



METROPOLITAN EDUCATION DISTRICT  
 760 Hillsdale Avenue  
 San Jose, California 95136

September 14, 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.*

*MetroED Governing Board Meetings are tape recorded (audio only).*

*This agenda and approved minutes of Board meetings may be viewed and printed from the Internet: [www.metroed.net](http://www.metroed.net)*

**REGULAR MEETING**

Date: September 14, 2011

Time: 5:30 p.m.

**LOCATION**

CCOC, Room 810

760 Hillsdale Ave.

San Jose, CA 95136

**I. CALL TO ORDER/ROLL CALL**

(Jim Canova)

Frank Biehl  
 Jim Canova  
 Richard Garcia

Daniel Bobay  
 Cynthia Chang  
 Diane Gordon

**II. Governing Board Tour of CCOC's Buildings 200, 700, 800**

Time: 5:30 to 6:30 p.m. Meet at CCOC's room 810.

**III. DISCLOSURE OF "CLOSED SESSION" DISCUSSION ITEMS**

All meetings of the Governing Board are open to the general public, with the exception of those items which are specifically exempt under the Ralph M. Brown Act.

A. Superintendent's Evaluation; Pursuant to Government Code: 54957

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.

**IV. PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS**

**V. ADJOURN TO CLOSED SESSION**

Time: 6:35 pm

Location: CCOC, RM 819

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- VI. **REGULAR MEETING** **Time: 7:00 p.m.**  
**Reconvene from Closed Session** **Location: CCOC, RM 810**
- VII. **REPORT OF CLOSED SESSION ACTIONS** (Jim Canova)
- VIII. **PLEDGE OF ALLEGIANCE** (Jim Canova)
- IX. **ADOPT AGENDA** (Jim Canova)
- X. **RECOGNITIONS** (Jim Canova)
- A. Acknowledgement of Visitors
  - B. Acknowledgement of Honors and Awards
    - Recognition of Individuals who have "Raised the Bar!"

- XI. **STUDENT REPORTS** (Jim Canova)
- A. CCOC Student - None
  - B. MAEP Student - None

- XII. **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.

XIII. **PUBLIC COMMENTS**

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- XIV. **APPROVAL OF MINUTES** (Jim Canova)

1. **Action Item: Approval of [Minutes](#) of Regular Board Meeting of August 17, 2011.**

XV. **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 \*2 through \*13.

**BUSINESS AND FINANCIAL FUNCTIONS**

- \*2. **Action Item: [Approve Monthly](#) Warrant Approval List (Daniel Gilbertson)**

Recommendation: That the Governing Board approve the following warrant registers: #62011089-#62011099, dated August 2, 2011; #62011100-#62011116, dated

August 3, 2011; #62011117, dated August 5, 2011; #62011118-#62011135, dated August 8, 2011; #62011136-#62011161, dated August 10, 2011; #62011162-#62011177, dated August 15, 2011; #62011178-#62011192, dated August 17, 2011; #62011193-#62011213, dated August 22, 2011; #62011214-#62011240, dated August 24, 2011; #62011241-#62011261, dated August 29, 2011; #62011262-#62011289, dated August 31, 2011.

\*3. **Action Item: [Surplus Items](#) (Daniel Gilbertson)**

Recommendation: That the Governing Board surplus the automobiles listed in the Board packet.

\*4. **Action Item: [Approve Contracts](#) with School Services of California: Search & Recruitment Services for Chief Business Officer (CBO) and Director of Human Resources (Daniel Gilbertson)**

Recommendation: That the Governing Board approve the Agreement for Search & Recruitment Services with School Services of California.

### **PERSONNEL FUNCTIONS**

\*5. **Action Item: [Revised Administrative](#) Job Description: Chief Business Officer-Revised (Daniel Gilbertson)**

Recommendation: That the Governing Board approve the revised Administrative Job Description for the position of Chief Business Officer.

\*6. **Action Item: [Administrative Job](#) Description: Director-Human Resources-Revised (Daniel Gilbertson)**

Recommendation: That the Governing Board approve the revised Administrative Job Description for the position of Director-Human Resources.

\*7. **Action Item: [Certificated Personnel](#) (Daniel Gilbertson)**

Recommendation: That the Governing Board approve hiring one AFT teacher and one new CTA teacher.

\*8. **Action Item: [Classified Personnel](#) (Daniel Gilbertson)**

Recommendation: That the Governing Board approve four short-term M & O Labor positions.

\*9. **Action Item: [Approve New](#) Monthly Campus Assistants and Instructional Assistants Classified Salary Schedule (Daniel Gilbertson)**

Recommendation: That the Governing Board approve the monthly salary schedule for Campus Assistants and Instructional Assistants Classified Salary Schedule.

### **INSTRUCTIONAL AND STUDENT FUNCTIONS**

\*10. **Action Item: [Community](#) Classroom Agreements (John Fox)**

Recommendation: That the Governing Board approve the agreements to provide on-the-job clinical training to CCOC medical students.

