San Mateo-Foster City School District
Board Study Session Agenda/<mark>Minutes-Draft</mark>
"Effective Governance with an Equity Lens"
March 6, 2021 1-3pm
Facilitator: Nicole Anderson and Associates Consulting, LLC

Agenda Purpose: *Governance team will discuss board coherence, board priorities, and examine equity policy to support equity action planning.*

Agenda Topic(s)	Minutes
Welcome/District Update: (5 min) o Superintendent/Staff update	The Board Study Session was called to order at 1:01 pm. Flag Salute: The Flag Salute was led by Trustee Chin. Roll Call: All Board Members were present. Approval of agenda: Motion Passed by Alison Proctor and a second by Lisa Warren. 5-0-0. Public comments: Randi Paynter referred to page five of the Governance Handbook and pointed out areas that stood out for her. She noted that to her the School Board of Trustees are representatives of the people, adding that their role is to govern, direct, oversee the District. She wanted to see more accountability from the Board, meaningful discussions, and clearer directions to the Superintendent so the public can understand the directives. She wants to see the Trustees put all students' education needs first.

Session Overview: (5 min)
   o Purpose/outcomes
   o Revisiting the 4 agreements
	Recentering equity driven governance work:
	How: handbook, roles, protocols, norms
	What: Policy, priorities
	Why: equity statement

Effective Governance Practices : (15 min)
   o Revisit Board assessment
   o Role of Superintendent/Board
	Brief review/reflection/discussion of Board self assessment focused on the 8 characteristics of effective boards.

Board Handbook Review: (45 minutes)
   o Communication Plan/Protocols
      o Effective recognition and response to public concerns/comments
      o Use of social media
      o Email protocols
   o Decision making beyond the vote
   o Board agenda building protocols
	Review of handbook-purpose is to guide how the Board works together. Encouraged to not only make revisions, but to use it as a guide often when governing with an equity lens. Last revision was Feb. 2020. Effective opportunity to provide orientation for new Board member, Lisa Warren.
	
	1. Silent review to refresh/familiarize
	2. Review each section for what works well, what needs to be changed/revised, and discuss
	3. Cover pages: equity statement to be updated with amended version from Feb. Board meeting ; update governance team member info. to include Lisa Warren, update table of contents if impacted by revisions in sections
	4. Revisions were needed for the following sections:
	    a. Page 1: Values
	       i. Add a new phrase to state: Our Moral Imperative: We commit to interrupting

	racism and all forms of oppression in order to support the development of full academic and social potential of all students
	b. Page 2: Norms
	i. Add bullet to reflect: Be bold: We make data driven decisions focused on equity and policy to improve student achievement
	c. Page 10: Protocols and Procedures
	i. Add language around Board Agendas to reflect
	1. 3 bargaining unit reports (classified, certificated, administration)
	2. Board member desired agenda items are aligned with Board priorities
	ii. Board meetings:
	1. Add language around time and frequency of meetings
	2. Utilize community listening sessions to engage public more effectively on important topics
	iii. Public comment:
	1. Add language from Board policy around timelines
	2. Remind public of community listening sessions or other forums to engage with the Board
	3. Add language to be explicit about use of verbal and written public comment
	iv. Communication with the community
	1. Add language around structure and use of meeting minutes (i.e. zoom recordings, brief summary of comments with timestamps)
	2. Add language around use of community listening sessions to engage public more effectively on important topics

Build Capacity/Content Awareness: (15 min)
  o Equity statement review
  o Leveraging ETF equity impact action plan recommendations
	Brief review of equity statement most recently amended/adopted in Feb. 2021

Prioritizing Equity Work: (30 min)
  o Equity policy/resolution review
  o Hot topics vs. Board priorities
  o Questions for the Board to ask staff
  o Application of equity statement
	Brief connection and recommendation for the Board to continue to work on focusing on the 4 priorities of effective Boards to drive decision making, Board agendas, questions of the Board to staff, as well as Board reports.

Next Steps/Adjournment: (5 min)
  o Future Board workshops/study session dates around each priority
  o Equity Policy adoption
  o Measuring the impact of actions through data and Board questions
	Adopt revised handbook at March 25 Board meeting.
	
	The Board Study Session adjourned at 3:16 pm.
	Motion Passed Shara Watkins and a second by Noelia Corzo.
	5-0-0.