



METROPOLITAN EDUCATION DISTRICT  
 760 Hillsdale Avenue  
 San Jose, California 95136

October 8, 2008  
**Governing Board Meeting Agenda**

**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.*

*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: October 8, 2008  
 Time: 6:00 p.m.

**LOCATION**

CCOC, Rm 810  
 760 Hillsdale Ave.  
 San Jose, CA 95136

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

(Diane Gordon)

Frank Biehl  
 Ernie Dossa  
 Diane Gordon

Cynthia Chang  
 Richard Garcia  
 Marsha Grilli

**II. 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. Pursuant to Government Code: 54957.6(f)  
 Conference with Labor Negotiator

District Negotiator

- Dan Gilbertson

Employee Organizations

- AFT
- CSEA
- CTA

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

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

*Persons wishing to address the Governing Board must fill out a request to speak form and bring it to the board secretary prior to the conclusion of the "Public Comments Regarding Closed Session Items" section.*

**IV. ADJOURN TO CLOSED SESSION**

Time: 6:02 pm  
 Location: CCOC, RM 810

V. **REGULAR MEETING** **Time: 7:00 p.m.**  
**Reconvene from Closed Session** **Location: CCOC Auditorium**

VI. **PLEDGE OF ALLEGIANCE** (Diane Gordon)

VII. **ADOPT AGENDA** (Diane Gordon)

VIII. **RECOGNITIONS** (Diane Gordon)

- A. Acknowledgement of Visitors
- B. Acknowledgement of Honors and Awards
  - Recognition of Retirees

IX. **STUDENT REPORTS** (Diane Gordon)

- A. CCOC Student
- B. MAEP Student

X. **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.

XI. **PUBLIC COMMENTS**

*This portion of the Agenda provides an opportunity for members of the public to directly address the Governing Board on any item of interest to the public; however, provisions of the Brown Act (Gov't Code 54954.2(a) and .3) preclude any action being taken on any item not appearing on the posted agenda for action. Items on the agenda may be addressed during this portion or during the Board's consideration of the item. Time limits allocated to public testimony are 2 minutes for individuals and 5 minutes for organizations.*

XII. **APPROVAL OF MINUTES** (Diane Gordon)

1. **Action Item:** [Approval of Minutes](#) of Regular Board Meeting on September 10, 2008.

XIII. **CONSENT CALENDAR (ACTION)**

All matters listed under the Consent 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 \*10

**BUSINESS AND FINANCIAL FUNCTIONS**

- \*2. **Consent Item:** [Approve September Warrant Approval List](#) (Paul Hay)

Recommendation: That the Governing Board approve the following warrant registers: #20201912-#20201960, dated September 3, 2008; #20202994-#20203016, dated September 5, 2008; #20203860-#20203908, dated September 9, 2008; #20205453-#20205508, September 12, 2008; #20206513-#20206560, September 16, 2008, #20207742-#20207788, dated September 18, 2008; #20209177, dated

September 23, 2008; #20209759-#20209823, dated September 24, 2008; #20211437-#20211475, dated September 29, 2008.

- \*3. **Consent Item: [Update District Designated](#) Official Signers for FY 2008-09 (Paul Hay)**

Recommendation: That the Governing Board update the list of administrators who are authorized to sign official forms and contracts on behalf of the District effective August 9, 2008.

- \*4. **Consent Item: [Adopt Budget Calendar](#) & Budget Guidelines for 2009-10 (Paul Hay)**

Recommendation: That the Governing Board approve the Budget Calendar and Budget Guidelines for development of the 2009-10 budget.

#### PERSONNEL FUNCTIONS

- \*5. **Consent Item: [Classified Personnel](#) (Dan Gilbertson)**

Recommendation: That the Governing Board approve the three regular elections and one assignment transfer election.

- \*6. **Consent Item: [Administrative Personnel](#) (Dan Gilbertson)**

Recommendation: That the Governing Board approve the two regular elections being recommended.

#### INSTRUCTIONAL AND STUDENT FUNCTIONS

- \*7. **Consent Item: [Williams Uniform](#) Complaint Procedures Report (Pam Watson)**

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

- \*8. **Consent Item: [Approval of Perkins](#) 132 Plan (John Fox)**

Recommendation: That the Governing Board approve the Carl Perkins plan.

