

APPROVED



## Voices College-Bound Language Academies

### Minutes

#### Governance Committee Meeting

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**Date and Time**

Wednesday November 29, 2017 at 8:30 AM

**Location**

14271 Story Road, San Jose, CA 95123

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Alternate address: 333 Lakeside Drive, Foster City, CA 94404; [555 University Avenue, Palo Alto](#)

**Instructions For Presentations To The Board By Parents and Citizens**

1. Agendas are available to all audience members at the meeting.
2. "Request to Speak" cards are available to all audience members who wish to speak on any agenda items or under the general category of "Opening Items: Public Comment." Public Comment is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws (provisions of the Brown Act (Government Code Section 54954.2(a) and .3) which preclude any action being taken on any item not appearing on the posted agenda), the Board can only listen to your issue, not respond or take action. These presentations are limited to no more than 15 minutes total and 3 minutes per person. The Board may give direction to staff to respond to your concern.
3. You may also complete a "Request to Speak" card to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda items on your "Request to Speak" card and you will be given an opportunity to speak for up to 3 minutes when the board discusses that item.
4. When addressing the Board, speakers are requested to state their name and address and adhere to the limits set forth.

5. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or majority of all, of the Board members shall be available for public inspection at 14271 Story Rd. San Jose, CA 95127.
6. **REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY:** Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting may request assistance by contacting Alejandra Valladarez at (408)791-1609 Ex.1052
7. All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Executive Director recommends approval of all consent items.
8. Members of the public attending a meeting conducted via teleconference need not give their name when entering the conference call.
9. All time duration are estimates and may run shorter or longer.

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#### **Committee Members Present**

A. Valladarez, D. Cadette (remote), F. Teso (remote), K. Wisckol (remote)

#### **Committee Members Absent**

*None*

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B. Call the Meeting to Order**

D. Cadette called a meeting of the Governance Committee of Voices College-Bound Language Academies to order on Wednesday Nov 29, 2017 at 8:33 AM.

#### **C. Approve Minutes**

D. Cadette made a motion to approve minutes from the E.G.D (CEO Evaluation/Governance/Development) Committee Meeting on 05-10-17 E.G.D (CEO Evaluation/Governance/Development) Committee Meeting on 05-10-17.

K. Wisckol seconded the motion.

The committee **VOTED** unanimously to approve the motion.

#### **Roll Call**

K. Wisckol	Aye
F. Teso	Aye
D. Cadette	Aye

**Roll Call**

A. Valladarez Aye

**D. Approve Minutes**

D. Cadette made a motion to approve minutes from the E.G.D (CEO Evaluation/Governance/Development) Committee Meeting on 03-15-17 E.G.D (CEO Evaluation/Governance/Development) Committee Meeting on 03-15-17.

K. Wisckol seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

A. Valladarez Aye

K. Wisckol Aye

D. Cadette Aye

F. Teso Aye

**E. Approve Minutes**

D. Cadette made a motion to approve minutes from the E.G.D (CEO Evaluation/Governance/Development) Committee Meeting on 02-15-17 E.G.D (CEO Evaluation/Governance/Development) Committee Meeting on 02-15-17.

K. Wisckol seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

K. Wisckol Aye

D. Cadette Aye

A. Valladarez Aye

F. Teso Aye

**F. Approve Minutes**

D. Cadette made a motion to approve minutes from the E.G.D (CEO Evaluation/Governance/Development) Committee Meeting on 12-14-16 E.G.D (CEO Evaluation/Governance/Development) Committee Meeting on 12-14-16.

K. Wisckol seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

K. Wisckol Aye

D. Cadette Aye

A. Valladarez Aye

F. Teso Aye

**G. approve Minutes**

D. Cadette made a motion to approve minutes from the Development Committee Meeting on 04-28-15 Development Committee Meeting on 04-28-15.

K. Wisckol seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

D. Cadette Aye

F. Teso Aye

K. Wisckol Aye

A. Valladarez Aye

**II. Board Business: Discussion/Action Items**

**A. Board Composition**

D. Cadette opened the discussion with how the board and committees were distributed in the past, and what goals the board's direction moving towards the future.

K. Wisckol talked about the importance of having a board member that represents the community we serve by changing the geography composition to meet the Bay Area as a whole.

Committee members commented on the expected characteristics of future board members, and the direction that should be considered to improve the ethnic diversity of the communities Voices serves.

**B. Board Training**

D. Cadette discussed having a Brown Act training session for board members that will allow an umbrella overview on the development and learn of any changes that may have been made.

K. Wisckol will be contacting a Brown Act specialist to perform a governance training.

**C. Governance Committee Goals**

D. Cadette discussed the goals of committees and the method of tracking their effectiveness.

Committee members discussed the overall commitment of all committees meeting their goals while maintaining individual accountability for each member.

**D. Governance Committee Meetings**

F. Teso commented on improving the uniformity of monthly meetings, and distribution of responsibilities of committee members.

D. Cadette suggested future meetings dates that work for all parties involved.

### III. Closing Items

#### A. Adjourn Meeting

D. Cadette made a motion to adjourn the meeting.

K. Wisckol seconded the motion.

The committee **VOTED** unanimously to approve the motion.

#### Roll Call

F. Teso       Aye

K. Wisckol   Aye

D. Cadette   Aye

A. Valladarez Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:18 AM.

Respectfully Submitted,

A. Valladarez