



METROPOLITAN EDUCATION DISTRICT
 760 Hillsdale Avenue
 San Jose, California 95136

January 19, 2011
Governing Board Meeting Agenda

If you would like to address the Board on any item on this agenda, please complete the **Request of Visitors** form located near the entrance of the meeting room and hand it to the Superintendent. On the form, please list the agenda item(s) you would like to speak to. When your name is called, please come to the podium, state your name and address for the record, and limit your remarks to two minutes. Those speaking on items **not** on the agenda will be recognized by the Chair under **Public Comments**. The Board shall limit the total time for public input on each item to 20 minutes (BB 9323).

Special Accommodations

Individuals who require special accommodation should contact the Superintendent's Office at (408) 723-6464 at least two business days before the meeting date.

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REGULAR MEETING

Date: January 19, 2011
 Time: 7:00 p.m.

LOCATION

CCOC Auditorium
 760 Hillsdale Ave.
 San Jose, CA 95136

- I. **CALL TO ORDER/ROLL CALL** (Frank Biehl)
 - Frank Biehl
 - Jim Canova
 - Richard Garcia
 - Daniel Bobay
 - Cynthia Chang
 - Diane Gordon
- II. **REGULAR MEETING**
 - Time: 7:00 p.m.
 - Location: CCOC Auditorium
- III. **PLEDGE OF ALLEGIANCE** (Frank Biehl)
- IV. **ADOPT AGENDA** (Frank Biehl)
- V. **ORGANIZATIONAL MEETING** (Paul Hay)
 - 1 A. [Election of Officers](#): President, Vice President, and Clerk
 - 1 B. [Choose a representative](#) for the County School Boards Association
 - 1 C. [Appoint Superintendent](#) as Secretary of the Board
 - 1 D. [Approval of Calendar](#) of Regular Board Meetings for February 2010-January 2011
- VI. **RECOGNITIONS** (President)
 - A. Acknowledgement of Visitors
 - B. Acknowledgement of Honors and Awards
 - Recognition of Individuals/Groups who have "Raised the Bar!"
- VII. **STUDENT REPORTS** (President)
 - A. CCOC Student
 - B. MAEP Student

VIII. SPECIAL ORDER OF BUSINESS

(Paul Hay)

The Superintendent will update the Board on special projects or may request that individuals be allowed to present an item out of order on the agenda to accommodate their schedules.

IX. PUBLIC COMMENTS

Members of the public may address the Board on any subject not on tonight's agenda; however, provisions of the Brown Act (Government Code 54954.2(a) and .3) preclude any action. As an unagendized item, no response is required from the Board or District Staff and no action can be taken; however, the Board may instruct the Superintendent to agendize the item for a future meeting. When your name is called, please come to the podium, state your name and address for the record, and limit your remarks to two minutes for individuals or five minutes for a group.

X. APPROVAL OF MINUTES

(President)

2. Action Item: [Approval of Minutes](#) of Regular Board Meeting on December 8, 2010.

XI. CONSENT/ACTION CALENDAR (ACTION)

All matters listed under the Consent/Action Calendar and marked with an *asterisk are considered by the Governing Board to be routine and will be enacted in one motion. There will be no discussion of these items prior to the time the Board considers the motion, unless members of the Board or the Superintendent request specific items to be discussed and/or removed from the Consent Calendar.

Recommendation: The Superintendent recommends approval of Consent Calendar items *3 through *12.

BUSINESS AND FINANCIAL FUNCTIONS

*3. Action Item: [Approve Monthly Warrant Approval List \(Daniel Gilbertson\)](#)

Recommendation: That the Governing Board approve the following warrant registers: #62008686-#62008699, dated December 1, 2010; #62008700, dated December 2, 2010; #62008701-#62008749, dated December 6, 2010; #62008750-#62008778, dated December 8, 2010; #62008779-#62008839, dated December 13, 2010; #62008840, dated December 14, 2010; #62008841-#62008845, dated December 15, 2010; #62008846-#62008856, dated December 16, 2010.

*4. Action Item: [Accept Donations \(Daniel Gilbertson\)](#)

Recommendation: That the Governing Board accept the donation on behalf of the district.

*5. Action Item: [Approve Contract for 2011 Legislative Advocacy \(School Services of California; \\$27,958 plus expenses\) \(Daniel Gilbertson\)](#)

Recommendation: That the Governing Board approve a contract for legislative advocacy with School Services of California from January 1, 2011 through December 31, 2011 for an annual fee for \$27,958, plus expenses.

*6. Action Item: [Approve Contract Renewal For Mandated Cost Claims Processing \(School Innovations & Advocacy; \\$4,000 per year\)\(Keiko Mizuno\)](#)

Recommendation: That the Governing Board approve the three year contract renewal.

- *7. **Action Item: [MOU For Financial System & Network Support Services \(Regional Technology Center, Santa Clara County Office of Education\)](#)(Daniel Gilbertson)**

Recommendation: That the Governing Board approve the Memorandum of Understanding with the Santa Clara County Office of Education for annual services provided by the SCC Regional Technology Center

PERSONNEL FUNCTIONS

- *8. **Action Item: [Certificated Personnel](#) (Daniel Gilbertson)**

Recommendation: That the Governing Board approve the four CTA SB70 grant teacher stipends, the two Tech Prep grant teacher stipends and the four General Fund teacher stipends.

- *9. **Action Item: [Classified Personnel](#) (Daniel Gilbertson)**

Recommendation: That the Governing Board approve one promotion.

INSTRUCTIONAL AND STUDENT FUNCTIONS

- *10. **Action Item: [Williams Uniform Complaint Procedures Report](#) (Daniel Gilbertson)**

Recommendation: That the Governing Board approve the quarterly report on the Williams Uniform Complaint Procedures.

