



October 2, 2012

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Members of the Alameda COE Board of Trustees  
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ABOUT: Notes from the September 25, 2012 Governance Workshop

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The following pages reflect the work that was accomplished during the September 25, 2012 governance workshop with the Alameda County Office of Education Board of Trustees and County Superintendent.

Governance team members did an excellent job of discussing issues of importance to the team, and Michael and I hope these workshop notes accurately reflect the forthright and sometimes very difficult conversations you had with each other.

We enjoyed working with you, and are looking forward to working with you again in the near future to continue the work that was begun on September 25.

Please don't hesitate to contact us with any comments or questions about the workshop notes, or if we can be of any further assistance.

#### NEXT STEPS:

- Schedule a second workshop for a Tuesday in November (November 6?)
  - Complete board member "strengths and challenges" conversations started on September 25
  - Complete workshop objectives as stated on page one of the notes.

# *Alameda COE*

## *Governance Workshop Notes* *September 25, 2012*

### *Board of Trustees*

Ken Berrick

Yvonne Cerrato

Aisha Knowles

Eileen McDonald

Marlon McWilson

Jaoquin Rivera

Fred Sims

### *County Superintendent*

Sheila Jordan

# *Effective Governance Workshop Notes*

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# Alameda County Office of Education

Governance Workshop Notes

September 25, 2012

## DISCUSSION GUIDE

*The items listed below indicate the topics discussed during the workshop:*

- Welcome and Introductions
- Agree on Meeting Guidelines
- Workshop Objectives
- Working Styles
- Strengths and Challenges We Bring to the Table

## WORKSHOP OBJECTIVES

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*The workshop objectives listed below are a combination of what Leslie and Michael heard during the phone calls with board members, and additional objectives added by board members at the workshop:*

### What We Heard:

- Develop a professional, cohesive Board that operates with civility and respect
- Develop norms and protocols that support effective governance

### Objectives Added At The Workshop:

- Discuss Board dynamics and we how we work together.
- Make sure all of our discussions and agreements are important to our ability to serve our students.
- Gain clarity on the role between the Board's Administrative Assistant, the Board, Board members, and the County Superintendent.
- Unwrap the "stuff" that is getting in our way and clear the air
- Discuss communication skills:
  - In the Board Room
  - Outside the Board Room

# *Alameda County Office of Education*

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## MEETING GUIDELINES:

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*The following guidelines were developed by the board and superintendent for the September 25 governance workshop:*

- Be supportive – not judgmental
- Engage in open and honest communication and not hold back, while being kind, direct, and respectful
- Be clear about what you mean
- Paraphrase for understanding
- Listen actively without preparing a response
- Be sensitive to other people's styles and personalities
- Work toward the future learning from the past

## NORM AND/OR PROTOCOL TOPICS TO CONSIDER:

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- Board's Administrative Assistant - The working relationship with the Board, Board members, and the County Superintendent
- The role and responsibilities of the Board President.
- Election of the Board President
- Board and Board member relationship to COE staff
  - Needs of the organization / staff
  - Needs of the Board / Board members