\*11. **Action Item: [Appointment](#) of CCOC Employer Advisory Boards (John Fox)**

Recommendation: That the Governing Board establish the 2011-12 Employer Advisory Boards per Education Code Section 52302.2, appoint the persons named on the attachment, and authorize the Superintendent or his designee to appoint additional EAB members as they are identified.

\*12. **Action Item: [ROCP Course Review](#) (John Fox)**

Recommendation: That the Governing Board review the information regarding the following ROCP courses: Accounting Level 1 & 2; Animation; Automotive Services, Level 1-6; Commercial Photography; Computer Accounting; Computer Applications; Computer Programming Level 1 & 2; Culinary, Hospitality & Management Preparation; Fashion Design & Production, Levels 1-3; Graphic Design; Marketing; Media Productions; Metals Fabrication; Multimedia Design 1, 2, 3; Retail Sales & Merchandising; and Video Production.

\*13. **Action Item: [Common Core](#) State Standards, Application for CTE (John Fox)**

Recommendation: That the Governing Board review and approve the request to have the Common Core State Standards be a part of CCOC's CTE curriculum.

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**END OF CONSENT ITEMS**

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**XVI. INFORMATION ITEMS**

14. **Information Item: [First Reading](#): Board Policies and Administrative Regulations; Tri-Annual Update (Daniel Gilbertson)**

Recommendation: That the Governing Board review the Board Policies and Administrative Regulations and recommend that they go to the October Board meeting for a final reading and adoption.

15. **Information Item: [Monthly Budget](#) Update (Daniel Gilbertson)**

Recommendation: That the Governing Board approve the budget changes included in the Monthly Budget Update for the period ended 8/31/11.

16. **Information Item: [MetroED Staffing](#) Report (Daniel Gilbertson)**

Recommendation: That the Governing Board receive the current MetroED Staffing Report.

17. **Information Item: [CCOC 2011-12](#) Program Quality Assessment Report (John Fox)**

Recommendation: That the Governing Board review and accept the Program Quality Assessment (PQA) report.

18. **Information Item:** [Update on ROP Enrollment & Attendance Automation](#) (Bob Beaulieu)

Recommendation: That the Governing Board receive the information on ROP Enrollment and Attendance Automation.

19. **Information Item:** [Legislative Update](#) (Paul Hay)

Recommendation: That the Governing Board review the Legislative Update.

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## END OF INFORMATION ITEMS

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### XVII. ACTION ITEMS AND REPORTS

#### BOARD AND ADMINISTRATIVE FUNCTIONS

20. **Action Item:** [Organization](#) of Administrative Staff for 2011-12, Revisions (Paul Hay)

Recommendation: That the Governing Board ratify the proposed MetroED organizational structure for the period 1/1/12 to 6/30/12.

21. **Action Item:** [CSBA Nomination](#) for Directors-at-Large: American Indian, Black and County (Paul Hay)

Recommendation: That the Governing Board make one or more nominations, or choose not to nominate anyone for the CSBA Director-at-Large positions.

#### BUSINESS AND FINANCIAL FUNCTIONS

22. **Action Item:** [2010-11 Unaudited](#) Actual Financial Reports (Daniel Gilbertson)

Recommendation: That the Governing Board approve all 2010-11 interfund transfers; approve all fund balance designations, and authorize the Superintendent to file the 2010-11 Unaudited Actual Financial Report with the Santa Clara County Superintendent of Schools.

23. **Action Item:** [Change Order #001](#), Hillsdale Campus Gas Line Replacement-Lewis & Tibbits, Inc., \$12,792.04 (Paul Hay)

Recommendation: That the Governing Board approve the Change Order #001 for the gas line replacement project in the amount of \$12,792.04 between MetroED and Lewis & Tibbits, Inc.

24. **Action Item:** [Change Order #001](#), MAEP Relocatable Annex-Guerra Construction Group \$17,689.88 (Paul Hay)

Recommendation: That the Governing Board approve Change Order #1 for the MAEP Annex project in the amount of \$17,689.88 between MetroED and the Guerra Construction Group.

25. **Action Item: [Change Order #001](#), Hillsdale Parking Lot Reconfiguration-Galedrige Construction-\$17,223.70 (Paul Hay)**

Recommendation: That the Governing Board approve Change Order #1 for the parking lot reconfiguration project in the amount of \$17,223.70 between MetroED and Galedrige Construction.

26. **Action Item: [Change Order #002](#), CCOC Buildings 700 & 800 Modernization-Swenson & Associates, Building 800-\$44,395 and Building 700-\$4,192 (Paul Hay)**

Recommendation: That the Governing Board approve the Change Order #2 for building 800 in the amount of \$44,035 and building 700 in the amount of \$4,192 between MetroED and Swenson and Associates.

**PERSONNEL FUNCTIONS**

--none--

**INSTRUCTIONAL AND STUDENT FUNCTIONS**

--none--

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

**XIX. BOARD COMMENTS**

(Jim Canova)

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.

**XX. OTHER MEETINGS**

Regular Meeting, October 12, 2011	Closed Session	6:00 pm
	Open Session	7:00 pm

**XXI. ADJOURNMENT**

(Jim Canova)

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