

METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes
June 11, 2008

I. CALL TO ORDER/ROLL CALL

The open session of the regular meeting of the Governing Board of the Metropolitan Education District was called to order by President Gordon at 7:00 p.m., Room 810 at the Central County Occupational Center, 760 Hillsdale Avenue, San Jose, CA 95136.

All Members present, except when noted "absent":

Frank Biehl	East Side Union High School District
Cynthia Chang	Los Gatos-Saratoga Union High School District
Ernie Dossa	Santa Clara Unified School District
Richard Garcia	San Jose Unified School District – Arrived at 7:10 p.m.
Diane Gordon	Campbell Union High School District
Marsha Grilli	Milpitas Unified School District

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice President Dossa.

III. ADOPT AGENDA

It was moved to adopt the agenda as submitted. M/Chang, S/Biehl, Vote: 5 Ayes, 1 Absent/Garcia

IV. RECOGNITIONS

A. Acknowledgement of Visitors – None

B. Acknowledgement of Honors and Awards – Recognition of Individuals who have “Raised the Bar” by Superintendent Hay.

- Marti Rao, MAEP WASC Coordinator and Adult Basic Education Curriculum Specialist
- Terry Giorgetti, MAEP’s ESL Instructor, Rosemary School
- Suzi Glass, MAEP Assistant Principal, Metro and Erikson Centers
- Chantu Nguyen, CCOC Counselor
- Justin Locketz, CCOC Community Technology Careers Instructor and May Teacher of the Month
- Jeff Schmidt, Video Production Instructor
- Bob Beaulieu, MetroED Director of IT
- John Diquisto, Former SJ City Councilman & Retired Fire Captain
- Marsha Grilli, MetroED Board Member and MUSD Board Member

V. STUDENT REPORTS

- CCOC Student

Director John Fox introduced Elizabeth Fong, adult student in Victoria Straubinger’s Medical Assisting class. Ms. Fong shared she had been a construction worker making \$60 an hour and was displaced and needed to begin a new career. Ms. Fong said she has learned a lot in Ms. Straubinger’s class and was surprised when she did her externship at Valley Medical Center to hear from current medical assistants that they had paid \$10,000 to \$16,000 at other schools. These people did not know she was a student and were surprised at how much she knew. Elizabeth read from two letters of recommendations she had received from her externships that expressed the quality of work she performed. One of the organizations would like to hire her. Elizabeth shared she could not have gotten the quality of training she had received anywhere else. Ms. Fong said the Governing Board was doing a good job and she could not be happier

Vice President Dossa thanked Elizabeth for her presentation and expressed it was the best sales job he had heard in his 15 years on the MetroED Board. President Gordon thanked Elizabeth and shared that she had validated the programs we offer at MetroED.

- MAEP Student
None due the last day of class being June 10, 2008.

VI. Special Order of Business
None

VII. PUBLIC COMMENTS
None

VIII. APPROVAL OF MINUTES

1. MOTION: Approval of Minutes of Regular Board Meeting, May 14, 2008.
M/Biehl, S/Garcia Vote: 6 Ayes

IX. CONSENT CALENDAR

Superintendent Hay shared the wrong agreement had been attached to Consent Item # 21 and the amendment was included with the documents supplied to the Governing board this evening. Member Chang asked to remove Item # 4 from consent.

MOTION: Approve Consent Items *2 through *21 excluding item # 4 and with the approval of the amendment to item # 21. M/Biehl, S/Garcia, Vote: 6 Ayes

BUSINESS AND FINANCIAL FUNCTIONS

2. Approved Under Consent Calendar - Approved May Warrant Approval List
3. Approved Under Consent Calendar – Approved to Accept Donations on behalf of the district
4. Approve Agreement for Fiscal Budge Services (School Services of California; \$2,100)

Member Chang asked for clarification regarding the budget impacts show the expenses will not exceed \$2,300. Superintendent Hay noted that MetroED has contracted with School Services in the past and there have been no additional expenses. The additional cost would be related to travel expenses and the majority of the services are done via e-mail or over the phone. Hay does not anticipate any additional expenses over the contracted amount of \$2,100.

MOTION: Approve Agreement for Fiscal Budget Services with School Services of California, Inc. in the amount of \$2,100 plus actual expenses. M/Chang, S/Biehl, Vote: 6 Ayes

5. Approved Under Consent Calendar – Approved Appendix C, Master Business Relationship Agreement; Campbell Union High School District
6. Approved Under Consent Calendar – Approved the District Designated Official Signers for FY 2008-09
7. Approved Under Consent Calendar - Approved the MetroED Investment Portfolio as of 3/31/08

PERSONNEL FUNCTIONS

8. Approved Under Consent Calendar – Approved the three CTA class closures, one full-time, two part-time certificated personnel and the resignation of one AFT teacher for the 2008-09 school year
9. Approved Under Consent Calendar – Approved the regular and title change elections for Administrative Personnel
10. Approved Under Consent Calendar – Approved the two layoff elections for Classified Personnel
11. Approved Under Consent Calendar – Approved the revised administrative job description for the Program Coordinator position
12. Approved Under Consent Calendar – Approved the revised CSEA Job Descriptions for Computer/Network Technician; Human Resources Credential Specialist; Human Resources Specialist; Network Specialist; Systems Support Specialist District Registrar; and Webmaster/Database Systems Analyst

