

METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes
May 9, 2007

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 6:05 p.m., Room 810 at the Central County Occupational Center, 760 Hillsdale Avenue, San Jose, CA 95136.

All Members present, except when noted "absent".
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
J. Manuel Herrera, East Side Union High 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 6:10 p.m.

IV. REGULAR MEETING (continued)

Regular session of the Board meeting reconvened in the CCOC Auditorium at 7:08 p.m.

V. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Gordon.

VI. REPORT OF CLOSED SESSION ACTIONS

No actions were taken in closed session.

VII. ADOPT AGENDA

Motion to adopt the agenda. Motion/Gordon; Second/Herrera; Vote/Unanimous

VIII. STUDENT REPORTS

CCOC

Student, Dianna Aufdermauer, from Sara Crowder's Virtual Business Management class did a Powerpoint presentation on a simulation that they use in class. There were no questions from the Board.

MAEP

Independent Study student, Breanna Acevedo told the Board about her progress from basic math to Algebra A. She said that her progress had to do with one-on-one tutoring from volunteer, John Nemeec. Mr. Nemeec explained that he is a PhD Electrical Engineer, retired from industry and is now giving back to the community by tutoring adult students. He learned about the volunteer opportunities from the MetroED Schedule of Classes.

IX. SPECIAL ORDER OF BUSINESS

Eileen Becker did a Powerpoint presentation about the Middle School career exploration activities that have taken place this year as a result of SB70 grants. She said that this year's program has so far served 750 seventh and eighth grade students. Eileen also spoke of the summer camp that will take place at CCOC this summer. This will involve 80 students who will be divided into four groups of twenty each. The groups will take either woodworking, medical, baking, or multimedia. All of this will be repeated in 2007-08.

Discussion:

Member Herrera asked if there was any evaluation or assessment on doing outreach to middle school students; it seems they are a little young, but maybe not.

Eileen said that they are gathering data. There was a pre-survey on career awareness given to students and a post-survey will also be done.

Member Herrera said that he would be interested to know if there is any data outside of our organization.

Eileen said that she has not seen any data, but she assumes that the State of California has some that would support the SB70 grants.

Member Chang asked if this was a first-come, first-served program. Yes, said Eileen.

Member Garcia asked if only John Muir from San Jose Unified would be involved this summer. Eileen said, yes, that only John Muir would be involved this year.

Superintendent Hay said that SB70 is part of the seed money for sequencing courses from the seventh grade up through community college. Paul said that when the year ends more than 1100 students will have toured CCOC. He thanked Eileen for her presentation.

Superintendent Hay introduced the MAEP Video and said that from time to time we want to bring more information to the Board on the adult program. One of the students in the video, Michael Komer, wanted to be here tonight, but was unable to make it. He will come sometime in the future. He has now successfully graduated from San Jose State.

Dan Gilbertson, Human Resources Director, introduced five employees who would be addressing the Board. Dan explained that he wanted the employees to speak the evening when the employee survey was presented, but since that was Valentine's Day, that was not a good time to ask employees to come to a Board meeting.

Employees who addressed the Board were: Seda Otto, Program Representative, CCOC; Helen Tran, ESL & Distance Learning, MAEP/San Jose Site; Kenisha James, Administrative Assistant, CCOC; Jose Garcia, Head Groundskeeper; Rosalie Ruiz, Instructional Assistant, MAEP/Erikson Site.

President Grilli thanked the employees and said that she enjoyed meeting them. Paul Hay thanked the employees for attending the Board meeting.

X. PUBLIC PRESENTATIONS & REPORTS

- A. Public Comments
No public comments.

XI. APPROVAL OF MINUTES

1. Action Item: Approval of Minutes of Regular Board Meeting, April 11, 2007.
Motion to approve minutes by Dossa, second/Herrera, vote/unanimous.

