

# METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes  
November 12, 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 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
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. PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS

None

## IV. ADJOURN TO CLOSED SESSION

Board adjourned to closed session in Room 810 at 6:02 p.m.

## V. REGULAR MEETING (continued)

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

## VI. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Gordon

## VII. REPORT OF CLOSED SESSION ACTIONS

President Gordon announced the Governing Board took action to release a temporary certificated employee under Public Employee Discipline/Dismissal/Release, Pursuant to Government Code 54957. No other action was taken in closed session. M/Biehl, S/Grilli, Vote: 5-0-1 (Chang absent)

## VIII. ADOPT AGENDA

**MOTION:** It was moved to adopt the agenda as submitted. M/Biehl, S/Chang, Vote: 6 Ayes

## IX. RECOGNITIONS

A. Acknowledgement of Visitors – None.

B. Acknowledgement of Honors and Awards

- Recognition of Retirees

President Gordon recognized Board Vice President Ernie Dossa for his 15 years of service on the MetroED Governing Board and member of the Santa Clara Unified School District Governing Board. On behalf of the Governing Board, Dossa was presented with a small gift in appreciation of his years of service. Vice President Dossa thanked everyone and shared

that he will miss the Board and will continue to be a strong advocate for vocational education, for the Center at Hillsdale and the board.

- Recognition of Individuals and Groups who have “Raised the Bar:”
  - Alexis Pasco, Campbell Adult Center Site Registrar was honored for being nominated five times for outstanding customer service, working double shifts, adjusted her hours assist the needs of the Campbell Center while a colleague is out on maternity leave. Also, when ESL students were lost to the program because they had to wait for the next available testing date, Alexis worked with administration to begin testing the students earlier in the morning so they could begin classes the very same day.
  - The Culinary Arts Program students and Instructor Nancy Joseph were recognized for the outstanding job they did in preparing the dinner for the Santa Clara County School Board Associations (SCCSBA) Fall Dinner Meeting on October 22, 2008.
  - The Baking & Catering Program students and Instructor Jan Joseph were recognized for the outstanding job they did in preparing and serving a delicious meal for the Santa Clara County School Board Associations Fall Dinner Meeting on October 22, 2008.
  - The SCCSBA Event Committee members were recognized for coordinating the Santa Clara County School Board Associations Fall Dinner Meeting on October 22, 2008. Alice Rodriguez coordinated the event with the assistance of students in all the classes participating. The committee included: Shawn Casucci, Kurt Cheetsos, Sara Crowder, Scott Hall, Jan Joseph, Nancy Joseph, Jeff Schmidt, Rico Sciaky, John Tawney, Dale Poor, and Wendy Yegge.
    - Frank Biehl, Vice President SCCSBA and MetroED Governing Board Member thanked everyone for working on the event and highlighting the students and facilities in a very positive way to everyone in attendance.
    - Superintendent Paul Hay shared a resolution presented to MetroED at the event by Assembly Member Jim Beall, Jr.

## **X. STUDENT REPORTS**

- A. CCOC Students: Adrianna Rodriguez and Soledad Parada serve on the Student Council at CCOC. Soledad Parada attends the Interior Design program and is planning to go to West Valley Community College and then to Berkeley. Adrianna Rodriguez attends the Graphic Design program and has been learning to create graphics and how to place them on signs and t-shirts. The student council will be working on recycling around campus, award ceremonies, the advisor handbook and both enjoy the opportunity to help with activities on campus.
- B. MAEP Student: Debrina Tenorio is a single parent and a full-time student at CCOC and MAEP shared that she began classes in January 2008. She is currently taking the Medical Assistant Front Office program at CCOC and preparing to take her GED at the Erikson Adult Center. She shared that the instructional staff at MetroED has helped her both educationally and in life skills support to assist her in navigating through the current challenging times. Ms. Tenorio has received awards for outstanding achievement, good sportsmanship and was named student of the month. Her goal is to continue her education in Radiology.

