

METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes  
January 23, 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 Grilli at 6:00 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 – Left at 8:00 p.m.
Ernie Dossa	Santa Clara Unified School District
Richard Garcia	San Jose Unified School District
Diane Gordon	Campbell Union High School District
Marsha Grilli	Milpitas Unified School District

II. DISCLOSURE OF "CLOSED SESSION" DISCUSSION ITEMS

Items to be discussed in closed session are disclosed on the Board meeting agenda.

III. ADJOURN TO CLOSED SESSION

Board adjourned to closed session in Room 810 at 6:05 p.m.

IV. REGULAR MEETING (continued)

Regular session of the Board meeting reconvened in the CCOC Auditorium at 7:00 p.m.

V. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Gordon.

VI. REPORT OF CLOSED SESSION ACTIONS

President Grilli reported the Board took no action in Closed Session.

VII. ORGANIZATIONAL MEETING

1 A. Election of Officers

Motion: To elect Diane Gordon as President of the MetroED Board for 2008.

Motion/Chang; Second/Grilli; Vote: 5 Ayes, 0 Noes, 1 Abstain/Gordon

Motion: To elect Ernie Dossa as Vice President of the MetroED Board for 2008

Motion/Garcia; Second/Grilli; Vote: 5 Ayes, 0 Noes, 1 Abstain/Dossa

Motion: To elect Richard Garcia as Clerk of the MetroED Board for 2008.

Motion/Grilli; Second/Chang; Vote/Unanimous

1B. Motion: To appoint Marsha Grilli as representative for the County School Boards Association for 2008. Motion/Gordon; Second/Biehl; Vote/Unanimous

1C. Motion: To approve the meeting calendar for February 2008-January 2009

Motion/Garcia; Second/Dossa; Vote/Unanimous

President Gordon requested a Point of Order regarding the appointment of the Superintendent as Secretary of the Board. The appointment is per Board Bylaw 9100, and no vote is required.

VIII. ADOPT AGENDA

It was moved to adopt the agenda as submitted. Motion/Chang; Second/Gordon; Vote/Unanimous

IX. RECOGNITIONS - None

X. STUDENT REPORTS

- CCOC Student

Director John Fox introduced Jeff Kershaw, a second year student from Oak Grove High School, ESUHSD, and John Tawney, CTA President and Jeff's instructor. Jeff shared his participation in the SkillsUSA program and the competition to be held in Salinas at Salinas High School on 2/2/08 and the competition to be held at CCOC on 2/9/08. Approximately 53 students will be competing in the areas of air conditioning, diesel, welding, auto body, residential wiring, and forensics. John Tawney was able secure approval for the hands-on competition to be held at CCOC. Competitions include crime scene investigation in teams of 3, finding out what types of 'bugs' are in a car and how to solve them, etc. President Gordon asked what Jeff liked most about the competition. Jeff felt the experience of going into the field and doing tasks that he had not done before were the most challenging. Last year, Jeff placed first at state competitions in Air Conditioning (Riverside) and went on to compete at the national level (Kansas City). John Tawney shared it is a good experience for the students to compete at that level. Mr. Tawney shared Jeff is one of a small group of students that will stay after class finishes at 3:30 p.m. to assist with projects around campus until 8:30 p.m. and Jeff also assisted with projects this past summer.

- MAEP Student

Superintendent Hay shared the student was unable to attend this evening due to illness; however, Director Karp said she would be at the February meeting.

XI. SPECIAL ORDER OF BUSIENSS – None

XII. PUBLIC PRESENTATIONS & REPORTS

A. Public Comments

Patrick Gaffney, CBO, Campbell Union High School District (CUHSD), shared at the January 17, 2008 Campbell Board meeting, approval was given to move forward with the replacement of the MAEP office (house) area at the Del Mar Campus. CUHSD is planning to have the ground breaking this April and MAEP staff able to move into the new facility in October 2008. Mr. Gaffney expressed it was the Campbell Board and Administration desire to achieve true equity in the equalization agreement; however 93 ADA were lost this year. Gaffney requested that initial steps not stop with the loss of the 93 ADA and formerly requested Campbell CAP not be reduced. Campbell has not asked for a legal opinion on equalization, but continues to have issues about the recent proposals brought to the JPA Executive Council and CUHSD does not intend to agree with the proposals. Specifically, the fiscal emergency clause which was read into the record: *"The parties to this agreement recognize that the MetroED Governing Board is charged with responsibility for the fiscal health of the District. Consequently, should circumstances occur that would threaten that fiscal health, including a reduction of ROC/P funding by the state, the Participating Districts acknowledge that the Governing Board retains authority under the Joint Powers Agreement to adjust ADA allocations and/or amounts paid to Participating Districts for ROP programs , including subsidy payments, based on the needs of MetroED. Any recommendation to the Governing Board in accordance with this Section must first be reviewed by the JPA Executive Council."* Mr. Gaffney said Campbell would not agree to this clause. The Campbell Board and Administration believe in MetroED and are willing to compromise; however, the recent proposals would put the JPA on a backward path and not moving forward.

