

# METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes  
May 9, 2012

## I. CALL TO ORDER/ROLL CALL CLOSED SESSION

The meeting of the Governing Board of the Metropolitan Education District was called to order by President Chang at 6:00 p.m., in CCOC Room 819, San Jose, California, for closed session.

All Members present, except when noted "absent":

Daniel Bobay	Milpitas Unified School District -
Jim Canova	Santa Clara Unified School District
Cynthia Chang	Los Gatos-Saratoga Union High School District
Richard Garcia	San Jose Unified School District
Diane Gordon	Campbell Union High School District - <b>Absent</b>
Rick Costanzo	Campbell Union High School District Alternate
J. Manuel Herrera	East Side Union High School District

## II. CALL TO ORDER/ROLL CALL REGULAR MEETING

The meeting of the Governing Board of the Metropolitan Education District was called to order by President Chang at 7:10 p.m., in CCOC Room 201, auditorium, San Jose, California.

## III. REPORT OF CLOSED SESSION ACTIONS

President Chang reported no action was taken in closed session regarding the conference with Labor Negotiator pursuant to Government Code 54957.6(f).

## IV. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice President Bobay.

## V. ADOPT AGENDA

MOTION: It was moved to adopt the agenda. M/Bobay, S/Canova; Vote: 5 Ayes, 0 No, 1 Abstain (Bobay)

## VI. RECOGNITIONS/VISITORS

Superintendent Hay noted it was the California Day of the Teacher as well as National Teacher Appreciation Week and he wanted to take this opportunity to thank the teachers at MetroED and throughout the state for their contributions to the education of students.

Superintendent Hay acknowledged the following teachers for "Raising the Bar" for students at MetroED:

- Mike Cortese, CCOC Truck Mechanics teacher, for serving as the Youth Organization sponsor at CCOC, and unofficially, for Santa Clara County and beyond. Mike has successfully promoted SkillsUSA and provided all the programs and students the opportunity to compete. Mike pursued an AYES affiliation for the Diesel Trucks program and is continuing to work with Caterpillar's Think Big program to provide even more opportunities for students.
- Sam Ajam, MAEP CalWORKs Lab teacher for adding sections to his afternoon lab class, FASTTRACK GED and also a High School Forum class, so students needing to finish final credit hours could sign up in this new section and graduate this year. Sam Ajam is "preparing students

for success” and he was recognized for his commitment to making a positive impact on the life of so many students.

- Susie Berger, MAEP Adult Basic Education (ABE) teacher, was recognized for her extra efforts in providing 21 of her appreciative students to move from Adult Basic Education (ABE) to High School or GED this year. Susie Berger is “preparing students for success” and she was recognized for her commitment to making a positive impact on the life of so many students.
- Beth Fragodt, MAEP General Education Development (GED) teacher, was recognized for her hard work to provide 16 GED students to become completers. She has taken on extra work to ensure that her students succeed in achieving their goals. Beth Fragodt is “preparing students for success” and she was recognized for her commitment to making a positive impact on the life of so many students
- Krystyna Lett, MAEP CalWORKs Lab teacher, was recognized for offering to come in on days off to work in the classroom, mentor others, call students personally to bring them back to class, pair students with tutors, and willingly accept many more students than the maximum required for the class. With as many as 39 students in her morning CalWORKs lab class, she agreed to add a FASTTRACK GED section to enable CalWORKs and community students on the waiting list an additional opportunity to complete their GED.

Superintendent Hay said this evening we would be presenting years of service pins to those employees who have served 10 years: CCOC Auto Body Refinishing teacher Nathan Chukes; CCOC Dental Assisting teacher Gina Fleming; CCOC Auto Body Repair teacher Robert McTaggart; MAEP Site Registrar Michelle Gonzales; MAEP Instructional Aide Gerard Truong; MAEP Director Sylvia Karp.

Superintendent Hay acknowledged the retirements of MAEP Director Sylvia Karp and MetroED Human Resources Director Dan Gilbertson and presented a small gift on behalf of the Governing Board and District.

HR Director Gilbertson thanked everyone and said it had been a real pleasure working at MetroED for thirteen years.

President Chang: On behalf of the Governing Board, she thanked the teachers and administrators for the important contributions made for the students. She also welcomed Los Gatos-Saratoga JUHSD Assistant Superintendent Tom Woodruff to the evening's meeting.

## VII. STUDENT REPORTS

- A. CCOC Student - CCOC Director John Fox introduced Ed Van Hagen and Mike Cortese to share information on significant opportunities for students at CCOC.