INSTRUCTIONAL AND STUDENT FUNCTIONS

13. Approved Under Consent Calendar – Approved the agreement with HOPE Rehabilitation Services for the period July 1, 2008 to June 30, 2009
14. Approved Under Consent Calendar – Approved the agreement with San Jose Job Corps to provide Adult Basic Skills in Job Readiness Instruction for the period of July 1, 2008 to June 30, 2009
15. Approved Under Consent Calendar – Approved the MAEP Cosmetology Agreements for 2008-09 school year
16. Approved Under Consent Calendar – Approved the second year Computer Technology Careers class
17. Approved Under Consent Calendar – Approved the agreement with Active Mind and Body to provide on-the-job clinical training to CCOC medical students
18. Approved Under Consent Calendar – Approved the authorization of the CCOC Director to sign and approve Work Experience Training Agreements
19. Approved Under Consent Calendar – Approved the 2008-09 MetroED Schedule of Fees
20. Approved Under Consent Calendar – Approved the agreement with San Jose Job Corps to provide GED instruction for the period of July 1, 2008 to June 5, 2009
21. Approved Under Consent Calendar – Approved with amendment the agreement with San Jose Job Corps for Instructional Aide support for the period of August 27, 2008 to June 5, 2009

X. INFORMATION ITEMS

22. 2008-09 MetroED Long Term Goals
Pamela Watson, Director of Instruction & Accountability reviewed the goals and objectives for 2008-09. Ms. Watson explained this was the third year of the five-year plan. The detailed goals, objectives and strategies are included in the Board packet. Ms. Watson shared a short PowerPoint presentation highlighting the focus for the coming year.

23. Draft of 2008-09 Budget

Superintendent Hay thanked Wendy Zhang, Director of Fiscal Services and her staff, for all the work they did in preparing the 2008-09 Budget. The public hearing for the Budget will be held on June 25 at 7:00 p.m. The Budget document will be available for public review beginning June 12 in the Superintendent's office from 8:30 a.m. to 4:00 p.m. Superintendent Hay provided a PowerPoint presentation on the proposed budget for next year as well as information on impacts over a three-year period. Member Chang asked about the differences in deficit contingency noted on the multi-year summary fund balance between the general fund and the adult education funds. Superintendent Hay shared the adult education program may have some reserves at the end of the third year; however, the Santa Clara County Office of Education may not allow deficit spending beyond three years and it would not be a recommendation of staff. Member Garcia asked if the same criteria were used for each year of the multi-year projections. Superintendent Hay shared School Services projects out over a five-year period and MetroED uses this information to assist with the multi-year projections. Member Chang complimented staff for the impressive presentations on the goals and the budget.

XI. ACTION ITEMS

BOARD AND ADMINISTRATIVE FUNCTIONS

24. JPA Amendment – Alternate Board Members

Superintendent Hay presented the four options from the attorney regarding alternate board members from the participating districts. Any amendment would need to be approved by the six participating district boards. Vice President Dossa requested a brief overview of the reasons the options were being presented. Mr. Hay shared the concern came from the Campbell district when the board member and alternate were unable to make the April MetroED board meeting. The board may want to make a recommendation of one of the options or take all four options back to the respective boards for discussion. Member Biehl said he would like to make this as simple and flexible as possible and preferred Option B with one change. The participating district board's president should select the alternate with the superintendent notifying MetroED prior to the meeting. Member Biehl said East Side would prefer a recommendation from this board. President Gordon shared the Campbell Board had adopted Option C and appointed all of their members as alternates.

Member Chang concurred with Member Biehl's recommendation of Option B and liked that it would be a temporary appointment to ensure continuity with the issues that will be coming before the Board in the coming months with the suggested amendment. Superintendent Hay shared the wording throughout states "shall" and it could be changed to "may" to allow more flexibility for a participating district board. Member Chang said it was important for each district to have a representative at each meeting and felt it would be more flexible with the wording changed to "may". Member Biehl said he did not see much difference between Options B and C and asked President Gordon if she had a problem with this recommendation. President Gordon shared the Campbell Board did approve a methodology for sending a representative when appointing all of the board members and would advocate for Option B if that is the recommendation of the MetroED Board.

Superintendent Hay shared the district would need in writing the person selected as the temporary alternate in any of the options. The notification could be sent via facsimile or hand carried and presented before the meeting and becomes part of the record of the meeting.

