



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

OUSD Committee/Commission/Body Planning and Preparation



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Welcome and Introductions

Today's Outcomes

- Part of Presentation/Discussion
 - Share role and expectations of chairs and staff liaisons to Committees, Commissions, and other Legislative Bodies covered by the Brown Act
 - To understand implications of returning to in-person meetings
- Included in Appendix for Reference
 - Scope of Committees, Commission, and other Legislative Bodies
 - Overview of Brown Act, Conflict of Interest, and Public Records Act

Our Vision

All OUSD students will find joy in their academic experience while graduating with the skills to ensure they are caring, competent, fully-informed, critical thinkers who are prepared for college, career, and community success.

Our Mission

Oakland Unified School District (OUSD) will build a Full Service Community District focused on high academic achievement while serving the whole child, eliminating inequity, and providing each child with excellent teachers, every day.





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Our Values

1. Students First
2. Equity
3. Excellence
4. Integrity
5. Joy
6. Cultural Responsiveness



Board Committees

<i>Body</i>	Budget & Finance	Charter Matters	Facilities	Teaching & Learning
<i>Chair/ Lead</i>	Mike Hutchinson	Clif Thompson	Sam Davis	VanCedric Williams
<i>Staff Liaison</i>	DeCarlos Kaigler	Kelly Krag-Arnold	Kenya Chapman	Sondra Aguilera

Advisory and Oversight Commissions

Body	Audit	Measure G	Measure G1	Measure N/H	Citizens Bond Oversight
Chair/ Lead	Elizabeth Ross	Harold Lowe	Shivani Grover	Louise Waters	Andrea Dawson
Staff Liaison	Lisa Grant-Dawson/ DeCarlos Kaigler	Sondra Aguilera/ Lisa Grant-Dawson	Cliff Hong & Lisa Grant-Dawson	Vanessa Sifuentes (& DeCarlos Kaigler)	Kenya Chatman

Other Legislative Bodies

Body	Black Student and Families Thriving TF	Community Advisory Committee	OAL Policy Committee	Parent and Student Advisory Committee	District English Language Learners' Subcommittee	Career Tech Education
Chair/Lead	Pecolia Manigo	Ginale Harris, Patty Juergens	TBD	Caitlin Khurshid, Michelle Leonce Coker, Shelley Gonzalez, Melissa Ramirez-Medina, Veronica Martinez, Marcela García-Castañón	Lateefa Ali, Melissa Ramirez-Medina, Veronica Martinez, Marcela García-Castañón	Barry Scott
Staff Liaison	Dexter Moore, Jr.	Cintya Molina	Francisco Navarro	Cintya Molina	Cintya Molina	Rebecca Lacocque

Entities Covered

Terms

- Board Committee
 - Created in BB 9130
 - Composed solely of Board members
- Advisory/Oversight Commissions
 - Listed in BB 9131
 - Most required by tax measure and/or state law
- Other Legislative Bodies
 - “Established” by the Board

Roles and Expectations

Roles and Expectations

- Chair/Lead
 - Set/approve meeting agenda (with input from Staff Liaison) within bounds of scope
 - Facilitate meetings
 - Submit recommendations from the body to staff liaisons for BOE consideration
 - Call special meetings
 - Attend prep meeting 3 weeks before each body meeting (with Staff Liaison and Board Office liaison)
 - Submit any request for info 3 weeks in advance
 - Bring forward meeting calendar (including frequency, dates/times) for consideration

Roles and Expectations

- Staff Liaison
 - Prepare agenda items (within proper scope)
 - Attend meetings
 - Invite other staff to attend meetings as needed (as determined by staff)
 - Organize (and attend) prep meeting 3 weeks before each body meeting (with Chair/Lead and Board Office liaison)
 - Advise Chair/Lead regarding meeting calendar

Roles and Expectations

- Board Office
 - Publish agenda
 - Attend meetings
 - Record and publish meeting minutes
 - Attend prep meeting 3 weeks before each body meeting (with Chair/Lead and Staff Liaison)
 - Advise Chair/Lead regarding meeting calendar
 - Coordinate tech setup with KDOL

Three Essential Roles

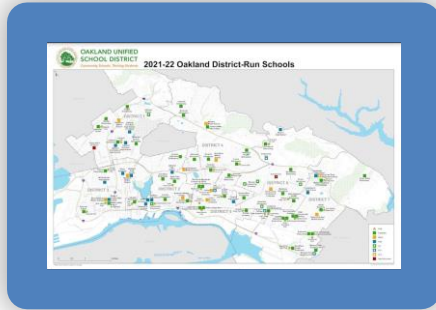
Strategic
(Board of
Directors)

Tactical
(Superintendent)

Operational
(Staff)

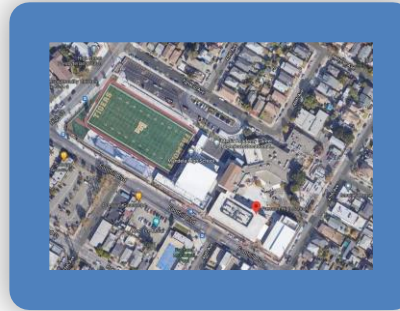
Viewing the Roles

Role of
Board of Directors
(from 25,000 feet elevation)



Role of
Commissions
(from 25,000 feet elevation)

Role of
Superintendent
(from 5,000 feet
elevation)



Role of
Commission Staff Liason
(from 5,000 feet
elevation)

Role of
Administrators, Teachers, and
Staff
("boots on the ground")



Role of
Administrators, Teachers, and
Staff
("boots on the ground")

Avoiding Micromanagement



Micromanaging occurs when one role tries to assume the functions and responsibilities of another.



It typically occurs when a situation, instead of a role, is allowed to determine expertise.