- \*9. **Consent Item: [New CCOC Course-Solar](#) Applications and Installation (John Fox)**

Recommendation: That the Governing Board approve offering the Solar Applications and Applications course, as a CCOC evening class.

- \*10. **Consent Item: [Appointment of CCOC](#) Employer Advisory Boards (John Fox)**

Recommendation: That the Governing Board establish the 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.

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**END OF CONSENT ITEMS**

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**XIV. INFORMATION ITEMS**

11. **Information Item:** [Presentation](#): “Toward a Greener MetroED: Options and Opportunities” (Dan Gilbertson)

Recommendation: That the Governing Board consider the information provided.

12. **Information Item:** [MetroED Calendar](#) (Althea Polanski)

Recommendation: That the Governing Board receive the calendar report.

13. **Information Item:** [MetroED 2007-2008 Annual Report](#) (Althea Polanski)

Recommendation: That the Governing Board receive the 2007-08 Annual Report.

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

Recommendation: That the Governing Board receive the legislative report.

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**END OF INFORMATION ITEMS**

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**XV. ACTION ITEMS AND REPORTS**

**BOARD AND ADMINISTRATIVE FUNCTIONS**

15. **Action Item:** [Final Adoption BP 4119.22, 4219.22, 4319.22](#); Personnel—Dress and Grooming (Dan Gilbertson)

Recommendation: That the Governing Board approve Governing Board Policy 4119.22, 4219.22, and 4319.22 relating to employee dress and grooming.

16. **Action Item:** [Appoint Board Audit Committee](#) for the 2007-08 Financial Audit (Paul Hay)

Recommendation: That the Governing Board appoint two of its members to serve as a committee to review the annual independent audit of the 2007-08 fiscal year. The committee members shall serve until 2/28/09.

**BUSINESS AND FINANCIAL FUNCTIONS**

17. **Action Item:** [Approve Resolution #01-10-08-08](#), Authorizing Designated Management Personnel to Sign Orders Drawn Upon the Funds of the District for FY 08-09 (Paul Hay)

Recommendation: That the Governing Board approve resolution #01-10-08-08 authorizing the designated District employees to sign orders drawn upon the funds of the District effective October 9, 2008.

18. **Action Item: [Approve Resolution #02-10-08-08](#), Authorizing (1) Budget Transfers and (2) Use of Unbudgeted Income for Fiscal Year 2008-09 (Paul Hay)**

Recommendation: That the Governing Board approve resolution #02-10-08-08 authorizing budget transfers and the use of unbudgeted income for the fiscal year 1008-09.

19. **Action Item: [Approve Resolution #03-10-08-08](#), Authorizing Designated Management Personnel to Sign Official Electronic Funds Transfer Forms of the District for Fiscal Year 2008-09 (Paul Hay)**

Recommendation: That the Governing Board approve resolution #03-10-08-08 authorizing the specified individuals to sign all official electronic transfer forms on behalf of the District, effective October 9, 2008, and authorize the filing of said signatures with the County Controller's Office.

20. **Action Item: [Approve Resolution #04-10-08-08](#), To Adopt a 403(b) Compliance Program and to Allow Tax Deferred Services (TDS) to Serve as a Third Party Administrator for Compliance (Paul Hay)**

Recommendation: That the Governing Board approve resolution #04-10-08-08 to provide 403(b) compliance and to approve Tax Deferred Services as the Third Party Administrator for providing 403(b) service and compliance or the Metropolitan Education District.

21. **Action Item: [Monthly Budget Update](#) (Paul Hay)**

Recommendation: That the Governing Board approve the budget changes included in the Monthly Budget Update for the period ended 9/30/08.

## PERSONNEL FUNCTIONS

22. **Action Item: [Approve Agreement](#) with the California Department of Education and Employment Agreement (Dan Gilbertson)**

Recommendation: That the Governing Board approve the Agreement with the California Department of Education and the Employment Agreement.

## INSTRUCTIONAL AND STUDENT FUNCTIONS

--None--

## XVI. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

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

- Oral Report: CCOC Director John Fox
- Oral Report: MAEP Director Sylvia Karp
- Oral Report: MetroED Superintendent Paul Hay

**XVII. BOARD COMMENTS**

(Diane Gordon)

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.

**XVIII. OTHER MEETINGS**

Regular Meeting, November 12, 2008

Closed Session  
Open Session

6:00 pm  
7:00 pm

**XIX. ADJOURNMENT**

(Diane Gordon)

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