Ed Van Hagen: He provided information on the Triple AAA Troubleshooting competition sponsored by Ford. He said the contest includes a written test and he had 25 students take the test. He said high schools are allowed to compete if they have an automotive program. The top two student's scores are used to select the top 10 schools in Northern California and CCOC was selected. He said the contest was held at the Blackhawk Auto Museum in Danville. He noted the CCOC students were the first to complete in a timed test against schools in Southern California. The CCOC students came in eighth. He said the students were very impressed with the competition and venue and he said CCOC will enter the competition again next year. He also shared that he spoke with a service manager at Capitol Honda today and three of his former students are working there full-time.

Superintendent Hay: He said the Triple AAA Troubleshooting competition is one of the partnerships that our programs have with business and industry that provide value added experiences for our students here at CCOC.

Mike Cortese: He said the students did very well at the state SkillsUSA competition with 14 medals. He said there are three students that will be competing at the national competition in

June in Kansas City. He said there are two from HVAC and one from automotive. He said there were four gold medals; one was in TIG welding but it isn't included at nationals as a competition.

- Jonmarko Arroyo from Mr. Chuke's Automotive class; attends Andrew Hill High School; competed in Auto Refinishing. He said it was his second year competing at the state level and he is looking forward to nationals.
- Mark Block who won first place at state in HVAC; attends Mr. Tawney's HVAC class; and he is a secondary adult student.
- Brian Lepe who received a gold medal at the regional and state competitions in HVAC; he attends Silver Creek High School; and it is his first year at CCOC.

B. MAEP Student - None

## VIII. SPECIAL ORDER OF BUSINESS

None

## IX. PUBLIC COMMENTS

President Chang: She noted there were members of the public that wished to address the Governing Board and read the disclosure on speaking times for individuals and groups.

Kathy Jasper: She spoke as the AFT President and she introduced students from her Adult Basic Education class that were in attendance at the meeting. She discussed an issue relative to the number of temporary teachers that may be cut due to budgetary issues that she said the AFT bargaining team had only become aware of approximately two weeks ago. She also expressed concern regarding Consent Item # 8 regarding a new assistant principal for MAEP. She said AFT as well as CSEA went to speak with the superintendent and said they were opposed to the new position. She said she had reviewed the job description and it had been modified to 155 days; however, it is still a new administrator and she believed the evening program had been covered with curriculum specialists, CalWORKs administrators and other people. She said the union feels that for 25 teachers, 3 curriculum specialists, we do not need more administration while cutting back on teaching staff. She requested that the consent calendar item be pulled on the assistant principal position for discussion and to put the item on additional teacher cuts on the agenda.

Peter MacDonald: He said he was an evening High School Subjects Forum teacher and he yielded his time to one of his students who had been elected to speak on behalf of his class. He said Ethan will be graduating in June and he would like to speak about not cutting back on the high school classes.

Ethan Winklebleck: He asked that the Governing Board try not to cut back on high school classes. He said it has been a great opportunity for him to get his high school diploma as well as others in the class. He said the class is the only time that fits with his schedule. He said he is almost 23 years old and it has been tough as he is recently unemployed. He worked for five years and did not get the chance to finish high school as he was 35 credits short. He expressed the class means a lot to him and it is a personal achievement to be able to get his high school diploma. He said taking the class away from some of the students could be devastating to them and he hoped the Governing Board would take this into consideration.

Maribel Jimenez: She said she heard the district would be reducing the class to two nights per week. She said her and her classmates wanted to tell the Governing Board how important and invaluable the ABE class is to them. She said thanks to the valuable and irreplaceable teachers, they feel more comfortable with themselves and they are getting involved with the community and they want to be role models for their children. She said they want to be able to communicate with everyone and she said education is the only way to a better life. She thanked the Board for reconsidering the reduction of classes.

Esperanza Dias: She said she has five children and she was not able to go to school when she was little. She always encouraged her children to go to school and the importance of education for them. She said it is her chance to accomplish something that she has dreamed about and also to provide her the skills to go on to community college. She said with her husband and children, they have started a family business and she would like to be involved as much as she can; hopefully in the financial area. She said this program provides her the basics and she said she really appreciates the class and hearing that it will continue for four nights a week.

President Chang: She said this item is not on the agenda; however, she asked if the superintendent would like to speak.

Superintendent Hay: He said as the Board was aware, adult education has been deficit spending around \$800,000 to \$900,000 per year and it is not sustainable. He said staff is in the process of developing the budget for next year and if we continue to deficit spend the program would need to close down in 24 months. He said staff has been in the process over the past weeks and months, analyzing every class and every schedule to figure out how we can best provide the maximum opportunities for the maximum number of students and still keep the program viable beyond 2014. He said the final analysis has not been completed; however, we will be coming back to the Board with a budget presentation at the first meeting in June. He said at that meeting staff will provide the proposed adjustments in all the programs for the budget year. He said there will be an opportunity at that meeting to discuss these issues.