XII. CONSENT CALENDAR (ACTION)

Superintendent Hay said that Item 19 could also be added to the Consent Calendar if the Board approves. Motion to approve consent calendar items *2 through *13, and Item 19 by Garcia, second/Herrera, vote/unanimous. Consent Calendar Items Approved:

BUSINESS AND FINANCIAL FUNCTIONS

- *2. Consent Item: Approve April Board Warrant Approval List (Paul Hay)
- *3. Consent Item: Review County Office of Education Approval of the Fiscal Year 2006-07 Second Interim Report (Wendy Zhang)

PERSONNEL

- *4. Consent Item: Classified Personnel
- *5. Consent Item: Administrative Personnel
- *6. Consent Item: Revise MetroED Job Descriptions for Select Administrative, AFT and Confidential Positions

INSTRUCTIONAL AND STUDENT FUNCTIONS

- *7. Consent Item: Apprenticeship Agreements, 2007-08
- *8. Consent Item: Approve agreement with Western Electrical Contractors Association Apprenticeship and Training Committee to provide oversight for the Electrician Training Program
- *9. Consent Item: 2007-2008 Approval of MAEP Course Titles
- *10. Consent Item: Application for Perkins 132 Grant for Fiscal Year 2007-08
- *11. Consent Item: Cosmetology Agreements, 2007-08
- *12. Consent Item: Community Classroom Agreements
- *13. Consent Item: Application for Perkins 132 Grant for Fiscal Year 2007-08
- *19. ~~Action Item:~~ Consent Item: Approve Change Order #002 to contract for replacement of transformers on the CCOC campus (Dynalectric-\$29,103); Authorize District to file Notice of Completion

XIII. INFORMATION ITEMS

- 14. Information Item: First Reading of BP 3515, AR 3515 dealing with Campus Security

Dan Gilbertson said that Board policy directs us to assure that students, staff and public are secure and safe. We would like to add a security surveillance system to aid us in making all safe. The policy is modeled after East Side's policy. This is the first reading and does not require a vote. There was no discussion from the Board. Superintendent Hay said that if anyone has any questions about this policy between now and the next meeting, please call our office.

- 15. Information Item: Review of Proposition 1D Career Technical Education Facilities Modernization Application Status

Superintendent Hay said that under Proposition 1D, JPAs are included as being eligible for modernization grants, but not new construction. In order to qualify for funding, we need to take some specific steps. Superintendent Hay introduced Mark Bartos from Dreiling Terrones Bartos Architecture, Inc. (formerly CSS), who took the Board through the process required for receiving funding. Hay said that this information is consistent with the facilities plan that was approved by the Board 1-1/2 years ago. The item will coming back to the Board at the June 13 meeting. If anyone is interested in visiting, please give us a call. There were no questions or discussion from the Board.

XIV. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

- 16. Action Item: Second Reading and Adoption of BP 3100, 3460, and AR 3100, 3460

Motion: That the Governing Board adopt the revised Governing Board Policy BP 3100, 3460 and AR 3100, 3460 dealing with Budget, Financial Reports and Accountability by Herrera, second/Chang, vote/unanimous. There were no questions or discussion from the Board.

17. Action Item: Approve MetroED Legislative Priorities for 2007-08

Superintendent Hay said that the legislative priorities for 2007-08 are included in the Board packets. On the last page, final sentence should read, "PERS revenue limit reduction." The priorities are consistent with past priorities, and staff is recommending approval of the draft document.

Motion: That the Governing Board approve the Legislative Priorities for 2007-08 by Garcia, second/Chang, vote/unanimous. There were no questions or discussion from the Board.

BUSINESS AND FINANCIAL FUNCTIONS

18. Action Item: Monthly Budget Update

Superintendent Paul Hay introduced Fiscal Director, Wendy Zhang, who took the Board through the Monthly Budget Update. There were no questions or discussion from the Board.

Motion: That the Governing Board approve the budget changes in the Monthly Budget Update for the period ended 4/30/07 by Herrera, second/Gordon, vote/unanimous.

19. Action Item: Approve Change Order #002 to contract for replacement of transformers on the CCOC campus (Dynalectric-\$29,103); Authorize District to file Notice of Completion – **Moved to Consent Calendar**

PERSONNEL FUNCTIONS

No items

INSTRUCTIONAL AND STUDENT FUNCTIONS

No items

XV. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

Oral Report: Superintendent Paul Hay reported recent significant information to the Governing Board on topics not on the agenda.

