



METROPOLITAN EDUCATION DISTRICT
760 Hillsdale Avenue
San Jose, California 95136

June 25, 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

REGULAR MEETING

Date: June 25, 2008
Time: 6:45 p.m.

LOCATION

CCOC Room 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. Public Employee Discipline/Dismissal/Release, 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: 6:45 pm
Location: CCOC, RM 810

**V. REGULAR MEETING
Reconvene from Closed Session**

Time: 7:00 p.m.
Location: CCOC Auditorium

VI. PLEDGE OF ALLEGIANCE (Ernie Dossa)

VII. REPORT OF CLOSED SESSION ACTIONS (Diane Gordon)

VIII. ADOPT AGENDA (Diane Gordon)

- IX. RECOGNITIONS** (Diane Gordon)
A. Acknowledgement of Visitors
B. Acknowledgement of Honors and Awards

- X. STUDENT REPORTS** (Diane Gordon)
A. CCOC Student
B. MAEP Student

- XI. 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.

XII. 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.

XIII. APPROVAL OF MINUTES (Diane Gordon)

1. Action Item: Approval of [Minutes](#) of Regular Board Meeting June 11, 2008.

IX. 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 *13

BUSINESS AND FINANCIAL FUNCTIONS

- *2. Consent Item: [Approve June Warrant Approval List](#) (Wendy Zhang)

Recommendation: That the Governing Board approve the following warrant registers: #20171490-#20171532, dated June 3, 2008; #20173093-#20173150, dated June 5, 2008; #20173874-#20173935, dated June 9, 2008; #20175489-#20175538, dated June 11, 2008.

- *3. Consent Item: [Architectural Services: Adult Education Facility Relocation; Hillsdale Campus](#) (Bartos Architecture) (Paul Hay)

Recommendation: That the Governing Board approve the *Authorization to Proceed* for architectural services with Bartos Architecture, Inc. for the projects and amounts indicated.

- *4. **Consent Item: [Architectural Services: Proposition 1D](#) (Bartos Architecture) (Paul Hay)**
Recommendation: That the Governing Board approve the seven *Authorizations to Proceed* for architectural services with Bartos Architecture, Inc. for the projects and amounts indicated.
- *5. **Consent Item: [MOU for Financial System & Network Support Services](#) (Regional Technology Center, Santa Clara County Office of Education) (Paul Hay)**
Recommendation: That the Governing Board approve the Memorandum of Understanding with the Santa Clara County Office of Education for annual services provided by the SCC Regional Technology Center.
- *6. **Consent Item: [Approve 2008-09 Schedule of Fees](#) (Revised) (Wendy Zhang)**
Recommendation: That the Governing Board approve the revised MetroED Schedule of Fees for 2008-09.
- *7. **Consent Item: [Independent Contractor Agreement for Facilitator Services](#) (AI Tweltridge-\$5,000) (Paul Hay)**
Recommendation: That the Governing Board approve the Independent Contractor agreement between MetroED and AI Tweltridge.
- *8. **Consent Item: [Accept Donations](#) (Wendy Zhang)**
Recommendation: That the Governing Board accept the donations on behalf of the District.

PERSONNEL FUNCTIONS

- *9. **Consent Item: [Approve Revised Chief Business Official, Fiscal Services Manager Job Descriptions](#) (Paul Hay)**
Recommendation: That the Governing Board approve the revised job descriptions for the Chief Business Official and the Fiscal Services Manager.

INSTRUCTIONAL AND STUDENT FUNCTIONS

- *10. **Consent Item: [Community Classroom Agreements](#) (John Fox)**
Recommendation: That the Governing Board approve the agreement to provide on-the-job clinical training to CCOC medical students.
- *11. **Consent Item: [Approve Renewal of Agreement with South Bay Mill Cabinet Joint Apprenticeship and Training Committee](#) (Wendy Zhang)**
Recommendation: That the Governing Board approve the renewal agreement with the South Bay Mill Cabinet Joint Apprenticeship and Training Committee for the period July 1, 2008 to June 30, 2009.