Member Herrera: He said on a general level, all of the districts are facing the same challenges with declining revenue. He said at the East Side UHSD there was every reason that it could have fallen into acrimony but it did not. He said in the last three years when they have slashed and cut and lost so much, they have stayed together. He said a big part of that was there were no surprises, there was transparency; there was a sense of collaboration and partnership, less hierarchy, and more informal and formal discussions. He said without judging or commenting on this specific issue, as a policy maker, this kind of communication is made in public and he said after hearing the response, he just wants to stay on track for understanding each other and not surprising each other, collaborating with each other, and find ways to work together.

Member Canova: He said he agreed but he wanted to be clear, he said from what some of the speakers had said he had the impression that they believed an outcome had been determined and he said from what he had heard from the superintendent, an outcome had not been determined yet. He said the process is still ongoing. The superintendent said yes.

President Chang: She said since this item was not on the agenda and the superintendent has said the analysis will be presented at the first meeting in June as part of the overall budget process which will include the adult education program.

Member Canova: He said he understands this process is still ongoing; however, it was requested by Ms. Jasper to have Consent Item 8 removed from the consent calendar for discussion and he would like to see that happen.

President Chang: She said when we get to that part of the agenda it will be requested to remove that item for discussion.

## X. APPROVAL OF MINUTES

### 1. Action Item: Approval of Minutes of Regular Board Meeting of April 11, 2012.

**MOTION:** It was moved to approve the Minutes of the Board Meeting of April 11, 2012.  
M/Garcia, S/Herrera; Vote: 5 Ayes, 0 No, 1 Abstain (Bobay)

## XI. CONSENT CALENDAR

**MOTION:** It was moved to approve consent items # 2 through #14 with the removal of item # 8 at the request of Member Canova. M/Garcia, S/Bobay; Vote: 6 Ayes, 0 No

### BUSINESS AND FINANCIAL FUNCTIONS

**\*2. Action Item: Approve Monthly Warrant Approval List**

The Governing Board approved warrant registers: That the Governing Board approve the following warrant registers #62013052-#62013064, dated April 3, 2012; #62013065-#62013083, dated April 4, 2012; #62013084-#62013131, dated April 12, 2012; #62013132-#62013141, dated April 16, 2012; #62013142, dated April 17, 2012; #62013143-#62013172, dated April 18, 2012; #62013173-#62013202, dated April 23, 2012; #62013203-62013234, dated April 26, 2012; #62013235-#62013275, dated April 30, 2012.

**\*3. Action Item: Surplus Items**

The Governing Board approved the surplus of unusable and/or outdated items listed in the board packet.

**\*4. Action Item: Approval of Sole Source Procurement-Haas**

The Governing Board approved the sole source procurement of Hass equipment from Selway Machine Tool Company.

**\*5. Action Item: Approve Agreement for Cellular Telephones-Verizon Wireless**

The Governing Board approved the agreement with Verizon Wireless.

### PERSONNEL FUNCTIONS

**\*6. Action Item: Certificated Personnel**

The Governing Board approved the four CTA SB70 Grant teacher stipends as articulation coordinators and the one retirement of HVAC teacher, John Tawney.

**\*7. Action Item: Administrative Personnel**

The Governing Board approved the one promotion of Scott Hall to Facilities Manager effective 5/29/12.

**8. Action Item: New Administrative Job Description: Assistant Principal/MAEP Evening Program**

Member Herrera: He said his issue was evaluating an item out of context from the budget process in June. He said everything will be referenced to something else and balancing priorities, clarifying priorities, etc. He said whatever merit may be stated tonight for him would be out of context. He said he needs to understand what is being traded away, why this is being funded versus something else, and he was uncomfortable with the item being on consent and as well as taking action this evening.

HR Director Gilbertson: He said the adult education program has gone from a number of sites and a multitude of programs with over 5,000 students down to one location with 2,000 students. He said administration of the adult education program is critical to its success. He said as part of the cost cutting and reductions, MetroED administration has decided not to replace Director Sylvia Karp who is retiring and it leaves the administration of the adult education program to an

assistant principal who has agreed to take on the full responsibility which was handled by a director and three assistant principals in the past. He said the program runs from 8:00 a.m. to 10:00 p.m., it is difficult for one person to ensure the students are safe, the teachers are supported, and the other responsibilities are covered. He said key administrators said it would be unfair to the leadership of the program. He said this would be for a half-time position to ensure the evening adult education program will be run as well as the day program.

President Chang: She asked how many administrators are currently in positions in the evening.

HR Director Gilbertson: He said both CCOC and MAEP have evening programs on campus. He said for MAEP, it would be for a half-time administrative position. He said it would be Suzi Glass plus the half-time administrative position.

President Chang: She said there would no longer be the position of director. HR Director Gilbertson said that was correct.

