

METROPOLITAN EDUCATION DISTRICT  
**Board Meeting Agenda**  
760 Hillsdale Avenue  
San Jose, California 95136

ORDER OF BUSINESS

**REGULAR MEETING**

Date: June 14, 2006  
Time: 6:00 p.m.

**LOCATION**

Central County Occupational Center  
RM 810  
760 Hillsdale Ave.  
San Jose, CA 95136

**CALL TO ORDER**

**1. ROLL CALL**

(Cynthia Chang)

Ernie Dossa	Cynthia Chang
Richard Garcia	Marsha Grilli
Craig Mann	Diane Gordon
Nicholas Valadao--CCOC Student Board Member	
Minerva Brand--MAEP Student Board Member	

**2. 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.

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

District Negotiator

- Dan Gilbertson

Employee Organizations

- AFT
- CSEA
- CTA

Unrepresented Employees

- Accountability Coordinator
- Assistant Principal
- Assistant Superintendent/Instruction
- Chief Business Official
- Community Program Coordinator
- Confidential Employees
- Dean, CCOC
- Director of Fiscal Services
- Director of Human Resources
- Director of Instruction and Accountability
- Director/Principal
- District Technology Officer
- Executive Administrator
- Facility Manager
- Facility Supervisor
- Human Resources Administrator
- Program Coordinator
- Superintendent

2.2 Pursuant to Government Code: 54957  
Superintendent's Evaluation/Contract  
Item 2.2 may be continued at end of regular meeting. If so, closed session will be  
reopened at the end of the regular meeting.

**3. ADJOURN TO CLOSED SESSION**

Date: June 14, 2006  
Time: 6:02 p.m. Central County Occupational Center  
RM 810

**4. REGULAR MEETING (continued) LOCATION**

Date: June 14, 2006  
Time: 7:00 p.m. Central County Occupational Center  
Auditorium

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

6. **REPORT OF CLOSED SESSION ACTIONS** (Cynthia Chang)

7. **ADOPT AGENDA** (Cynthia Chang)

8. **STUDENT BOARD MEMBERS' REPORTS** (Cynthia Chang)  
Nicholas Valadao \_\_\_ Minerva Brand\_\_\_

9. **SPECIAL ORDER OF BUSINESS** (Tim Hallett)  
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.

9.1 Introduction of New Employees

**10. PUBLIC PRESENTATIONS & REPORTS**

10.1 Public Comments (Cynthia Chang)

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 preclude any action being taken on any item not appearing on the posted  
agenda for action. Time limits allocated to the public testimony are 2 minutes for  
individuals and 5 minutes for organizations.

**11.0 APPROVAL OF MINUTES** (Cynthia Chang)

11.1 Action Item: Approval of Minutes of Regular Board Meeting, May 10, 2006.

**12.0 CONSENT CALENDAR**

All matters listed under the Consent Calendar 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.

The Superintendent recommends approval of Consent Calendar items 12.1.1 through 12.3.9

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## 12.1 BUSINESS AND FINANCIAL FUNCTIONS

12.1.1 Action Item: Approve May Board Warrant Approval List (Paul Hay)

RECOMMENDATION: That the Governing Board approve the following warrant registers: #92709750-#92709829, dated May 2, 2006; #92711884-#92711939, dated May 5, 2006; #92712967-#92713023, dated May 9, 2006; #92714123-#92714161, dated May 11, 2006; #92716880-#92716918, dated May 18, 2006; #92718084-#92718156, dated May 23, 2006; #92719802, dated May 25, 2006; #92720355-#92720423, dated May 26, 2006; #92720355-#92720423, dated May 26, 2006; #92720849-#92720882, dated May 30, 2006.

**(Budget Source: As indicated on Warrant Registers)**

12.1.2 Action Item: Items to be Surplused (Paul Hay)

RECOMMENDATION: That the Governing Board surplus the items listed in the board packet, that are obsolete and have no estimated value.

(Paul Hay)

12.1.3 Action Item: Authorize the CCOC Director to sign and approve Work Experience Training Agreements

RECOMMENDATION: That the Governing Board delegate authority to the Director of CCOC, to sign and approve Community Classroom Training Agreements and Cooperative Vocational Education Training Agreements.

12.1.4 Action Item: Stanford Alumni Consulting Team (Joyce Monda)

RECOMMENDATION: That the Governing Board approve filing an application for pro-bono services with the Stanford Alumni Consulting Team to assist us in helping to develop a stronger identity in our community.

(Paul Hay)

12.1.5 Action Item: Approve Amendment to Schoolhouse Software Agreement for online registration services

RECOMMENDATION: That the Governing Board approve the amendment to the Application Program Contract and License Agreement with Schoolhouse Software, Inc.

