



BENICIA UNIFIED SCHOOL DISTRICT
GOVERNING BOARD

Notice of Special (Virtual) Meeting
February 06, 2021 9:00 AM

In Compliance with Executive Order N-29-20 and N-35-20 issued by Governor Newsom on March 12th and 21st, 2020 respectively, this meeting will be Livestreamed and recorded via the BUSD YouTube channel linked here:
<https://www.youtube.com/c/beniciaunifiedschooldistrict> and will be conducted via Zoom.

Attendance Taken at 9:07 AM:

Present:

Diane Ferrucci
CeCe Grubbs
Mark Maselli
Gethsemane Moss
Sheri Zada

1. CALL TO ORDER - 9:00 a.m.

Minutes:

Meeting was called to order by President Zada at 9:06 a.m.

2. ROLL CALL

3. APPROVAL OF SPECIAL SESSION AGENDA

Motion Passed: Approval of the special session agenda as presented Passed with a motion by Diane Ferrucci and a second by Gethsemane Moss.

Yes Diane Ferrucci
Yes CeCe Grubbs
Yes Mark Maselli
Yes Gethsemane Moss
Yes Sheri Zada

3.1. PUBLIC COMMENT REGARDING AGENDA ITEMS

Minutes:

Brittany Sapien on item 3.2 requesting that board keep to the agenda.

Quick Summary:

PLEASE NOTE: In an effort for our community's voices to be heard, BUSD has transitioned to accepting public comments via the "Public Comment" voicemail that will now be available. Members of the public wishing to address specific items on the Board meeting agenda are requested to call 707-748-2787 (one comment per person, per item limited to 3 minutes) for this "Special Meeting," comments will be accepted between 8:00 - 9:00 a.m. Please note that no anonymous messages will be played. Any public comments left for this meeting with specific items then being discussed by the Board (Board Bylaw 9323) will be played during the public comment item. Comments are limited to no more than three minutes per speaker at which time the voicemail will be cut off. By law, no action may be taken on any item raised during the public comment periods and matters may be referred to staff for placement on a future agenda of the Governing Board. Please be reminded to keep your comments respectful and that students may be watching the board meeting.

3.2. Board of Education Governance Workshop presented by Terilyn Finders: Roles and Responsibilities of the Governance Team

Rationale:

The BUSD Board of Education, Executive Leadership, and the Superintendent, Dr. Charles Young, will participate in a governance workshop facilitated by Terilyn Finders to review and cover the following:

- I. Welcome/Introduction
- II. Roles and Responsibilities of the Governance Team, The Board Members, and The Superintendent
- III. Communication Processes and Protocols
- IV. Strengths/Opportunities
- V. Close/Next Steps

Minutes:

Dr. Young explained that the purpose of this special meeting was to conduct a Governance Workshop and he introduced our facilitator Terilyn Finders. Below is the outline of what was covered:

I. Welcome/Introduction

Characteristics of a good Leader/Boss:

Good Listener, Communicator, Encourager, Understanding the humanity of an individual, Willingness to see different perspectives, Safe Space, Clear Expectations, Transparency

Reminder: Reflect on the fact that as a board you speak collectively as a **TEAM** there are no individual voices and you are only a board member during board meetings.

II. Roles and Responsibilities of the Governance Team:

Five Areas of Responsibility:

1. Set Direction for the District

Process to set direction - is strategic planning

Strategic Plan/LCAP -> District Vision -> Superintendent Yearly Goals -> Governance Calendar

- Be mindful about where the direction of the district will be set. It should be on the calendar and it cannot take place during closed sessions; it should be done in a workshop and this is a time to establish clearly defined goals.
- The power tool as a board is to always ask "**why**" to understand if you want to move forward to establish priorities/goals. The board needs to always redirect the community to where they can go to provide input to the process and/or needs of the district i.e. LCAP stakeholders meetings etc.
- To Do: Set up a workshop prior to the end of the year and one at the end of the year to move forward in reviewing and establishing priorities as a district. Public comments need to be solely geared toward agenda items in a special meeting for a workshop.
- 2. Manage Policy as the guiding factor
- 3. Hire and give direction to Superintendent (only employee under them)
- 4. Accountability
- 5. Public Advocacy

III. Communication Processes and Protocols

- **Chunk and Chew:** Charles can work with you to set up committees, Board member committees can be set up, however it is still subject to the Brown Act and there could only be two board members (you never want to have a quorum). One trustee can be spoken to but just **ONE** and you cannot then reach out to someone else. Social media should be treated the same way. They should not be sharing thoughts or even liking comments on social media. Guidelines will be sent to all by Josh regarding social media. Only use social media to inform & engage the community in the district work in effort of transparency. **ALL OF BOARD WORK SHOULD BE DONE IN PUBLIC!!!**
- **Good Homework for Board:** Read and understand the 9000s Bylaws to know and understand how business should be taking place.
- **Agreements from this workshop:**
 - Media Request - all media should be directed to the superintendent that pertains to the district and as the district spokesperson. If it is personally directed at one of the board members it should still be communicated to the superintendent to not take him by surprise. "Unified Clear" messaging is key for a district.
 - Communication/Responses to emails - will be done by the Board President when it is to the group and response reviewed with the Superintendent.

- Process by which things are put on the agenda - Let the superintendent know that you would like something on the agenda without editorializing it. Each trustee will let the Board President know independently if they want something on the agenda for the President and Superintendent to discuss and add it and determine timing of when it will be added to the agenda.
- Questions regarding agenda/upcoming board meetings and in communicating this to all if question come up respond by responding to all in bcc "A trustee asked this question"
- Board Reports - should be restricted to committee reports, and overall general program comments, taking caution to not overidentified personal experiences.
- When visiting schools or are out in the community, you are there as a "Board Member" representing all stakeholders. If something comes up always redirect it to the superintendent for resolution. Always direct people to the proper process. Board members should only be accessible in the context of "policy".

IV. Strengths/Opportunities

- A great team with the desire for transparency and doing right by all stakeholders.
- Excited to move forward together as a Governance Team in doing great work.

V. Close/Next Steps

- Terilyn will have Josh send legal guidelines regarding social media
- Add communication practices from board to community in Governance Handbook
- Terilyn will send President Zada a board evaluation tool

4. ADJOURNMENT

Minutes:

Meeting was adjourned at 12:10 p.m. by President Zada.

Quick Summary:

Next Regular Meeting: Thursday, February 18, 2021

RESPECTFULLY SUBMITTED:

Clerk

Secretary