Superintendent Hay: He said the adult education evening program runs four nights a week and it is as busy and as full as the day program. He said Suzi Glass is there as assistant principal, soon to be principal, for the entire week (Monday-Friday). He said there are no evening classes on Friday. He said Sylvia Karp, as Director, provides the administrative support one night a week; one evening is covered by Suzi Glass; the other two evenings are covered by certificated employees. He said he has told the adult education administration this cannot continue and if there are certificated employees supervising at that time, they would need to be paid as administrators. He said the principal and superintendent needs to be able to hold them accountable and they need to have the authority to take on the administrative responsibilities. He said next year, Suzi Glass cannot continue to do this in the evening and still be expected to run the program during the day. He said there will still need to be coverage for the four evenings or we will need to look at closing the evening program or closing the morning program and running adult education from noon to 10:00 p.m. or other options. He said we have to have administrative support for the teachers and students while they are on the campus. He said this particular item is not approving budget, it is not approving an assignment; however, it is approving a job description. He said this job description was written for an administrative position but it is only for 155 days, four nights a week. He said there is no extra pay for being on campus on Friday. He said it is very specific about the times to have an administrator on site.

Member Canova: He asked if the administration sees this as a net cost savings for the program.

Superintendent Hay: He said from what would have to be done otherwise in paying someone else to be there it is cost neutral.

Member Herrera: He said he was a little confused as the superintendent said this was a job description only; he said there are other actions to be taken to actually fill the position and pay for the position.

HR Director Gilbertson: He said this was the first step in the process to approve the job description.

Member Herrera: He said there would be subsequent steps where funds would be allocated to fund the position and he asked if this would be coming under the framework of the entire budget.

Superintendent Hay: He said the presentation will be at the next meeting.

Member Herrera: He said then we will be able to look across the spectrum of what are we funding, what are we not, so we are able to do some prioritizing and the Board will have the opportunity to hear any information relative to the reasons for the positions.

Superintendent Hay: He said the filling of the position would not be done before July.

President Chang: She asked if the recruiting process would begin if this item was approved.

MAEP Director Karp: She said the position would be posted.

President Chang: She said the approval of this item does not just include the approval of the job description.

Member Herrera: He said this does not appear to be just approving a job description this evening.

HR Director Gilbertson: He said the process is to post a position so administration can begin the recruitment process; however, it is dependent on the Board's approval.

Superintendent Hay: He said an individual is not hired until it comes to the Board for approval.

Member Herrera: He said it is implicit that the position of director would remain vacant and he asked if proceeding with the approval of the half-time position would be contingent upon the director's vacant position. He said we are looking at savings and allocating resources and he asked if it would trigger the defunding of the position if the director position is filled.

Superintendent Hay: He said he would suggest that it would not as there would still be a need for an administrator onsite for the evening program. He said he is not comfortable asking a director to provide administrative support in the evening.

Member Herrera: He said he agreed but he did not want to minimize what the action would be on this item. He said the Board is being asked to create a new position and fund it for valid reasons and it is not, as has been described, as flowing from leaving a position vacant. He said a more accurate presentation is that we are being asked to leave a position vacant and to create a new half-time position. He said because there is some validity to the programmatic need that is being described, he was not going to oppose the job description this evening. He said he would want to revisit the position when it comes up in the budget presentation.

President Chang: She said at the last meeting, the Board approved an efficiency study for the operations of the district and she asked if this would be part of the study. The superintendent said yes. President Chang asked if the study would be available prior to the approval of the budget.

Superintendent Hay: He said it would not be ready until the end of December. He said he would be bringing back an administrative organization chart to the next board meeting for approval prior to the review of the budget.

Member Canova: He said if it was absolutely critical to approve the job description this evening or would it make more sense to bring it back to the next board meeting. He said if there is no timing issue that it must occur this evening, he suggested bringing it back to the next agenda.

President Chang: She said if the position is approved this evening, the district can begin the posting process earlier.

Member Canova: He asked if it was essential that the position be posted.

MAEP Director Karp: She said it is a position that would begin in mid-July. She said it is a position that we would have to post and recruit for and it would delay the process.

President Chang: She said she understands if you wait too long to begin the recruitment process, you may not get the best candidate. She said it needs to move forward if the Board approves the item this evening.

Member Canova: He said the Board needs to approve the job description to allow for the posting to occur right away.

**MOTION:** It was moved the Governing Board approve the new administrative job description for the position of Assistant Principal/MAEP Evening Program. M/Garcia, S/Bobay; Vote: 6 Ayes, 0 No

### INSTRUCTIONAL AND STUDENT FUNCTIONS

**\*9. Action Item: California Barbering & Cosmetology Apprenticeship Learning Center, JATC Apprenticeship Agreement, 2012-2013**

The Governing Board approved the agreement the California Barbering and Cosmetology Apprenticeship Learning Center Joint Apprenticeship Training Committee, JATC apprenticeship agreement for the 2012-2013 school year

**\*10. Action Item: Western Electrical Contractors Association Inc., JATC Apprenticeship Agreement, 2012-2013**

The Governing Board approved the agreement the Western Electrical Contractors Association, Inc., JATC apprenticeship agreement for the 2012-2013 school year.