MOTION: To recommend to the participating district boards Option B for alternate board members with the participating district Board President making the temporary appointment, changing the word "shall" to "may" except to leave "shall" for the written notification of the appointment. M/Biehl, S/Chang, Vote: 6 Ayes

Member Grilli asked for clarification that the temporary appointment would be for one meeting only. President Gordon said yes. Superintendent Hay suggested two meetings by the participating boards. The first meeting for discussion of the recommendation of Option B and if approved, the second meeting to amend the JPA agreement. President Gordon requested the superintendent to provide the amended Option B to the participating district superintendents and to mention it was a unanimous recommendation of the MetroED Board.

25. Memorandum of Understanding: Campbell Union High School District for Construction of Facilities at the DX Adult Education Center

MOTION: Approve Memorandum of Understanding. M/Garcia, S/Dossa, Vote: 6 Ayes

XII. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

- John Fox, CCOC Director.
 - The CCOC Awards Ceremony held on May 30 was well attended with over 170 students receiving awards for achievement.
 - The second annual Ice Cream Social (sponsored by Allied Waste) was held on May 30 for all CCOC students in the morning and afternoon sessions. Students had the opportunity to hear the names of students being recognized for their achievements throughout the year.
 - On June 6, the first annual CCOC Art Festival was held in the auditorium with work displayed from the multi-media, animation, video production, graphic design, and interior design classes.
 - On June 9 the law enforcement, fire science/emergency medical services classes held their completion program with a capacity crowd.
 - The last day of school was June 10 without incident.
 - CCOC programs were included in over 40% of the high school district's year books.
 - Middle school camp will begin on Monday, June 16 with over 60 student exploring careers by participating in four programs on campus and a field trip to Evergreen Valley College and the Pipefitters Union.
 - Veterinary Assisting class has been granted the equivalency of up to 10 academic credits for science from San Jose Unified School District.
 - The Automotive Skill Center assistants received positive feedback through a survey given to students for their work with our automotive students. The assistants are here as part of the SB70 Grant.
 - CCOC summer school begins on June 16 and will run for six weeks, four days a week and four hours a day.
- Sylvia Karp, MAEP Director:
 - There are 31 graduates from Capital High this year, one of the highest. MAEP is looking at increasing the number of students with the expansion of the Metro Center.
 - There will be 85 students graduating on June 18.
 - There are 36 adult students that have completed their Medical Assisting certificate. We are recognized center for taking the California Medical Exam. The achievement ceremony will be held on June 18.
 - At the Superintendent's end-of-the-year event Barbara Zschaler received a 40 year pin. She has been teaching part-time in the 50+ Program.
 - The Digital Photography students have a display in Director Karp's office that are framed and matted. Many of the photographs are available for sale.
 - Summer school begins at all of the major sites on July 7 and end on August 12.
- Superintendent Hay:
 - The Law Enforcement ceremony was outstanding and definitely had standing room only.
 - A flyer went out on the last day of school to all students and mailed today to the parents encouraging them to share the benefits of attending CCOC to friends and family.

- The pre-enrollment numbers indicated in the May 30 Friday letter has improved considerably with 259 over the start of last year. A bar graph was included for the Board members for information. Member Biehl asked Director Fox if he felt comfortable with the new figures for next year. Director Fox will pick up some students in August. It doesn't reflect any adult enrollment only high school students, Job Corps and CalWORKs. Adults do not enroll if there are only 5 or 6 seats still open. We are in better shape than last year. Member Garcia noted the increase in San Jose and asked what accounted for it. Superintendent Hay said that San Jose and Campbell districts have been encouraging their students to look at us and getting the word out to the students. Member Chang noted that Cary Matsuoka, Los Gatos-Saratoga Superintendent, commented on his tour at their last board meeting and was very impressed. Superintendent Hay shared there were two counselors that came on the tour as well.

XIII. BOARD MEMBER COMMENTS

- Board Member Frank Biehl.
Member Biehl thanked the other districts for the increase in students from their districts and shared this will help with the ratio for ROP & CCOC ADA and it is being done for the benefit of the students. Member Biehl shared he hoped East Side would look at the 10 academic credits for science. Member Biehl introduced Dr. Forte from East Side who was at the meeting.
- Board Member Cynthia Chang.
Member Chang shared she spoke with a parent whose child was struggling in school and sent an e-mail to Director Fox last Thursday. Director Fox arranged for the parent to tour on Monday and the response was very helpful.
- Board Member Marsha Grilli.
None
- Board Clerk Richard Garcia.
Member Garcia shared he really enjoyed the multi-media videos and presentations. They were very creative.
- Vice President Ernie Dossa
None
- President Diane Gordon.
President Gordon mentioned the letter from the Santa Clara County Grand Jury regarding the requirements for inventory controls. Superintendent Hay shared staff was working on a response and would present to the Board for approval prior to sending back to the Grand Jury. President Gordon shared the letter was dated June 4 and was regarding the Los Gatos Union Audit on inventory.

XIV. OTHER MEETINGS

Regular Meeting of the Governing Board: June 25, 2008 7:00 p.m.

XV. ADJOURNMENT

MOTION: Adjourn the Governing Board meeting at 8:45 p.m.
M/Biehl, S/Dossa, Vote: 6 Ayes

Richard Garcia, Clerk of the Board