## **XI. SPECIAL ORDER OF BUSINESS**

None

## **XII. PUBLIC COMMENTS**

None

## **XIII. APPROVAL OF MINUTES**

1. **MOTION**: Approval of Minutes of Regular Board Meeting, October 8, 2008.  
M/Chang, S/Garcia, Vote: 6 Ayes

#### XIV. CONSENT CALENDAR

**MOTION:** Approve Consent Items \*2 through \*12. M/Chang, S/Biehl, Vote: 6 Ayes

#### BUSINESS AND FINANCIAL FUNCTIONS

**\*2. Consent Item: Approve October Warrant Approval List**

The Governing Board approved the following warrant registers: #20213605-#20213672, dated October 2, 2008; #20214830-#20214879, dated October 7, 2008; #20216821-#20216332, dated October 9, 2008; #20217059-#20217105, dated October 13, 2008; #20219005-#20219057, dated October 16, 2008; #20220380-#20220433, dated October 21, 2008; #20221666-#20221694-#20221694, dated October 23, 2008; #20222420, dated October 27, 2008; #20223703-#20223779, dated October 29, 2008.

**\*3. Consent Item: Approve Architectural Services: Proposition 1D**

The Governing Board approved the Authorizations to Proceed for architectural services with Bartos Architecture, Inc. for the projects and amounts indicated in the Board packet.

#### PERSONNEL FUNCTIONS

**\*4. Consent Item: Classified Personnel**

The Governing Board approved the six regular elections, one assignment change, two assignment resignations, four resignations, and one reclassification.

**\*5. Consent Item: Administrative Personnel**

The Governing Board accepted the one resignation.

**\*6. Consent Item: Approve Revised CSEA Job Description**

The Board approved the revised job description for the Human Resources Credential Analyst.

#### INSTRUCTIONAL AND STUDENT FUNCTIONS

**\*7. Consent Item: Cosmetology Agreement - CCOC**

The Governing Board approved the cosmetology agreement for Trinh College.

**\*8. Consent Item: Community Classroom Agreements**

The Governing Board approved the agreement to provide on-the-job clinical training to CCOC medical students.

**\*9. Consent Item: Perkins 132 Grant Consortium**

The Governing Board approved the memorandum of understanding with Santa Clara County ROP South for disadvantaged adults qualifying under Carl Perkins Section 132.

**\*10. Consent Item: Medical Apprenticeship Agreement**

The Governing Board approved the agreement to provide on-the-job clinical training to MAEP medical students.

**\*11. Consent Item: ROC/P Course Review and Re-certification**

The Governing Board reviewed the ROCP courses information and approved the courses for ROCP re-certification.

**\*12. Consent Item: Agreement with West Valley College**

The Governing Board approved the agreement with West Valley College.

**XV. INFORMATION ITEMS**

**13. Information Item: First Reading: Sexual Harassment & Nondiscrimination Policies; BP 4030, AR 4030; BP 4119.11, 4219.11, 4319.11; AR 4119.11, 4219.11, 4319.11**

Dan Gilbertson shared staff would be bringing all personnel policies at one time to the Governing Board in the future; however, when there are key policy changes or updates, it was important to bring them to the Board as soon as possible. CSBA has recommended these changes to the Sexual Harassment policies and it does clarify the complaint procedure. Board President Gordon requested on page 1 of 3 of the policy, that Dan Gilbertson name be removed. Board policies should not include the HR Director's name. Dan Gilbertson will remove the name for the second reading. Board Member Garcia asked if the changes were CSBA recommended language. Gilbertson responded affirmatively. The policies will return for second reading and approval at the December 12 meeting.

**14. Information Item: Administrative Reorganization**

Superintendent Hay noted the amended information item for the Board was not available prior to the agenda packets being sent out. The Purchasing Technician position reports to the Fiscal Services Manager and not the HR Administrator. Included in the Board packets were the organizational charts for 2007-2008 and 2008-2009. In 2007-2008, the Superintendent was also CBO and Payroll and Facilities reported to the HR Director. In 2008-09, we have hired a CBO; Facilities will report to the CBO and Payroll will report to the Fiscal Services Manager. These were also recommendations from School Services .