**\*11. Action Item: Santa Clara and San Benito Counties Roofers, JATC Apprenticeship Agreement, 2012-2013**

The Governing Board approved the Santa Clara and San Benito Counties Roofers JATC apprenticeship agreement for the 2012-2013 school year.

**\*12. Action Item: Walton and Sons Masonry, Inc., JATC Apprenticeship Agreement, 2012-2013**

The Governing Board approved the Walton and Sons Masonry, Inc., Joint Apprenticeship Training Committee, JATC apprenticeship agreement for the 2012-13 school year.

**\*13. Action Item: Community Classroom Agreement**

The Governing Board approved the agreement to provide on-the-job clinical training to CCOC medical students with Rom Romero, P.A.C. and E. Leslie Weeks, M.D.

**\*14. Action Item: CalWORKs; Agreement for Summer School-MAEP**

The Governing Board approved the agreement between CalWORKs and MetroED for summer school classes at MAEP.

## **XII. INFORMATION ITEMS**

**15. MAEP WASC Three-Year Review**

MAEP Director Karp: She said on May 2, MAEP had their three year visit of the six year WASC accreditation. She said when the team was here previously, the program was beginning to experience the budget crisis and the team wanted to return to see if the program would be able to follow the steps in the action plan. He said in the last three years, the program has lost 78% of the funding in the adult education program. She said there were two members of the original visiting team that conducted the one-day visit. She said the visiting committee's report has been received and she read from the report the following:



"The VC feels that the school has done a remarkable job of focusing on their students' educational needs despite the ongoing crisis atmosphere. We feel that the school has made significant progress on the Action Plan for the previous three years and it has identified important new goals that maximize outcomes for students, intelligently utilize scarce resources and match State Strategic Plan goals."

Director Karp said they were very satisfied with the visit and a copy of the report was provided for each of the Board Members.

Vice President Bobay: He asked if there were any new recommendations from the visiting committee.

MAEP Director Karp: She said one recommendation was to combine some of the action goals for data integrity, for professional development, and for accountability to meld them into one goal so they could be addressed at the same time. She said there were no other recommendations.

Vice President Bobay: He said there were no significant recommendations from before and this was great.

Member Herrera: He said he was startled to read that San Jose USD has been providing adult education in the San Jose community since 1883. He said that is amazing.

Superintendent Hay: He said it has been about 143 years and he thanked Sylvia Karp and her administrators and everyone who worked on the report. He said over the last three years the program has gone through some substantial upheaval with 78% of the funding gone and they have done a great job.

President Chang: She said she wished the students who attended earlier were still at the meeting as by their comments it was conveyed that the program has made an impact on their lives. She said she knows Director Karp is leaving but she has quite a legacy.

Vice President Bobay: He said there was a lot of construction last year on site and the program has done a remarkable job considering everything that happened and he said congratulations.

MAEP Director Karp: She said the programs were consolidated onto one campus and received an outstanding WASC review, and it is a reflection of the hard work by the teachers and staff at MAEP.

President Chang: She asked the superintendent or director to convey to Kathy Jasper to ask her to let her students know that the Board appreciates them sharing information and their comments were evidence of the great adult education program and the positive WASC report.

## 16. MetroED Staff Survey Results (Dan Gilbertson)

HR Director Gilbertson: He said we are about student success and successful education here at MetroED and the major delivery system is through people. He said technology is used as support; however, it is the people that bring the education to our students and the people who support those who work directly with those students. He said staff is a very important part of the operation and he said every few years a basic staff survey is done. He said it provides information on the organization and what the employees see as areas of concern and areas that are done well. He said the last survey was done in 2008 and the current survey was distributed in late 2011 and the date for responses was extended into January 2012. He shared information in a PowerPoint of the 96 employees who responded which is about 56% of the total possible respondents. He said there continues to be concerns from employees that their responses may not be confidential and even though he assures the employees this is not tracked. He provided a summary of the responses and the areas of concern with recommendations from the administrative team regarding communications and the next steps in the process.

Member Herrera: He said he was not aware that management used this type of instrument and he expressed how much he appreciated the survey and administration is seeking feedback from employees in the organization.

Member Garcia: He said he has been involved in a number of different surveys over the years and he knows that anonymity is an important part of the process. He said he noted at the end of the survey it asked for information on full-time and years of service. He said the more information that is sought it could be easy to determine a person's identity based on the reduction of the workforce over the past few years. He said it could be a problem asking for information regarding too much detail.

HR Director Gilbertson: He said he did take out some of the demographic information this year because of the concerns that employees had expressed.

Member Garcia: He said he would suggest under the comments for the communication issues that for any organization communication issues are always problematic and we move away from that thinking and move to a more positive solution which can be difficult. He said communication is not always an issue in all organizations and under recommendations for improvement, he said communication is two people talking back and forth and only one of the recommendations involves people talking back and forth. He said the other area is in giving information and not everyone sees it as communication.

