

METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes
April 11, 2012

I. CALL TO ORDER/ROLL CALL CLOSED SESSION

The meeting of the Governing Board of the Metropolitan Education District was called to order by President Chang at 6:00 p.m., in CCOC Room 819, San Jose, California, for closed session.

All Members present, except when noted "absent":

Daniel Bobay	Milpitas Unified School District - Absent
Jim Canova	Santa Clara Unified School District
Cynthia Chang	Los Gatos-Saratoga Union High School District
Richard Garcia	San Jose Unified School District
Diane Gordon	Campbell Union High School District
J. Manuel Herrera	East Side Union High School District

II. CALL TO ORDER/ROLL CALL REGULAR MEETING

The meeting of the Governing Board of the Metropolitan Education District was called to order by President Chang at 7:05 p.m., in CCOC Room 201, auditorium, San Jose, California.

III. REPORT OF CLOSED SESSION ACTIONS

President Chang reported no action was taken in closed session regarding the Superintendent's Evaluation; Pursuant to Government Code: 54957.

IV. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board Member Garcia.

V. ADOPT AGENDA

MOTION: It was moved to adopt the agenda. M/Herrera, S/Garcia; Vote: 5 Ayes, 0 No, 1 Absent (Bobay)

VI. RECOGNITIONS/VISITORS

Superintendent Hay recognized the following individual who "Raised the Bar!"

- CCOC Coordinator of Counseling Services, Chantu Nguyen, was recognized for her work on the CCOC College Career Fair. The 2012 event was the best ever with over fifty community colleges, universities, trade schools, apprenticeships, military, and business opportunities for our students to explore. Moreover, Chantu has college representatives on our campus weekly starting in mid-October. Director Fox credits Chantu for the high numbers of students that pursue community colleges as they complete CCOC and make use of the articulation credits that are available to them.
- Ms. Nguyen thanked everyone for the honor and support and said she enjoys working at CCOC very much.

VII. STUDENT REPORTS

None

VIII. SPECIAL ORDER OF BUSINESS

None

IX. PUBLIC COMMENTS

President Chang: She noted there were no requests to speak.

X. APPROVAL OF MINUTES

1. **Action Item: Approval of Minutes of Regular Board Meeting of March 14, 2012 and the Special Board Meeting on March 15, 2012.**

MOTION: It was moved to approve the Minutes of the Board Meeting of March 14, 2012 and the Special Board Meeting on March 15, 2012. M/Garcia, S/Herrera; Vote: 5 Ayes, 0 No, 1 Absent (Bobay)

XI. CONSENT CALENDAR

MOTION: It was moved to approve consent items # 2 through #11. M/Gordon, S/Garcia; Vote: 5 Ayes, 0 No, 1 Absent (Bobay)

BUSINESS AND FINANCIAL FUNCTIONS

- *2. **Action Item: Approve Monthly Warrant Approval List**

The Governing Board approved warrant registers: That the Governing Board approve the following warrant registers: #62012778-#62012824, dated March 5, 2012; #62012825-62012855, dated March 7, 2012; #62012856-#62012890, dated March 12, 2012; #62012891-#62012920, dated March 14, 2012; #62012921-#62012958, dated March 19, 2012; #62012959-#62012974, dated March 22, 2012; #62012975-#62013012, dated March 26, 2012; #62013013-#62013051, dated March 30, 2012.

- *3. **Action Item: Quarterly Investment Report as of 12/31/2011**

The Governing Board approved the MetroED Board Investment Report.

- *4. **Action Item: GASB 45 Valuation Services Contract**

The Governing Board approved the agreement for North Bay Pensions.

- *5. **Action Item: Architectural Services: Parking Lot Repair, Restriping and Reconfiguration, Hillsdale Campus Site-Bartos Architecture, \$14,354.52**

The Governing Board approved the Authorization to Proceed for architectural services with Bartos Architecture, Inc. in the amount of \$14,354.52 for the Parking Lot Reconfiguration and Restriping Project.

- *6. **Action Item: 2012-2013 Schedule of Fees**

The Governing Board approved the revised MetroED Schedule of Fees for the 2012-2013 school year.

PERSONNEL FUNCTIONS

- *7. **Action Item: Administrative Personnel**

The Governing Board approved two retirements and one promotion.

***8. Action Item: Williams Uniform Complaint Procedures Report**

The Governing Board approved the quarterly report on the Williams Uniform Complaint Procedures through March 31, 2012.

***9. Action Item: San Jose Job Corps; Agreement for Summer School-CCOC**

The Governing Board approved the agreement between San Jose Job Corps and MetroED for summer school classes at CCOC.

