



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# OUSD Committee/Commission/Body Planning and Preparation



Measures B, J, and Y Independent Citizens' School Facilities Bond  
Oversight Committee  
May 13, 2024

[www.ousd.org](http://www.ousd.org)



@OUSDnews

---

# 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.





## 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.

## 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 Values

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



# Board Committees

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

# Advisory and Oversight Commissions

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

# Other Legislative Bodies

<b>Body</b>	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
<b>Chair/Lead</b>	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
<b>Staff Liaison</b>	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

---

- Superintendent's Designee (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)

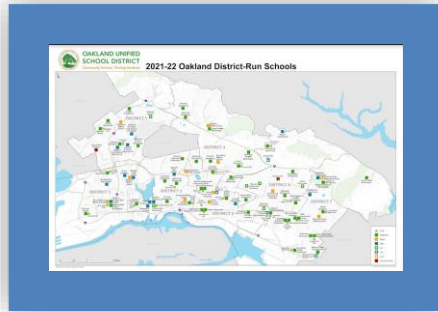
Tactical  
(Superintendent)

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 Liaison  
(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.

# CBOC's Purpose

To provide advice and recommendation to the District regarding the expenditure of funds for bond related projects, to actively review and report on the proper expenditure of taxpayers' money for school construction and to take any necessary action in furtherance of its purpose including, but not limited to, receiving and reviewing copies of annual independent financial audits and deferred maintenance proposals, inspecting school facilities and grounds, receiving and reviewing cost-saving measures designed to reduce the costs of professional fees and site preparation.

# CBOC's Activities

Which of the following is not an appropriate activity for CBOC?

Review of Audits

SCHOOL SITE VISITS\*

**Report on Bond  
Activities**

Alerting the Board  
of Improper Use

Supervise  
Project Staff

**Advisory  
Recommendations**

**Present at Board  
Meetings**

**Report on CBOC  
Activities**

# 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			

---

# Meeting Facilitation

# Engagement Activity

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

## Our Values

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



---

# Questions



---

# Appendix: Scope

# Board Committees

---

- Citizen's Bond Oversight Committee
  - “To provide advice and recommendation to the District regarding the expenditure of funds for bond related projects, to actively review and report on the proper expenditure of taxpayers' money for school construction and to take any necessary action in furtherance of its purpose including, but not limited to, receiving and reviewing copies of annual independent financial audits and deferred maintenance proposals, inspecting school facilities and grounds, receiving and reviewing cost-saving measures designed to reduce the costs of professional fees and site preparation. The Committee shall have the option to tour sites where Bond funds are being expended, with support from the Superintendent.”

# 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 Members

---

- Number of members: Nine (9) Special selection process: Pursuant to Proposition 39 (2000), the Committee shall have at least nine members and shall include the following persons: One (1) member who is a parent or guardian of a child enrolled in the District. One (1) member active in a business organization representing the business community located in the District. One (1) member active in a senior citizen's organization. One (1) member active in a bona-fide taxpayers association. One (1) member who is both a parent and guardian of a child enrolled in the District and active in a parent-teacher organization, such as the Parent- Teacher Association or a school site council. At least three (3) members of the community-at-large appointed by the Board. A single individual may be appointed as a representative of more than one of the above categories, if applicable. The District shall seek to ensure that the committee is representative of the diversity of the District. Qualification Standards: (a) To be a qualified person, he or she must be at least 18 years of age. (b) The Bond Oversight Committee may not include any employee, official of the District, or any vendor, contractor, or consultant of the District. (c) A majority of the members of the Committee shall possess expertise in one or more of the following areas: \* Large scale construction operations \* Municipal / Public finance matter \* Multiple years experience with agency/entity budgeting \* Construction related project management \* Real Estate acquisition or sales

# Commissions and other Bodies

---

- Please review BB 9131
  - By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and Bylaw of the Board 9270. ( Board Bylaw 9131)

---

# 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](http://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](http://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



# Quality Schools in Every Neighborhood!



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

*Community Schools, Thriving Students*

[www.ousd.org](http://www.ousd.org)



@OUSDnews