- Hay reported that there would be a special meeting with the JPA Executive Council and the Board to report the findings of the management study. The date cannot be scheduled as School Services is running about one month behind.

Oral Report: CCOC Director, John Fox who reported on CCOC news:

- There have been 951 students tour CCOC this year representing all of our six school districts.
- On April 28, Mission College held an articulation day that several of our instructors attended to initiate new articulation agreements and to add additional programs to existing agreements, this also included some of the programs in our ROPs from the sending schools.
- Today approximately 50 students visited West Valley College from our Health Occupations Program to tour the health occupations programs at West valley.

- Friday, May 11, fifth graders from Washington Elementary School will visit CCOC. This visit is sponsored by the Downtown Rotary Club; this is the second year that the Rotary has sponsored this event.
- On Friday you will also be able to get a closer look at a horse. Friday is "Hug a Horse Day" the second one this year sponsored by the Veterinary Assisting Class. Students in the program will spend the day learning first hand how to make readings on vital signs and other interesting facts about horses.
- The California Auto Body Association held a dinner and raffle that benefited the Skills USA youth organization. The association donated \$3,000.00 to the Skills USA at CCOC.
- On Friday, May 11, the fourth annual Car Show will be held at CCOC. The Custom and Classic Car Show begins at 5:00 and will run until 9:00. The Show will feature custom, classic, vintage cars, trucks, and motorcycles. Food, Music and Cars, spectators are free.
- The CCOC Student Council will sponsor an "Ice Cream Social" on Friday June 1. The members will dish up ice cream to all students on campus before students from our various programs are recognized for their achievement in their programs.
- Friday, June 1, is also the date for the CCOC Awards Night. The mayor of San Jose, the honorable Chuck Reed will be the keynote speaker, please plan to attend. The ceremony begins at 6pm.
- Breakfast will be prepared for CCOC teachers on Thursday, May 10, and Lunch on Friday, May 11 as part of Teacher's Appreciation Week.

Oral Report: MAEP Director, Suzi Glass who reported on MAEP news:

- MAEP evening students at Metro Center also celebrated International Day, like the morning classes had done in April, with a barbecue, music and international foods.
- The California Council for Adult Education selected Cesar Romero for this year's award for *Excellence in Teaching*. The Adult Education Council selected Althea Polanski for *Excellence in Support*.

XVI. BOARD COMMENTS

- Member Herrera reported that every June he looks forward to graduations and that he has a conflict with graduation and a Board meeting on June 13. He asked if the Board would consider changing the date. The consensus of the Board was that it would be too difficult at this date to find a better date to accommodate Members' calendars.
- Member Chang reported that on April 26 she, Diane Gordon, Wendy Zhang and Joyce Peters from VTD met as a Special Standing Audit Committee meeting. Member Chang said that she was very impressed with the process.
- Member Gordon reported that traditionally if there were no exceptions to the audit, there would be no auditor present when the audit is presented at the Board meeting. Diane asked if Members would be interested in having an auditor present. Member Herrera said that he is used to a protocol where auditors are present, and others agreed that they would be interested. Superintendent Hay said that we will take care of having auditors here.
- Member Gordon asked to have the meeting adjourned in honor of Henri Zander who recently passed. Henri was a former Campbell Union High School Board Member and representative on the MetroED Board. Gordon commented on

Henri's special interest and attention to MetroED and that he was one of the best advocates for our programs. Gordon also commented on Henri being a driving force for the CUHSD Ag Center.

XVII. OTHER MEETINGS

- Special Meeting with JPA Superintendents Executive Council
Date to be determined, Open Session, 12:00 pm
- Regular Meeting, June 13, 2007, Closed Session, 6:00 pm; Open Session, 7pm
- Regular Meeting, June 27, 2007, Closed Session, 6:00 pm; Open Session, 7pm

XVIII. ADJOURNMENT

The meeting adjourned at 8:35 pm.

Ernie Dossa, Clerk/Date