BOARD STUDY SESSION *(continued)*

- The Brown Act- Meetings
- Communications Outside a Meeting That Are NOT Authorized by the Brown Act
- Avoid The Serial Meeting
- Avoid the “Hub and Spoke” Problem
- Avoid the “Potluck” Meeting
- “Potluck” Solutions
- Recap
- Consider the Public Records Act
- The Brown Act- What is NOT a Meeting
- What else ISN’T a Meeting
- Regular Meetings versus Special Meetings
- What is a Special Meeting?
- Special Meeting-Special Problem?
- Agenda, Notice and Posting Requirements
- Teleconference Meetings Allowed?
- Participating in a Meeting Via Teleconference
- Conducting the Meeting- Where Must the Meeting Take Place?
- What can be considered and discussed at a meeting?
- Special Issue: Non-Agenda Items-Emergencies (NARROW EXCEPTION)
- Special Issue: Non-Agenda Items- Need for Immediate Action
- Conduct of Meeting- The Public’s Rights to Participate and Observe
- Closed Session
- Key Permissible Closed Session Discussion Items
- Closed Session- Pending Litigation
- Closed Session- Real Estate Negotiations
- Closed Session- Public Employment
- Closed Session- Labor Negotiations
- Closed Session- Confidentiality and Other Requirements
- Meeting Records
- Consequences for Brown Act Violations

#### **3.04 Review roles of the Board of Trustees**

Facilitator Arturo Flores went over the roles of the Board of Trustees.

##### The Role of the Board

- Boards work collaboratively with the Superintendent of a school district.
- Provides leadership and citizen oversight of schools
- Ensures accountability to the local district, including personnel, programmatic and fiscal accountability and serve as a judicial and appeals body as needed.

### 3. BOARD STUDY SESSION *(continued)*

- Sets Board Policies
- Provides direction to Superintendent to implement policies and district goals through administrative regulations.
- Brings policy recommendations to the Board for consideration and action.
- Assists with developing strategies for meeting established goals.

#### 3.05 Review roles of the Superintendent

Facilitator Arturo Flores went over the roles of the Superintendent.

##### The Roles of the Superintendent

- Provides direction for strategic planning.
- Keeps Board informed and provides appropriate justification and rationale for decisions.
- Follows criteria established for the Superintendent when making recommendations.
- Serves as the CEO of the school district.
- Acts as spokesperson for the district.
- Manages difficult board situations and concerns as well as conflicts that arise within the schools and the community.
- Manages district budget in order to maintain solvency.
- Works collaboratively with county support offerings in disciplines depending on need.

#### 3.06 Board of Trustees will review Board Bylaws 9000 series.

Superintendent Bauer explained to the Board what the blue and red letters mean and there is another month to make any necessary changes.

### 4. Adjournment

#### 4.01 President Adjourns the Meeting

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

Respectfully submitted,

  
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Dolores Marquez-Frausto  
Board Clerk  
DMF/mc