XIII. APPROVAL OF MINUTES

2. MOTION: Approval of Minutes of Regular Board Meeting, December 12, 2007.  
M/Grilli, S/Chang, Vote: 6 Ayes

XIV. CONSENT CALENDAR

Superintendent Hay noted a minor error on Item 6, Communication Specialist, page 1 of 2: change 'may takes' to 'may take'. Board Clerk Garcia requested Item 9 be removed from consent.

MOTION: Approve Consent Items 3 through 8 with correction on Item 6 and the removal of Item 9.  
M/Chang, S/Biehl, Vote: 6 Ayes

9. Approval of New Courses for CCOC

Board Clerk Garcia had questions regarding the survey and methodology to determine the course offerings. CCOC Director Fox explained the survey was conducted of students at CCOC and at the JPA district sites to determine what classes they would be interested in taking at CCOC. The survey went to the Instructional Council to determine the ranking and marketability of the courses. The Instructional Council voted to approve the new courses.

Garcia shared he had attended a career pathways workshop at CCOC the week of January 14 regarding job opportunities and Garcia was not sure the survey was meeting the needs of the community. The courses may be what the students want to take, but not be meeting the needs of the business community. Director Fox explained those factors had been weighed in determining what classes might be offered next year and working with the community colleges for students to continue and move towards a career. There was discussion on working with high tech companies and their needs for entry level employees. The goal is to provide a complete curriculum with articulation for students to advance using interdisciplinary training across several areas.

Superintendent Hay shared the last time MetroED did this level of survey was 5 years ago. As a result of that survey, during the last three years, we have added Veterinary Assisting, Video Production, Computer Technology Careers, Baking/Catering, Fire Science/EMT and Forensics. The courses on the updated list may not be implemented right away; however, if a course is added there will be a reduction of a course. This will allow us to look at needs over the next 2 to 3 years.

Clerk Garcia said we are in a good position and heading in the right direction.

MOTION: Approve new courses for CCOC. M/Chang, S/Dossa, Vote: 6 Ayes

XV. INFORMATION ITEMS

10. P-1 Attendance Update & Annual Projections

Wendy Zhang, Director of Fiscal Services, reported there are 3 times each year attendance is reported to the state. As of P-1, CCOC is over 68 ADA and MAEP is currently under; however, the P-2 report should give us a more accurate report of our ADA, since it will be closer to the end of the year..

11. Review of Governor's 2008-09 Budget Proposal: Impacts on MetroED Budgets

Wendy Zhang, Director of Fiscal Services, reviewed the main areas of the Governor's proposed budget that would have impacts to MetroED. There is a proposed ½% reduction in the revenue limit only for the current year. It would impact CCOC for \$72,372 and MAEP for \$47,737. Next year there is proposed a 6.5% reduction in the revenue limit from current year levels, and a reduction of .55% for ROP/C Caps. This equates to a loss of 23 ADA. There should be no impact to the growth ADA for MAEP. A major impact will be deferring the apportionment for June to

September, which will impact MetroED's cash flow. Zhang shared the budget is being monitored closely and will continue to be conservative during the budget process. Recommendations will be brought to the Board in February after review by the Superintendent's Cabinet.

XVI. ACTION ITEMS

BOARD AND ADMINISTRATIVE FUNCTIONS

12. Approval of revisions to the MetroED/CCOC Career-Technical Plan

Pamela Watson, Director of Instruction & Accountability, reviewed the approval process and the changes to the plan.

MOTION: Approve the revisions to the MetroED/CCOC Career Technical Education Plan.  
M/Dossa, S/Chang, Vote: 6 Ayes

13. Authorization to submit Career Technical Education Facility Program Applications-2<sup>nd</sup> Funding Cycle

Pamela Watson, Director of Instruction & Accountability, shared our 8 applications are due 02/01/08 and provide for modernization and equipment covering Arts, Media, and Entertainment, Health Science and Medical Technology, Building Trades and Construction, Transportation, Fashion and Interior Design and Public Services Industry Sectors. Board Clerk Garcia asked for clarification on in Public Services for a court room. Watson explained using an interdisciplinary approach from Forensics, to Law Enforcement, to Probation and Legal Careers. Garcia said doing a simulation of going from investigation through court and testifying is exciting enhancement for students.