**XVI. ACTION ITEMS AND REPORTS**

**BUSINESS AND FINANCIAL FUNCTIONS**

**15. Action Item: Monthly Budget Update**

**MOTION:** It was moved to approve the budget changes included in the Monthly Update for the period ended 10/31/2008. M/Biehl, S/Grilli, Vote: 6 Ayes

Superintendent Hay updated the Board on activities in Sacramento regarding the budget. Currently, the state budget deficit is anticipated to be \$22 billion through 2013 and \$28 billion for the next 20 months. Governor has called a special legislative session this week even though many legislators will be termed out as of 11/30/08. The Governor is proposing the following at this time:

- o Cut to education of \$2.5 billion for the first year.
- o 5% cut to regular education funding.
- o Elimination of all rules to categorical programs; allowing districts to take up to 80% of all the reserves from categorical programs, including ROCP and adult education funding. Districts must take any actions to do this in a noticed public hearing.

- There are 26 ROCP JPAs in the state that have JPA wording similar to the MetroED Joint Powers Agreement that requires all funds to pass through to the JPA.
- The Legislative Analyst Office (LAO) agrees with the Governor's assessment of the extent of the problem, and recommends that there be cuts as well as an increase in taxes. The LAO is recommending \$1 billion in cuts to K-14 education. The LAO does not agree with the categorical flexibility but believes specific categorical funds that are no longer doing what they use to do should be eliminated, or severely cut.
- The Office of Public School Construction (OPSC) says the Department of Finance is looking at deferred maintenance funding for cuts and we could lose the funds for our deferred maintenance extreme hardship project for the sewer repairs on the CCOC campus.

Board Member Chang asked what the short-term plans for MetroED are to see us through the economic crisis. Superintendent Hay said the budget was built on the revenue limit being cut 6.5% from last year's funding levels, and we established additional reserves for potential state budget deficits. The 6.5% that was restored after the Governor signed the budget has been frozen. MetroED took actions by eliminating a number of positions and closing the Parenting Program at the end of the last fiscal year to get MetroED through the next two years.

## **XVII. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS**

### CCOC Assistant Principal Sylvia Evans for Director Fox:

- El Torro Elementary School, Morgan Hill, fourth and fifth graders will tour CCOC on Thursday, November 13. Students from John Tawney's HVAC class visited the elementary school today to train students on the electrical projects they will work on in the lab at CCOC.
- Counselors in all six districts have been given the opportunity to register a limited number of tenth grade students into CCOC programs.
- Wendy Yegge's Interior Design class is preparing for Christmas in the Park; the theme is "Monsters Inc.", a favorite children's movie.
- Phil Gonzales, Fire Science/First Responder instructor has eight students going to the San Jose Fire Department recruit graduation to serve as ushers at San Jose City Hall. They will be in the council chambers and the rotunda.
- Two paid interns are working for the San Jose Fire Department in the Bureau of Education and Training Medical Division. Five volunteers, non-paid, are also working at the Bureau.
- Five volunteers from Fire Science participated in the seldom used medical skills drill, where they were used as patients, and five students that helped out with the academy drills.
- 80% of the students in the Fire Science/First Responder class passed current certifications offered in CPR, First Aid, AED, and First Responder.
- There were 214 participants at Employer Advisory Board meeting and the 16 Pathways meeting. There were favorable comments on the food, the meeting and the EDD (Employment Development Department) information provided by Janice Shriver.
  - Member Garcia asked if the minutes of the EAB meetings were available. Sylvia Evans said staff is working on the minutes and they will be posted on-line. Information on the link to the minutes will be provided to the Governing Board.
- Over 100 students attended the Grove Scholarship Application Review on November 7.
- 65 students attended the informational presentations for the Enterprise Leadership Conference to apply for the Leadership Camp.
- Four colleges will be presenting information on their schools in the CCOC cafeteria next week.
- The final tally for last year's scholarships given out to students was over \$305,000.00.
- CCOC is "Going Green" with biodegradable, compostable products made of corn in the cafeteria to be more environmentally friendly. Products included forks, plates, cups, etc.
  - President Gordon asked what the price difference in products was for the cafeteria. Sylvia Evans did not know but would find out the information.