***10. Action Item: CalWORKs; Agreement for Summer School-CCOC**

The Governing Board approved the agreement between CalWORKs and MetroED for summer school classes at CCOC.

***11. Action Item: 2012-2013 Draft School Calendar**

The Governing Board approved the school calendar for MetroED's 2012-2013 school year.

XII. INFORMATION ITEMS

12. Information Item: Legislative Update

Superintendent Hay: He noted the state legislators were on recess last week so there had not been much activity; however, the previous week Assembly Member Brownley introduced AB 1638, Education Finance: Block Grant Funding. He said it was a spot bill with the express intent of the Legislature to enact legislation that would simplify school finance by consolidating funding for categorical programs into targeted block grants to promote greater equity, increase local control, and improve instruction. He said this is a bill that replaces AB 18 which was introduced last year as a two-year bill; however, it was decided to drop it and replace it with new legislation. He said there had been some discussion that this could be the vehicle for the Governor's weighted student formula. He said he doesn't think Assembly Member Brownley is in full support of the funding formula.

Member Canova: He asked if he knew the number of the bill that is proposing the elimination of county offices of education.

Superintendent Hay: He said he knew there had been discussion; however, he did not know if there was a specific bill.

XIII. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATION FUNCTIONS

13. Action Item: Joint Governing Board/JPA Executive Council Meeting

Superintendent Hay: He said the JPA agreement requires the Executive Council meet at least two times a year and hold one of its meetings with the MetroED Governing Board. He said at the March 19 joint meeting of the participating district Superintendents and Chief Business Officers, it was recommended to schedule a joint meeting to discuss how to increase enrollment at CCOC.

Althea Polanski: She shared potential dates for the joint meeting with the instructors in the Baking & Catering and Culinary Arts programs, the best dates for them were May 2, May 4, or April 27. She said the superintendents indicated a breakfast meeting was best but not on a

Monday. She distributed calendars for the months of April through July indicating the dates of the participating district board meetings. She asked for input on the best date to hold the joint meeting. She noted the replies received to date were for the May 2nd date and Member Gordon and Vice President Bobay were not able to attend; however, Superintendent Matsuoka from Milpitas USD was available.

President Chang: She said the superintendents from Los Gatos Saratoga JUHSD, San Jose USD, East Side UHSD, and Santa Clara USD are available.

Member Gordon: She said the purpose was to have a meeting with the superintendents and the MetroED Governing Board and it would be nice to showcase the efforts of the students in the programs; however, she said she was not sure that should set the date for the meeting. She said she is out of the country from April 30 to May 16.

President Chang: She noted Member Gordon would be available on Friday, April 27 and she asked the superintendent how long the meeting would last.

Superintendent Hay: He noted the JPA Executive Council was scheduled from 8:00 am to 9:30 am and it concluded around 9:15 am.

President Chang: She inquired about the date of April 27 from the Board.

Member Herrera: He said he was not available on April 27.

Member Gordon: She said if May 2nd is a good date for most of the Board and Superintendents, her alternate, Rick Costanzo, was a teacher and principal in her home district and he would be able to bring as much if not more to the conversation as she would. She said she apologizes she would not be able to attend as it is a meeting she had been pushing for; however, she also noted that the date was discussed with her superintendent and Mr. Costanzo would be available.

President Chang: She said it appears there would be the availability for most to make the May 2nd date.

Superintendent Hay: He said the MUSD Board would need to appoint an alternate. He said he did have discussions with Mr. Bobay that his alternate has taken a new job in Sacramento and his schedule is not as flexible, it would be good to consider a replacement.

Althea Polanski: She said she would contact MUSD Board to see if there would be the time to add this to their agenda for their upcoming board meeting.

Superintendent Hay: He said he would recommend inviting Pat Gaffney who will be the incoming superintendent for Campbell UHSD with the retirement of Dr. Farber.

MOTION: It was moved the Governing Board hold the joint board meeting on Wednesday, May 2 from 8:00 am to 9:30 am at MetroED. M/Gordon, S/Herrera; Vote: 5 Ayes, 0 No, 1 Absent (Bobay)

14. Action Item: Adopt Resolution #13-04-11-12 Opposing Governor's School Finance Reform Proposal

Member Gordon: She wanted to thank Superintendent Hay for putting this resolution on the agenda and she will be taking it to her home board to see if they will pass a similar resolution.

MOTION: The Governing Board approved Resolution #13-04-11-12 resolving that 1) the MetroED Governing Board is opposed to the Governor's proposal for a Weighted Pupil Funding Formula, 2) any discussion of a Weighted Pupil Funding Formula should be discussed in legislative policy committees, and 3) any discussion of the Weighted Pupil Funding Formula

should not include Career Technical Education and Adult Education programs. M/Herrera, S/Gordon; Roll Call Vote: 5 Ayes, 0 No, 1 Absent (Bobay)

BUSINESS AND FINANCIAL FUNCTIONS

15. Action Item: Monthly Budget Update

Superintendent Hay: He said CBO Orong was unable to attend; however, there were few changes to the budget and he was available to answer any questions.