MOTION: Approve the authorization to submit eight Proposition 1D-2<sup>nd</sup> Funding Cycle grant applications. M/Grilli, S/Biehl, Vote: 6 Ayes

BUSINESS AND FINANCIAL FUNCTIONS

14. Monthly Budget Update

Wendy Zhang, Director of Fiscal Services, said there were no major updates at this time. MetroED did receive the approval letter from the Santa Clara County Office of Education for the Interim Report. Superintendent Hay said there were some districts in the other counties who had multi-year projections with their AB 1200 disclosure documents, and these were sent back to them the districts for revisions to include the Governor's budget cuts. The districts must show how they would be fiscally able to meet any settlements reached with bargaining groups.

MOTION: Approve the budget changes included in the Monthly Budget Update for the period ended 12/31/07. M/Chang, S/Dossa, Votes: 6 Ayes

15. Contract with School Services of California, Inc. for Legislative Advocacy 2007-08

Superintendent Hay said School Services had been MetroED's advocate for 5 years and have done an excellent job and would recommend approval of the contract. Vice President Dossa asked if there was a limit on expenses. Hay said no; however, there had only be \$30 expensed for last year. Board Clerk Garcia asked what the rate of return for MetroED was especially during the belt tightening being done at this time. Superintendent Hay said they have assisted in getting MetroED about \$11 million dollars; \$4 million deferred maintenance, \$7 million for Proposition 1D projects. School Services has assisted with three bills over the past three years that have been vetoed by the Governor; however ROP's were included in Prop 1D for modernization.

MOTION: Approve contract with School Services of California, Inc. for Legislative Advocacy for 2007-08 for \$27,958 plus expenses. M/Biehl, S/Garcia, Vote: 6 Ayes

16. Appointment of Independent Audit Firm for Fiscal Year 07-08

Superintendent Hay said the 3-year contract with Vavrinek, Trine, Day and Company, LLC (VTD) had expired. Due to new audit requirements, VTD would like to request a one year contract. The one year contract was discussed with the Audit Committee Members, President Gordon and Member Chang and they concurred with the recommendation.

MOTION: Approval to appoint the firm of Vavrinek, Trine, Day and Company, LLC (VTD) as the district's independent auditor for the fiscal years 2007-08 and approve the Agreement to Provide Professional Services between MetroED and VTD. M/Chang, S/Biehl, Vote: 6 Ayes

XVII. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

- Pamela Watson, Director of Instruction and Accountability: Provided a copy of *The Distant Land of My Father* by Bo Caldwell as Silicon Valley Reads book selection for 2008 and a brochure of scheduled events in January and February. On January 22, 2008, CCOC held a staff development day to begin the 3-year implementation process for the California Career Technical Education Model Curriculum Standards. Each teacher received a binder customized with the industry sector foundation and pathway standards. The CCOC instructors were asked to identify which standards they are using, may use or do not use. Support sessions are planned during the year and the Board will continue to be updated.
- John Fox, CCOC Director: Tuesday, 1/23/08 was the first day of the new semester and ADA is up 34 from last year at this time and enrollment is up. On January 25<sup>th</sup>, fifteen San Jose Unified School District counselors visited CCOC for tours and meetings. Director Fox invited other districts to hold meetings at CCOC and tour as well. CCOC will be holding 16 workshops through February to assist 75 students in completing financial aid forms to assist them as they prepare for college. Pamela Watson, Director of Instruction and Accountability, and Steve Sinclair, Santa Clara County Office of Education, gave a great presentation to the staff on the new curriculum standards. On February 13<sup>th</sup>, there are several activities planned including a Dean's Day and College Fair. There will be approximately 30 colleges represented. The Fire Science/EMT Dedication Ceremony will be held at 1:30 p.m. with Superintendent Jack O'Connell as the keynote speaker. The instructors have arranged for fire trucks from various fire stations, a bag pipe player, and student skill demonstrations.
- Sylvia Karp, MAEP Director: Wished everyone a Happy New Year and welcomed new Board Member Biehl. In December, MAEP staff met with San Jose Unified School District staff to discuss providing support for juniors and seniors who had not passed the CAHSEE. There are three meetings scheduled in February to speak with SJUSD staff on what MAEP offers for CAHSEE preparation. Director Karp announced that MAEP has three Metro Stars recommended by Cabinet; *Rosa Cisneros*, Instructional Aide at MC/EK; *Luz Daugherty*, DX Site Registrar; and *Kirti Venkatasawmy*, ESL Curriculum Specialist at SJ and expressed how proud MAEP is of these employees. Prior to Joyce Monda retiring, she attended a workshop and won a \$10,000 door prize for advertising on KBAY and KEZR. The prize was split between MAEP and CCOC. Between January 10<sup>th</sup> and January 26<sup>th</sup>, the radio stations ran six spots per day announcing registration for MAEP. Due to the advertising, several classes that previously had not been filled are full and many of the 50+ Program classes now have waiting lists. In the San Jose Mercury News *Critical Picks* section, the World Garden Workshop for January was featured. This increased enrollment from 50 to 100. Advertising has contributed to successful registration and MAEP will be looking for funds to continue to do advertising. As part of the WASC accreditation process, a survey will be going on the MetroED website to get input from our community on preferences for programs, times and dates to take classes as well as their general level of knowledge on MAEP programs. There were 30 CalWORKs Work Experience students who completed training to be poll workers on February 5<sup>th</sup>. Many of these students have not voted before and it is their first time to learn about the voting process. The students are excited to be able to participate.

