

APPROVED



## Voices College-Bound Language Academies

### Minutes

#### Governance Committee Meeting

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**Date and Time**

Monday February 5, 2018 at 4:00 PM

**Location**

14271 Story Rd. San Jose CA 95127

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Alternate address: 435 Tasso St, Palo Alto, CA 94301, 333 Lakeside Dr, Foster City, CA 94404

**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. Rico, D. Cadette (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 Monday Feb 5, 2018 at 4:07 PM.

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

K. Wisckol made a motion to approve minutes Governance Committee Meeting on 11-29-17.

A. Rico seconded the motion.

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

#### **Roll Call**

K. Wisckol Aye

D. Cadette Aye

A. Rico Aye

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

### **A. Board Composition**

D. Cadette comments that the goal is to move away from ED driving nominations and having board members engaged in the process of providing some nominations. Board needs are outlined in the board composition matrix document.

### **B. Board Training**

D. Cadette comments that the goal is for the training to be informative, engaging, and useful while meeting the requirement.

K. Wisckol mentions that the committee is hoping to do it March, but will need to do in June if a trainer can't be secured soon.

K. Wisckol shares that she reached out but has not heard back from the contact recommended by ED. She emailed contact on January 5th and 22nd, but will call as a final attempt. K. Wisckol mentions she will also reach out to board member A. Miller to see if she or anyone in her group could lead.

D. Cadette will ask people at work who are involved with boards to see if they have any recommendations for trainers.

If no trainers are found, the committee agrees to see if Voices' lawyers can lead the training.

The committee will check back the week of the 19th on what trainer has been found.

### **C. Governance Committee Goals**

K. Wisckol comments that the committee is new and is looking to board off site for more guidance. Development has been moved to the development committee.

A. Rico asks that for now the committee update meeting times and collect sample meeting cadence framework to guide in developing cadence for committee meetings.

The committee schedules the next meeting for Friday February 23rd at 4pm.

## **III. Closing Items**

### **A. Adjourn Meeting**

K. Wisckol made a motion to adjourn the meeting.

A. Rico seconded the motion.

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

**Roll Call**

A. Rico Aye

K. Wisckol Aye

D. Cadette Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:51 PM.

Respectfully Submitted,

A. Rico