The opposite of micromanagement is the alignment of the three essential roles and their coordination for common ends.

Engagement Activity

In pairs, identify the factors involved in micromanagement and ways to self-correct.

Self Checklist

PROTOCOLS AND ROLES AND RESPONSIBILITIES			
	Yes	No	Comments
1. Adheres to respective roles and responsibilities			
2. Follows adopted Protocols (as appropriate)			
3. Arrives on time and is prepared to participate			
4. Calls in questions to the Superintendent with sufficient time for staff to respond			
5. Interacts in a respectful manner with staff, members of the community, and other stakeholders			
6. Other			

Returning to In-Person Meetings

Returning to In-Person Meetings

- State of Emergency ends on February 28, 2023
- Changes as of March 1, 2023
 - Meetings must be held in-person
 - Still on Zoom and Granicus with links included in agenda
 - A member may still join virtually but...
 - Their location must be open to the public (e.g., if you join from home, your door needs to be open and you must let everyone into your home)
 - Their address must be posted in the agenda
 - Agenda must be posted at their location 72 hours in advance

Meeting Facilitation

Engagement Activity

In pairs, how can committee meetings be facilitated consistent with OUSD's values?

Our Values

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3. Excellence
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Questions

Appendix: Scope

Board Committees

- Budget & Finance
 - “This committee shall review and/or propose the District's annual budget, modifications thereto, including regular review of site and departmental level budgets to actual, policies governing the fiscal integrity of the District, and the handling of bids and contracts for non-instructional technology and services, except facilities and instructional services. The committee also shall be responsible for proposing and reviewing purchasing policies. The committee also shall handle other finance and budget related matters assigned.”

Board Committees

- Facilities
 - “This committee shall make recommendations to the Board relating to Facilities matters as reflected in the Board's calendar and amended Board work plan including an updated Facilities Master Plan, an updated bond spending plan, considerations for subsequent bond issuances, asset management and potential revenue generation from real property, leases, Civic Center policy, an updated joint use agreement with the City relating to real property, and the Blueprint for Quality Schools....”

Board Committees

- Facilities
 - “...The committee shall also be responsible for reviewing and proposing facilities related policies. The committee also shall handle other facilities matters assigned.”

Board Committees

- Charter Matters
 - “This committee shall make recommendations to the Board relating to Charter Schools and review and recommend charter board members from among applicants for approval by the Board....”

Board Committees

- Charter Matters
 - “...Recommendations may include, but are not limited to, charter school authorization and renewal decisions, with guidance and review from the Superintendent or her designee, potential advice to Oakland's state legislative delegation regarding state policies regarding charter schools, land use decisions involving charter schools, the process for authorizing, renewing, or evaluating OUSD-authorized charter schools, and material revisions to existing charters. The committee shall also receive presentations from the Office of Charter Schools related to effective charter oversight and authorization.”

Board Committees

- Teaching and Learning
 - “This committee shall make recommendations to the Board and shall review matters relating to: academic-related student outcomes; curriculum adoptions; significant changes to academic offerings, teaching pedagogy, or other instructional practices; and Board Policies and Board-member sponsored resolutions that focus on teaching and learning within the District.”

Commissions and other Bodies

- Please review BB 9131
 - The scope of advisory and oversight commissions are much longer and more complex that can fit on a slide or two
- The scope of some commissions and other legislative bodies are found in resolutions and/or need to be updated to accurately reflect current practice

Appendix: Brown Act

Brown Act

- Kinds of Meetings
 - Regular (agreed to at beginning of year; 72 hour notice)
 - Special (called for specific reason; 24 hour notice)
- What is a “Meeting”?
 - Any gathering of quorum of Body to hear, discuss, deliberate, or take action upon any item within subject matter jurisdiction of Body
 - At the same time but location doesn’t matter

Brown Act

- What is a “Serial Meeting”?
 - A majority of body that directly or indirectly use a series of meetings to discuss, deliberate or take action on any item that is within subject matter of Body
 - When talking with another Body member, make sure to ask who they are also talking with
 - Example: if A talks to B, B talks to C, and C talks to D regarding a topic of interest to the Body, a Brown Act violation may have occurred

Brown Act

- What about “Public Comment”?
 - Is required before or during item
 - Can place “reasonable” limited on public speech
 - Distinction between what is legal and what is good governance

Brown Act

- What are some Best Practices?
 - Default approach is that everything the Body does should be done in public
 - Public have a right to know, in advance, what is being heard, discussed, deliberated, or acted on
 - When in doubt, ask!

Brown Act

- What are some Prohibitions/Requirements?
 - If a topic is not on agenda, you cannot talk about it at that Body meeting
 - All documents to be shared/shown at a meeting, should be published with the agenda
 - When speaking with another Body member about a topic, ask that other Body member whether they have spoken with any other Body member regarding the same topic

Brown Act

Resources

www.bbklaw.com/bbk/media/library/pdf/major-provisions-and-requirements-of-the-brown-act.pdf

www.cacities.org/Resources-Documents/Resources-Section/Open-Government/Open-Public-2016.aspx

Appendix: Conflict of Interest

Conflict of Interest

- Committee members may not participate in discussion or decision if member's financial interests might be or might be perceived to be materially affected
 - Still matters even if you don't actually benefit
 - Identifying financial interest can be difficult
 - If so, you must publicly disclose your interest, recuse yourself and then leave the room
- Individual members may face civil and criminal liability
- When in doubt, ask!

Appendix: Public Records Act

Public Records Act

- All written communications (e.g., emails, texts, chats) as well as many documents related to the business of the Body are likely discloseable
- Media (e.g., personal email account, personal cell phone) does not matter
- Intent (e.g., jokes) does not matter



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