- Superintendent Hay: Shared with the Board the items at the dais including the SCCOE Interim Report approval letter, a copy of the **Student's First** Confidential Draft report, calendar from Congresswoman Zoe Lofgren, copies of letters of support for resolution 3-12-12-07, Form 700 packets and the minutes from the January 14<sup>th</sup> JPA Executive Council meeting. Superintendent Hay explained the confidential draft report was published in the San Jose Mercury News. Board Member Biehl shared he had read the document online. The report recommends on page 24 to consolidate most existing categorical programs into a new student-centered funding model; however, recommended exceptions include adult education and regional occupation centers and programs. At the January 14<sup>th</sup> JPA Executive Council meeting, it was clarified that Campbell did not vote on the changes to the agreement. The superintendents and CBOs agreed to meet on 2/15/08 and the Master Business Agreement should be for one year and not have an automatic rollover. At the next meeting, recommendations will be reviewed including the comments this evening from Campbell CBO Pat Gaffney. Karen Belote, PACT, recently toured CCOC and she agreed MetroED is one of the best kept secrets in the valley. Superintendent Hay said we will continue organize tours for clergy, business and community leaders. San Jose Police Chief Rob Davis is scheduled to tour this week.

XVIII. BOARD MEMBER COMMENTS

- Board Member Frank Biehl said he was pleased to be representing East Side Union High School District and was looking forward to working with everyone.
- Board Clerk Richard Garcia explained that Board Member Chang had to leave to attend a meeting of the Santa Clara County School Boards Association. Garcia shared he had attended the workshop held at CCOC last week on Career Pathways and it was excellent. It provided the opportunity to think about the future and where we are going. The workshop was very stimulating and the San Jose Unified School District staff in attendance were very impressed with the facilities here at MetroED and it speaks well of our programs.
- President Diane Gordon thanked Board Member Marsha Grilli for her service as Board President and welcomed new Board Member Biehl. President Gordon noted the author for last year's Silicon Reads refused to attend many events or answer questions about the book. Santa Clara County Office of Education discussed new criteria prior to finding this year's author and it appears with the schedule of events that this year's author will be more accessible and is looking forward to reading the book. President Gordon said in light of the remarks by Mr. Gaffney from Campbell Union High School District, she felt the Board needs to be more informed on the Master Business Agreement and Amendment. Gordon suggested a workshop of the Board to discuss funding models and what the suggestions are from Superintendent Hay and the other districts. Gordon said the workshop would not be for making any decisions but provide input to assist the Board Members during their discussions with their individual Superintendents and CBOs.

XIX. OTHER MEETINGS

Special Meeting with JPA Superintendents Executive Council

To be determined

Regular meeting of the Governing Board: February 13, 2008

Closed Session 6:00 p.m.  
Open Session 7:00 p.m.

XX. ADJOURNMENT

MOTION: Adjourn the Governing Board meeting at 8:24 p.m.  
M/Garcia, S/Biehl, Vote: 5 Ayes, 0 Noes, 1 Absent - Chang

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Richard Garcia, Clerk of the Board