MAEP Director Sylvia Karp:

- The San Jose Mercury News in their 11/11/2008 Food and Wine Events section announced the Chocolate Decadence for MAEP. The class will begin on Monday, 11/17/2008 from 7:00-9:00 pm. The class will be taught by Shawn Williams, who is a chocolatier in San Francisco selling 21 different kinds of chocolates to private businesses and resorts. The class will start by making truffles and they will learn how to make 10 different kinds of chocolates.
- On November 15, Master Gardener Laura Moncynski will teach gardeners of all skill levels how to re-energize their soil for the next growing season. The World Garden Workshop is from 10:00 am – 12:00 pm at the Erikson Adult Center and is free to the community.
- On Saturday, December 6, MAEP will present a staff development workshop for ESL and ABE teachers throughout the county. The goal of the workshop is to present accountability strategies that can help teachers improve student learning gains. Last year MAEP sent 3 teachers to “train the trainer” to encourage schools to develop site-based staff development opportunities. The workshop is one of three workshops that MAEP will be presenting this year.
- On Monday, November 10, MAEP held a Neighborhood Meeting at the Erikson Adult Center. Some of the items addressed were common areas of use, the City of San Jose Erikson Park issues, as well as traffic and parking concerns and possible solutions. There were 50 neighbors, representatives of 2 or the 3 program areas, SJUSD representatives and Parks and Recreation staff and MetroED staff in attendance. Unfortunately, representatives of the San Jose Police Department were not there even though they had been invited. A follow-up meeting will be held prior to the start of the holiday shut-down as well as meeting with SJSUD prior to the follow-up meeting to look at some viable solutions to the issues raised. Superintendent Hay shared that SJUSD Board Member Veronica Lewis did a good job and was very frank about facility usage and the issues. Hay said there are issues that MetroED has control over; however, there are issues that other organizations have control over. A report will be provided to the Board in January 2009.

MetroED Superintendent Paul Hay:

- MetroED has been approved for \$2 million in loans for Prop 1D by the Office of Public School Construction; however, we have not been funded for the Cycle 2 projects. In early December, the state allocation board will meet on the phase 2 projects and give final approval. There is enough money to cover all the projects, including the Prop 1D loans and there may be money for a third round of funding.
- In June 2008, MetroED sent to the participating superintendents the information on the JPA Temporary Second Alternate for the Governing Board members. To date, only Milpitas and East Side have responded and asked the other board members to follow up in their districts to get the item on a board agenda for approval. An amendment cannot occur to the JPA until all six districts approve the change.
- Hay will be attending the CAROCP conference in Rancho Mirage, California all next week and Board Member Garcia will be attending as well. On Tuesday, November 18, Hay will be at the AB 2448 Monitoring Task Force meeting to review compliance instruments. All ROCs must comply with AB 2448 and they will be monitored by CDE every four years. The first meeting of the Task Force was held at MetroED and there will be two additional meetings after next week’s meeting.

**XVIII. BOARD COMMENTS**

- Member Biehl thanked the students, instructors, staff and everyone involved for an exceptional dinner meeting for the Santa Clara County School Board Association (SCCSBA).
- Member Grilli expressed her best wishes to Vice President Dossa and that he would be missed as he leaves the Board.
- Member Chang thanked Member Biehl for organizing the SCCSBA dinner. She heard great comments about how the students were doing during the event and she was very proud to be

recognized as a member of the MetroED Board. Chang thanked Vice President Dossa as well for his service.

- Member Garcia thanked everyone for the dinner and shared it was a great event for CCOC. Garcia received very positive comments from those attending the dinner. The Culinary Arts students were very professional and answered all his questions before, during and after the dinner. Garcia said the students were very focused about their futures, very mature and expressed what a great start they were getting here at CCOC. Garcia wished Vice President Dossa the best on his retirement from the Board. Garcia's service on the MetroED Board has been with Dossa and expressed that he could always count on Dossa for his experience and knowledge of MetroED.
- Vice President Dossa thanked everyone and said it was very special and hoped that Member Biehl would be back next year. Dossa said his replacement would be Jim Canova.
- President Gordon was sorry that due to another commitment she was unable to make the dinner; however, Board Member Pam Parker from Campbell shared that it went very well and was a fabulous event. Campbell was able to pass their parcel tax with 77% approval rating which was a validation for what their Board was doing in the community. Gordon was re-elected to another four-year term. Gordon also shared that she would miss Vice President Dossa.

**XIX. OTHER MEETINGS**

Regular Meeting, December 10, 2008	Closed Session	6:00 pm
	Open Session	7:00 pm

**XX. ADJOURNMENT**

President Gordon adjourned the meeting at 7:52 p.m.

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Richard Garcia, Clerk of the Board