- *11. **Action Item: [Community Classroom Agreements](#) (John Fox)**

Recommendation: That the Governing Board approve the agreement with Dr. Nayyara Dawood to provide on-the-job clinical training to CCOC medical students.

- *12. **Action Item: [Medical Apprenticeship Agreement](#) (Sylvia Karp)**

Recommendation: That the Governing Board approve the agreement with UA Health Works Medical Group for on-the-job clinical training to MAEP medical students.

END OF CONSENT ITEMS

XII. INFORMATION ITEMS

13. **Information Item: [Policy and Procedure Review: Travel & Conferences/Donations](#) (Daniel Gilbertson)**

Recommendation: That the Governing Board review Board Policies 3290, 3350, and the Travel and Conferences procedures.

14. **Information Item: [Proposition 1D Projects Update](#) (Daniel Gilbertson)**

Recommendation: That the Governing Board review the Proposition 1D update.

15. **Information Item: [Update on Adult Education](#) (Paul Hay)**
Recommendation: That the Governing Board review the adult education update.
16. **Information Item: [Governor Jerry Brown's State Budget for 2011-12](#) (Daniel Gilbertson)**
Recommendation: That the Governing Board receive the information on the state budget.
17. **Information Item: [First Reading: Personnel Board Policies 4000's](#) (Daniel Gilbertson)**
Recommendation: That the Governing Board review Board Policies 4000's and recommend that they go to the Board for a second reading and adoption.

END OF INFORMATION ITEMS

XIII. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

18. **Action Item: [Superintendent's Employment Contract; One-Year Extension](#) (Paul Hay)**
Recommendation: That the Governing Board approve the Addendum to Agreement between MetroED and Superintendent Paul Hay.
19. **Action Item: [Request for Proposals](#) for Audit Services (Keiko Mizuno)**
Recommendation: That the Governing Board authorize staff to solicit proposals for independent audit services for the FY 2010-11, 2011-12, and 2012-13, and appoint two Board members and one alternate to serve on an auditor evaluation panel.

BUSINESS AND FINANCIAL FUNCTIONS

20. **Action Item: [Monthly Budget](#) Update (Keiko Mizuno)**
Recommendation: That the Governing Board approve the budget changes included in the Monthly Budget Update for the period ended 12/31/10.
21. **Action Item: [Affirmation](#) of the Bid Award: Purchase Peterbilt PX-8 Truck (Keiko Mizuno)**
Recommendation: That the Governing Board affirm the bid award to Coast Counties Truck & Equipment Company for \$82,750 for the procurement of one Peterbilt PX-8 Truck.
22. **Action Item: [Affirmation of the Bid Award: Purchase of Automatic Transmission Dynamometer](#) (Keiko Mizuno)**
Recommendation: That the Governing Board affirm the bid award to Mustang Dynamometer for \$78,500 for the procurement of one 40-hp automatic transmission dynamometer.

23. **Action Item: Call for Bids: CCOC Gas Line Replacement (Daniel Gilbertson)**

Recommendation: That the Governing Board authorize the Superintendent to Call for Bids for the replacement of the gas supply lines to CCOC buildings 100, 200, 300, 500, 600, 700, 800, and administrative building 400, award the bid and enter into a construction contract with the lowest responsible bidder, subject to ratification by the Governing Board.

24. **Action Item: Call For Bids To Refurbish or Replace Portables at MC Center (Daniel Gilbertson)**

Recommendation: That the Governing Board authorize the Superintendent to Call for Bids for the refurbishing or replacement of MC portable classrooms H, I, J, and K; award the bid and enter into a contract with the lowest responsible bidder, subject to ratification by the Governing Board.

25. **Action Item: Call For Bids: CCOC Building 700 Public Services Center (Daniel Gilbertson)**

Recommendation: That the Governing Board authorize the Superintendent to Call for Bids for the CCOC building 700 reconfiguration and modernization project 9512, award the bid and enter into a construction contract with the lowest responsible bidder, subject to ratification by the Governing Board.

26. **Action Item: Award Bid, Approve Construction Contract: CCOC Building 200 (Daniel Gilbertson)**

Recommendation: That the Governing Board authorize the Superintendent award the bid to the lowest responsible bidder and approve the contract as recommended by the Superintendent.

27. **Action Item: Call For Bids: Building 800 Culinary Arts Center (Daniel Gilbertson)**

Recommendation: That the Governing Board authorize Superintendent to Call for Bids for the Proposition 1D CCOC building 800 modernization and reconfiguration project, award the bid and enter into a construction contract with the lowest responsible bidder, subject to ratification by the Governing Board.

PERSONNEL FUNCTIONS

--None--

INSTRUCTIONAL AND STUDENT FUNCTIONS

--None--

XIV. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

Superintendent Paul Hay and the MAEP and CCOC Program Directors will have recent **significant** information to present to the Governing Board on topics not on the agenda.

- Oral Report: CCOC Director John Fox
- Oral Report: MAEP Director Sylvia Karp
- Oral Report: CBO, Daniel Gilbertson
- Oral Report: MetroED Superintendent Paul Hay

XV. BOARD COMMENTS

(President)

Individual Board members may report on: visits to schools, programs, conferences, meetings attended and/or items of interest to the public. A board member may wish to express a concern or observation about a topic not appearing on the agenda, or request items to be scheduled on a future agenda.

XVI. OTHER MEETINGS

Regular Meeting, February 16, 2011*	Closed Session	6:00 pm
	Open Session	7:00 pm

*pending approval at January 19, 2011 Organizational Meeting

XVII. ADJOURNMENT

(President)

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