1. **CALL TO ORDER**
   The meeting was called to order at 4:40 p.m.

   A. **Roll Call**
      Anna Song  
      Claudia Rossi  
      Michael Chang  
      Jon Gundry  
      Mary Ann Dewan  
      Philip Gordillo  
      David Wu  
      Mark Skvarna  
      Steve Olmos  
      Sandra Fakaosi  
      Merina Au Yeung

2. **SETTING THE AGENDA**
   A motion to approve the agenda was made by Trustee Claudia Rossi and seconded by Trustee Michael Chang and unanimously approved. The committee approved the rearrangement of discussion and action items; the policy revision for BB 9123 was moved up.

3. **COMMENTS OF PERSONS DESIRING TO ADDRESS THE COMMITTEE**
   No comments were made.

4. **CONSENT ACTION ITEM**
   Approval of Minutes of Policy Development Subcommittee Meeting December 9, 2015
   - Minutes were reviewed. Board President Anna Song made a motion to approve the minutes, the motion was seconded by Trustee Rossi and unanimously approved.
5. DISCUSSION and ACTION ITEMS

Policy Revision
BB 9123 Duties of the Vice President
- Suzanne Carrig reviewed the bylaw revisions, no discussion.
- Board President Anna Song made a motion to approve the revisions to BB 9123, the motion was seconded by Trustee Rossi and unanimously approved.

Discussion
BP 3312 Contracts
- Dr. Mary Ann Dewan and Ms. Carrig presented information to the subcommittee members regarding possible revisions to the current Contract board policy.
- Subcommittee members discussed the internal contract process, the current board approval process, responsibilities of the board and Superintendent, and possible language for a revised policy.
- Staff was asked to bring a revised policy back to the subcommittee and include specific information on reporting contracts to the board and approval authority of the board.

6. ADOPT MEETING CALENDAR
- Staff proposed holding Policy Development Subcommittee meetings at 4:30 on the date of the first Board meeting of each month. The calendar was approved. Meetings will be held only when there are agenda items, otherwise there will be no meeting.

7. SET NEXT MEETING
   Next meeting was set for Wednesday, February 3, 2016

8. ADJOURNMENT
   The meeting adjourned at 5:05 p.m.