HR Director Gilbertson: He said that is why he emphasized providing information in staff meetings and providing the opportunity for employees to share information as well.

Member Garcia: He said historically, in this organization, it has always been very positive. He said in speaking with employees, they say they can always sit down and speak to the superintendent and exchange ideas and information. He said he knows that works in his home district as well. He said this is great and he thanked Mr. Gilbertson for the report.

Vice President Bobay: He said the only other thing he would add regarding communication and he understands there probably is not a budget for it; however, bringing someone in on an independent basis that could talk to groups of personnel to identify exactly where there may be communication gaps like a facilitator may be more effective.

President Chang: She asked if there was space for the respondents to make comments on the survey.

HR Director Gilbertson: He said there was space for comments or suggestions and the survey was available online and it could be printed out and submitted by hand as well.

President Chang: She said along with Vice President Bobay's point if the information was written down it would be easier for a facilitator to identify the areas.

Vice President Bobay: He said the data is what it is; however, maybe a second analysis may provide some information. He said as we go into the goals and objectives for 2012-13 perhaps communication should be an issue for 2013-14.

President Chang: She said based on her experience this organization has been very good at communicating with the Board and staff. She said every Friday there is an update and the Board is provided in-depth and comprehensive information. She said she thinks giving as much information as possible is important and people always have the option to read the information or not read it. She said she knows it has been a goal to increase communication and she said there is always room for improvement. She thanked HR Director Gilbertson for the survey and she noted it would be his last survey prior to his retirement.

## 17. MetroED District Goals and Objectives for 2012-13 (Lynn Orong)

Superintendent Hay: He said CBO Orong will be making the presentation; however, he wanted to preface it with the process. He said administration brings the proposed goals and objectives to this meeting to allow for time to review them and provide feedback between now and the next meeting. He said the goals will be brought back to the first meeting in June for adoption and the budget presentation will follow the goals. He said the budget is developed to support the goals and objectives. He said the budget will be brought back at a second meeting in June for adoption.

CBO Lynn Orong: She provided a PowerPoint presentation on the goals and objectives for the 2012-2013 school year. She said administration has reviewed the prior year goals and the progress and they have used it to provide milestones for the coming year based on the vision statements of the district. She shared highlights of the goals for the departments and she looks forward to working with the Board on the goals.

President Chang: She thanked CBO Orong for the presentation and she encouraged the Board to contact Superintendent Hay before the next meeting with any suggestions or comments prior to adoption.

Superintendent Hay: He said there would be time between now and the next meeting to make any revisions prior to the adoption of the goals.

Member Costanzo: He said he thought he heard the adoption would occur at the second meeting in June.

Superintendent Hay: He said the adoption of the budget will be at the second meeting in June. He said the goals are brought to the Board for adoption at the first meeting in June prior to reviewing the budget for the next year.

## XIII. ACTION ITEMS AND REPORTS

### BOARD AND ADMINISTRATION FUNCTIONS

#### 18. Superintendent Replacement

Superintendent Hay: He said he announced his retirement date to allow the organization and the Board to decide what it wants to do going forward and provide the time for the next steps. He said there is a Board Policy 2120 on recruiting and selecting a superintendent and a copy was included in the agenda packet. He said one of the items is that the Board will decide on a search and selection process. He said he has talked to Leadership Associates regarding superintendent searches and how long it has been taking. He said they shared it is from 3 to 4 months and districts usually do the search in the spring and they recommended starting in January for a July first hire date. He said if the goal for a hire date here is May 1, 2013, he would recommend starting the actual recruitment process in November. He said he is also recommending a two member ad hoc committee to come up with a process to bring back to the Board at a subsequent meeting for Board approval.

President Chang: She said if the committee is established tonight, does it mean that the recommendation for a process would need to be brought back by the next meeting.

Superintendent Hay: He said it would not need to be done prior to the next meeting and it would depend on when the Board decided to begin the recruitment process.

Member Canova: He said Leadership Associates had been contacted and he asked if the superintendent was recommending using them or the Board would have the opportunity to decide who they would want to use in the process.

Superintendent Hay: He said it would be up to the Board if they choose to go with an outside agency to assist with the recruitment. He said the Board may decide to search internally as what happened when he was hired or decide to open it up to external candidates. He said if the Board decides to use an outside firm, he would recommend a competitive process and go out for requests for proposals. He said there are several recruitment companies.

President Chang: She said at this point it was suggested to appoint an ad hoc committee and she would volunteer to be a member of the committee since she has been a member of the Board since 2001 and she has been through the process and she asked Member Garcia if he would serve on the committee as well.

Member Garcia: He said he would be glad to serve on the committee.