- *12. **Consent Item:** [Approve Agreement with Moreland School District](#) (Sylvia Karp)

Recommendation: That the Governing Board approve the Agreement with Moreland School District for the period September 9, 2008 to May 28, 2009.

- *13. **Consent Item:** [Approve Cal-PASS Memo of Understanding](#) (Pam Watson)

Recommendation: That the Governing Board approve the Memorandum of Understanding with the California Partnership for Achieving Student Success (Cal-PASS).

END OF CONSENT ITEMS

XV. INFORMATION ITEMS

14. **Information Item:** [First Reading: Board Bylaw 9150, Exhibit 9150](#): Student Board Members (Paul Hay)

Recommendation: That the Governing Board review the first reading of the changes to Governing Board Bylaw 9150 and Exhibit 9150, dealing with Student Board Members.

15. **Information Item:** [First Reading: BP 3400, AR 3400, 3440](#); Management of District Assets/Accounts, Inventories (Paul Hay)

Recommendation: That the Governing Board review the first reading of the changes to Governing Board Policy 3400 and Administrative Regulations 3400 and 3440 relating to the management of district assets/accounts and inventories.

END OF INFORMATION ITEMS

XVI. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

BUSINESS AND FINANCIAL FUNCTIONS

16. **Action Item:** [Adopt Final 2008-09 Budget-Public Hearing](#) (Wendy Zhang)

Public Hearing Open

Recommendation: That the Governing Board open the public hearing, accept public comment on the proposed 2008-09 budget, close the public hearing and adopt the proposed budget for the fiscal year 2008-09.

Public Hearing Closed

17. **Action Item:** [Response to Grand Jury Report](#) (Paul Hay)

Recommendation: That the Governing Board approve the *Response to Grand Jury Findings and Recommendations* dated June 25, 2008.

18. **Action Item: [Adopt Resolution #14-06-25-08](#) Authorizing Designated Management Personnel to Sign Orders Drawn Upon the Funds of the District for the FY 08-09 (Paul Hay)**
Recommendation: That the Governing Board approve Resolution #14-06-25-08 authorizing the designated District employees to sign orders drawn upon the funds of the district effective July 1, 2008.
19. **Action Item: [Adopt Resolution #15-06-25-08](#) Authorizing (1) Budget Transfers and (2) Use of Unbudgeted Income for Fiscal Year 2008-09 (Paul Hay)**
Recommendation: That the Governing Board adopt Resolution #15-06-25-08 authorizing budget transfers and Use of Unbudgeted Income for the Fiscal Year 2008-09.
20. **Action Item: [Adopt Resolution #16-06-25-08](#), Authorizing Designated Management Personnel to Sign Official Electronic Funds Transfer Forms of the District for the FY 08/09 (Paul Hay)**
Recommendation: That the Governing Board adopt Resolution #16-06-25-08 authorizing the specified individuals to sign all official electronic transfer forms on behalf of the District, effective July 1, 2008, and authorize the filing of said signatures with the County Controller's Office and authorization to take necessary actions.
21. **Action Item: [Adopt Resolution #17-06-25-08](#) Authorizing District to Purchase off Contracts Awarded by other Public Agencies (Paul Hay)**
Recommendation: That the Governing Board adopt Resolution #17-06-25-08 authorizing designated District officers to purchase commodities through contracts awarded by other agencies.

PERSONNEL FUNCTIONS

--None--

INSTRUCTIONAL AND STUDENT FUNCTIONS

--None--

XVII. 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

XVIII. 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.

XIX. OTHER MEETINGS

Regular Meeting, August 27, 2008

Closed Session
Open Session

6:00 pm
7:00 pm

XX. ADJOURNMENT

(Diane Gordon)

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