12.1.6 Action Item: Convert fee-based CCOC evening classes to ADA funding (John Fox)

RECOMMENDATION: That the Governing Board approve the conversion of the CCOC Evening Adult Program from a fee-based program to an ADA funded program.

12.1.7 Action Item: Approve 2006-07 Schedule of Fees (Paul Hay)

RECOMMENDATION: That the Governing Board approve the MetroED Schedule of Fees for 2006-07.

## 12.2 PERSONNEL

12.2.1 Action Item: Administrative Personnel (Dan Gilbertson)

RECOMMENDATION: That the Governing Board approve the one regular election and the three reclassifications.

12.2.2 Action Item: Classified Personnel (Dan Gilbertson)

RECOMMENDATION: That the Governing Board approve the regular elections and the reclassifications.

12.2.3 Action Item: Approve Revised CSEA Job Descriptions (Dan Gilbertson)  
Administrative Assistant I and II, and Senior Administrative Assistant

RECOMMENDATION: That the Governing Board approve the CSEA job descriptions for the Administrative I and II and Senior Administrative Assistant.

(Dan Gilbertson)  
12.2.4 Action Item: Approve District Office Director Position Job Descriptions

RECOMMENDATION: That the Governing Board approve the job descriptions for Director of Information Technology, Director of Fiscal Services and Director of Human Resources.

(Dan Gilbertson)  
12.2.5 Action Item: Approve 3% Salary Increase, and other adjustments, for Management, Confidential and Contract Employees for Fiscal Year 2005-2006

RECOMMENDATION: That the Governing Board approve the adjustments specified under the Current Considerations which include a 3% Salary Increase, and other adjustments, for Management, Confidential and Contract Employees for FY 2005-2006.

### **12.3 INSTRUCTIONAL AND STUDENT FUNCTIONS**

12.3.1 Action Item: Agreement for ROP Class with San Jose Job Corps (John Fox)

RECOMMENDATION: That the Governing Board approve the agreement with San Jose Job Corps for ROP classes.

12.3.2 Action Item: Medical Apprenticeship Agreement (Susan Glass)

RECOMMENDATION: That the Governing Board approve the training agreement as apprenticeship clinical sites for students in MAEP medical program classes.

(Susan Glass)  
12.3.3 Action Item: Agreement with San Jose Job Corps to provide GED Instruction

RECOMMENDATION: That the Governing Board approve the agreement with San Jose Job Corps for GED Instruction for the period July 1, 2006 to June 30, 2007.

(Susan Glass)  
12.3.4 Action Item: Agreement with San Jose Job Corps to provide Adult Basic Skills in Job Readiness Instruction

RECOMMENDATION: That the Governing Board approve the agreement with San Jose Job Corps for Adult Basic Skills instruction for the period July 1, 2006 to June 30, 2007.

12.3.5 Action Item: Agreement with HOPE Rehabilitation Services (Susan Glass)

RECOMMENDATION: That the Governing Board approve the agreement with HOPE Rehabilitation Services at HOPE Whittier for the period July 1, 2006 to June 30, 2007.

12.3.6 Action Item: 2006-2007 Approval of MAEP Course Titles (Susan Glass)

RECOMMENDATION: That the Governing Board approve the course titles proposed by MAEP for the 2006-2007 school year.

12.3.7 Action Item: 2005-2006 Approval of MAEP Course Titles-Amended (Susan Glass)

RECOMMENDATION: That the Governing Board approve the amended list of course titles for the 2005-2006 school year.

12.3.8 Action Item: Agreement with County of Santa Clara CalWORKs/Bridge Contract (Susan Glass)

RECOMMENDATION: That the Governing Board approve the agreement with the County of Santa Clara CalWORKs for the period July 1, 2006 to June 30, 2007.

12.3.9 Action Item: Agreement with CalWORKs-Morgan Hill Unified School District (Susan Glass)

RECOMMENDATION: That the Governing Board approve the agreement to provide services for recipients who are referred to MED and Morgan Hill Unified School District by the Department of Social Services of the County of Santa Clara.

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#### END OF CONSENT ITEMS

### 13.0 INFORMATION ITEMS

13.0.1 Information Item: Review legal opinion regarding Settlement Agreement with Capitol Auto Mall, LLC (Paul Hay)

RECOMMENDATION: That the Governing Board review the letter dated May 15, 2006 from Robin Kennedy of the law firm of Miller Star & Regalia.

13.0.2 Information Item: SB 70 Grants for enhanced CTE opportunities (John Fox)

RECOMMENDATION: That the Governing Board review the information regarding the SB 70 Grant funding partnerships with West Valley and Mission Colleges.

#### END OF INFORMATION ITEMS

### 14.0 ACTION ITEMS AND REPORTS

14.0.1 Action Item: 2006-07 Vision Statements, Goals and Strategies (Jan Dreier)

RECOMMENDATION: That the Governing Board provide input and approve the 2006-2007 MetroED Vision Statements, Goals, and Strategies.