Member Herrera: He commented that the committee would come back to the full Board with a method to approach for the recruitment and timelines.

Superintendent Hay: He said the ad hoc committee needs to start in the next couple of months to discuss how to move forward and to bring the recommendations to the full Board. He said the process should be determined as early as possible.

**MOTION**: It was moved the Governing Board appoint President Chang and Member Garcia to the ad hoc committee. M/Herrera, S/Bobay; Vote: 6 Ayes, 0 No

Member Costanzo: He said even though the vote has been taken, he didn't have a true definition of what the ad hoc committee would be doing and what power they have.

Member Herrera: He said what they just voted for was for the two-person committee of the Board to develop a proposed timeline and approach for hiring a superintendent and to bring it back for approval.

Member Costanzo: He asked if the Board was all clear on the role of the committee.

President Chang: She said it was not to hire the superintendent.

Vice President Bobay: He said it was to develop recommendations to the full board for the recruitment and selection process to be used in the recruitment of a new superintendent.

Member Costanzo: He said as long as the entire Board is clear on the process, he would be an affirmative vote on the motion and he just wanted to clarify the item for the record.

## **BUSINESS AND FINANCIAL FUNCTIONS**

### **19. Monthly Budget Update**

President Chang: She noted there were no questions from the Board.

**MOTION**: The Governing Board approved the budget changes included in the Monthly Budget Update for the period ended April 30, 2012. M/Garcia, S/Herrera; Vote: 6 Ayes, 0 No

### **20. Award Bid for CCOC Building 100 & Approve Construction Contract: Proposition 1D Modernization, Sewer Line Replacement & Classroom Construction-Swenson & Associates, \$3,642,000**

**MOTION**: The Governing Board awarded the bid to Swenson and Associates as the lowest responsible bidder and approved the construction contract between MetroED and Swenson & Associates in the amount of \$3,642,000. M/Herrera, S/Garcia; Vote: 6 Ayes, 0 No

21. **Architectural Services (Bartos Architecture, \$15,000) CCOC Master Plan Master Update**

President Chang: She said it was a reasonable cost for a supplemental update.

Superintendent Hay: He said the original master plan led the district into all of the renovations that have occurred over the last five years. He said this is supplemental and it is considerably less than other districts have paid.

**MOTION**: The Governing Board approved the Authorization to Proceed for architectural services with Bartos Architecture, Inc. in the amount of \$15,000 for the CCOC Master Plan Update. M/Garcia, S/Bobay; Vote: 5 Ayes, 0 No

22. **Public Hearing: Disclosure of Financial Implications of Collective Bargaining Agreements with AFT Employees**

HR Director Gilbertson: He said the collective bargaining agreements are brought to the Board after they are approved and ratified by the organizations. He said we have an agreement with AFT for this school year. He said there are no funds for salary increases based on the budget; however, we did agree to an accountability stipend. He said this is grant funded and is paid to assist the teachers who work outside of class time on accountability activities. He said the teachers are paid hourly. He said this is done on a year to year basis.

President Chang: She opened the public hearing and asked if there were any members of the public that wished to speak on this item; seeing none, President Chang closed the public hearing.

**MOTION**: The Governing Board held a public hearing and disclosed the cost of the proposed settlement with the San Jose Federal of Teachers (AFT) as required by AB 1200. M/Garcia, S/Herrera; Vote: 6 Ayes, 0 No

23. **Ratification of the AFT Agreement for 2011-12**

**MOTION**: The Governing Board approved the tentative agreement for 2011-12 with the San Jose Federal of Teachers (AFT). M/Herrera, S/Bobay; Vote: 6 Ayes, 0 No

XIV. **EXECUTIVE REPORT/ADMINISTRATIVE REPORTS**

Superintendent Hay:

- He noted the ballot initiatives by Molly Munger and the Governor have submitted the signatures to place the measures on the November ballot and it appears both will qualify. The latest polling shows the Governor's initiative has fallen to 54% and Munger's has gone up from 31% to 40%.
- The Governor's May Revise will be introduced on Monday, May 14.
- He said the Governor's office is continuing to push hard on the Weighted Student Formula (WSF). In order to gain support they are making major changes which include postponing implementation if his initiative fails; taking transportation, special education, and nutrition out of the formula; and moving to grade span differentials (elementary, middle, high school). The legislators would like to see the WSF go away and they have postponed hearings until further notice. He said legislative staff members believe the WSF will not move forward; however, there are always behind closed door deals that take place at the last minute when approving the state budget.
- He noted Senators Alquist and Simitian have officially endorsed the Veterans Initiative. He said a tri-fold promotional brochure is nearing completion as well as plans to do a kick-off in 45 to 60 days at the San Jose City Hall Rotunda.
- He noted at the dais for the Governing Board members was the PowerPoints of the staff survey and goals; copies of the Raising the Bar awards; the County's acceptance letter on AB 1200; and the MAEP WASC Mid-year report.

MAEP Director Karp:

- She said the end-of-the-year is about honoring employees for their outstanding contributions. She said on Tuesday evening, the regional California Council on Adult Education honored Classified Employee Rosalie Ruiz, MAEP Accountability Specialist, and teacher Shirley Atkins for Excellence in Teaching. She noted that Superintendent Hay attended the dinner as well.
- She said on Thursday employees will enjoy a potluck luncheon and friendship salad for Classified Employee and Teacher Appreciation weeks.
- She said on May 16 Suzi Glass will be honored as the ACSA Adult Education Administrator of the Year for our region.

CCOC Director Fox:

- Jeff Schmidt, Video Production instructor, was notified today the SVICT Grant Proposal to Ohlone College was approved. The project involves all interested teachers to collaborate with him and his students to create career videos for each industry sector. The project will use a mobile charging cart housing 40 iPads. Next year, he will provide interested teachers with an iPad, and train them how to use the digital video camera and the movie IOS Application on the iPads to produce the videos. In the second semester, will set up student collaborative groups using video production students and your students to coordinate the filming of an interview from a person in your industry. The students will create the interview questions, research the local industry to find the perfect job, and get the interview.
- Sara Crowder had several of her students receive certifications in her Accounting class: 4 students: QuickBooks 2011; 3 students: Microsoft Outlook 2010; 3 students: Microsoft Word 2010; 3 students: Microsoft Excel 2010. She now has a wall of Industry Certifications in her classroom.
- Amy Struthers, morning Video Production student received a certificate and a check from Mayor Chuck Reed at the recent Job Shadow Day sponsored by the San Jose Rotary Club for her poster design.
- There are eight videos showcased at the SMARTWORKS SHOWCASE in San Mateo.
- Adobe Youth Voices will be showing many of the CCOC video production student films at their AdobeLive event on May 21 in downtown San Jose.
- Video Production Student Jackielyn Baldinger is a finalist for the National film contest, the ASPIRE AWARDS.
- Alice Rodriguez, Office Assistant instructor, shared that one of her students received an Administrative Assistant position at Stanford University earning \$20 per hour and is attending De Anza College and the university is working with her schedule. She is also being assisted by her supervisor to complete the paperwork to attend Stanford. She also noted that two of her student received job offers for the summer after attending the Rotary Job Shadow Day.
- He invited everyone to the Classic Car Show to be held on Friday, May 11 beginning at 5:00 p.m.

**XV. BOARD COMMENTS**

Member Costanzo:

- He said he enjoyed the joint meeting last week and the ideas shared and the sincerity of all the participants. He said he hopes we continue to move forward to enrich the program.

Member Canova

- He said he enjoyed the joint meeting as well as meeting with the leadership from the participating districts. He said he is looking forward to where we will be going in the future. He said one of the areas that he keyed in on was the value of having tours here on campus. He said he will be attending the car show as he did last year and he was looking forward to the event again this year. He said Santa Clara USD had success in their special election with 73% approval. He said it was for \$8 million and it will sunset in five years due to the RDA dollars returning to the district and the 49ers stadium. He said there is a way for senior

citizens to opt out. He said his home district is very proud of their superintendent and all of the work she put into passing the election.

Member Herrera

- He said he did want to salute the Catering Program on campus that provided the five star breakfasts for the joint meeting last week for the Board and superintendents. He said it was a remarkable presentation.

Clerk Garcia:

- He said he also thought it was a very fruitful joint meeting. He said his home district has been working for the last two years on a new strategic plan with their new superintendent and last week he gave the information to the Board for review and he was really pleased to see on the strategic plan that one of the major goals is to provide students with a twenty-first century education and careers. He said he used careers and not college and he said at San Jose USD they have been a college minded culture. He said even at the joint meeting, it came up about careers and college. He said there is also going to be parent education going on and they are going to try very hard to get elementary school parents focused on careers in the elementary schools. He said he hopes it will get past some of the problems he has heard over the years where parents say it is a wonderful program at CCOC but not for my kid. He said if we can educate parents early on that this is a great program and there is a wonderful opportunity here we will see the results in the future.

Vice President Bobay:

- He said his home district is going after a bond in the June election and they have been campaigning and phone banking with positive results. He said they are walking precincts every weekend as well.

President Chang

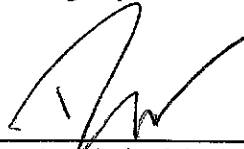
- She said the feeder school district in Saratoga for her home district passed a parcel tax with 69% approval and it shows that local residents value education.

**XVI. OTHER MEETINGS**

President Chang: She noted the next regular meeting will be on June 13, 2012 at 7:00 PM with closed session at 6:00 PM.

**XVII. ADJOURNMENT**

President Chang adjourned the meeting at 9:15 PM.



Richard Garcia, Clerk of the Board