14.0.2 Report: Draft of Proposed 2006-07 Budgets (Paul Hay)

RECOMMENDATION: That the Governing Board review the proposed 2006-07 budgets for all funds.

14.0.3 Action Item: Equalization (Tim Hallett)

RECOMMENDATION: That the Governing Board approve, as a general concept, the three-pronged approach with more explicit cost-cutting measures to be brought back to the Board in more detail.

#### 14.1 BOARD AND ADMINISTRATIVE FUNCTIONS

14.1.1 Action Item: Second Reading: Adopt Board Policies 6000's Instruction (Jan Dreier)

RECOMMENDATION: That the Governing Board adopt the revised Governing Board Policies series 6000's regarding Instruction.

(Tim Hallett)  
14.1.2 Action Item: Approve Board Study Session on Brown Act and Purpose and Scope of Authority of a Joint Powers Authority

RECOMMENDATION: The Governing Board will discuss and determine a date for the proposed study session.

#### 14.2 BUSINESS AND FINANCIAL FUNCTIONS

14.2.1 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 5/31/06.

14.2.2 Action Item: Approve District Designated Official Signers for FY 2006-2007 (Paul Hay)

RECOMMENDATION: That the Governing Board approve Tim Hallett, Paul R. Hay, Daniel Gilbertson and Wendy Zhang as the administrators who are authorized to sign official forms and contracts on behalf of the District effective July 1, 2006.

(Paul Hay)  
14.2.3 Action Item: Adopt Resolution #11-06-14-06 Authorizing Designated Management Personnel to Sign Orders Drawn Upon the Funds of the District for the FY 06/07

RECOMMENDATION: That the Governing Board approve Resolution #11-06-14-06 authorizing the designated District employees to sign orders drawn upon the funds of the District effective July 1, 2006.

(Paul Hay)  
14.2.4 Action Item: Adopt Resolution #12-06-14-06 Authorizing (1) Budget Transfers and (2) Use of Unbudgeted Income for FY 06/07

RECOMMENDATION: That the Governing Board adopt resolution #12-06-14-06 for the fiscal year 2006-07.

(Paul Hay)  
14.2.5 Action Item: Adopt Resolution #13-06-14-06 Authorizing District to Purchase off Contracts Awarded by other Public Agencies

RECOMMENDATION: That the Governing Board adopt resolution #13-06-14-06 authorizing designated District officers to purchase commodities through contracts awarded by other agencies.

(Paul Hay)

14.2.6 Action Item: Adopt Resolution #14-06-14-06 Authorizing Designated Management Personnel to Sign Official Electronic Funds Transfer Forms of the District for the FY 06/07

RECOMMENDATION: That the Governing Board adopt Resolution #14-06-14-06 authorizing Tim Hallett, Paul R. Hay, Daniel Gilbertson, and Wendy Zhang to sign all official electronic transfer forms on behalf of the District, effective July 1, 2006 and authorize the filing of said signatures with the County Controllers' Office.

(Paul Hay)

14.2.7 Action Item: Approve Agreement with Interscholastic Trading Company to sell District Surplus property via public auction; authorize the Chief Business Official to dispose of surplus property in accordance with the Education Code

RECOMMENDATION: That the Governing Board approve the service agreement with Interscholastic Trading Company and delegate authority to the Chief Business Official to dispose of surplus property in accordance with the Education Code.

14.2.8 Action Item: Appoint Board Audit Review Committee for the 2005-06 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 2005-06 fiscal year.

**14.3 PERSONNEL FUNCTIONS**

**14.4 INSTRUCTIONAL AND STUDENT FUNCTIONS**

**15.0 EXECUTIVE REPORT/ADMINISTRATIVE REPORTS**

Oral Report: At this time Assistant Superintendent Jan Dreier will report to the Board on departmental items of significance.

Oral Report: Superintendent Tim Hallett will have recent significant information to present to the Governing Board on topics not on the agenda.

**16.0 BOARD COMMENTS**

(Cynthia Chang)

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.

**17.0 Advanced Planning**

(Cynthia Chang)

**18.0 Other Meetings**

Regular Meeting, June 28, 2006	Closed Session	6:00 pm
	Open Session	7:00 pm

Regular Meeting, August 23, 2006	Closed Session	6:00 pm
	Open Session	7:00 pm

**19.0 CONTINUANCE OF CLOSED SESSION**

Date: June 14, 2006	Central County Occupational Center
Time: Immediately following regular session	RM 810

**20.0 REPORT OF CLOSED SESSION ACTIONS**

(Cynthia Chang)

**21.0 ADJOURNMENT**

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Agenda attachments are available for review at the District Office, 760 Hillsdale Ave, Bldg 400, San Jose, CA. This agenda is available from the internet at: [www.metroed.net](http://www.metroed.net)  
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