MOTION: The Governing Board approved the budget changes included in the Monthly Budget Update for the period ended March 31, 2012. M/Gordon, S/Canova; Vote: 6 Ayes, 0 No, 1 Absent (Bobay)

16. Action Item: Call for Bids: Parking Lot Repair, Restriping and Reconfiguration

Superintendent Hay: He said this last summer, the south parking lot was reconfigured to add 100 parking spaces. During the morning and evening, the parking spaces are very full. He said on the western side, there are issues with asphalt deterioration so administration would like to move forward with repairs this summer.

MOTION: The Governing Board authorized the Call for Bids to repair, reconfigure and restripe the MetroED parking lots. M/Canova, S/Gordon; Vote: 5 Ayes, 0 No, 1 Absent (Bobay)

17. Action Item Approve Consultant Agreement for a Comprehensive Organizational Review- School Services of California, \$35,600

Superintendent Hay: He said this was brought to him by our new CBO Lynn Orong and they had a conversation about what the organization would look like over the next year with the number of management changes taking place. He said there will be a new Director of Human Resources, a new Facilities Manager, and a new CCOC Assistant Principal. He said there were discussions at Cabinet and School Services has done the last three evaluations and he said this would give the new management team a roadmap on where to go for work flow, efficiencies, and effectiveness.

President Chang: She said based on the previous contract with School Services when they did the comprehensive organizational review, we were able to save money.

Superintendent Hay: He said the last comprehensive review was done in the 2002-2003 school year and there were two focused studies done since then that were helpful in addressing issues.

Member Gordon: She said she was conflicted about this item and she did speak with the Superintendent earlier. She questioned the timing of the contract in light of budget cuts which could significantly impact personnel and even the number of students served. She said it might be better to wait until the Governor's funding proposal is passed in November. She said School Services reports are good at flows, she said if it is like the one they did for her home district, they recommended hiring a number of people to be more effective and that was not going to happen at Campbell due to their culture. She said places where we can save money is where the tasks are performed and if there are better ways to do things. She also said she felt in her opinion the superintendent has a better understanding of the people in the organization and the jobs being done and could better evaluate where changes are needed than School Services could do. She said she had not made up her mind and understood the reasons management would want to have the study done.

Member Canova: He asked if Member Gordon was suggesting it be done after the November elections.

Member Gordon: She said she was not sure there would be answers after the November election on budget issues. She said it could be a benchmark. She said that based on discussions with the superintendent, the report would not be ready until December and the report could be done based on the projected funding after the November elections (and the impact on education funding).

Member Herrera: He said his instinct was to support the study. He said his home district has used School Services before and it helps to have professional third party analysis during so much change. He said it is not that expensive based on the scope of the project and he said it would be useful to have and he will be supporting it.

President Chang: She said the study time is only one or two days and then they will write up a report.

Superintendent Hay: He said there will be information that will need to be put together by MetroED staff prior to School Services visiting. He said Member Gordon is right to an extent on the organization; however, he doesn't get as involved in the work flows at the program levels (CCOC and MAEP). He said administration will still be bringing changes in the organization as we go through the budget development process that administration is comfortable making. He said it would be the changes beyond these that he recommends be based on third party feedback.

Member Canova: He asked if there would be any conflict between the recommended changes in the near future and the report that we would not see until December.

Superintendent Hay: He said there may be conflicts between the recommendations; however, he said we need to make decisions on what we know that is happening now. He said he did not see School Services coming to the campus until late September.

President Chang: She noted that School Services would be working with the new administrative structure.

MOTION: The Governing Board approved the Agreement for Special Services with School Services of California, Inc. for an evaluation of the effectiveness and efficiency of the District's organizational structure. M/Herrera, S/Garcia; Vote: 4 Ayes, 1 No (Gordon), 1 Absent (Bobay)

18. Action Item Approve Agreement for a Network Services Agreement-Comcast Phone, LLC, \$18,044.88

Superintendent Hay: He said he would like to have IT Director Bob Beaulieu to summarize this information.

IT Director Beaulieu: He said the services will be expiring in June that we contract with through the County. He said we went out to bid and there were three providers that bid the contract and Comcast was selected. He said we are currently with AT&T and if we stay with them, their contract costs would have doubled for the same bandwidth. He said going with Comcast we will get ten times the bandwidth and also be eligible for 75% e-Rate discount and 50% California Teleconnect Fund (CTF) discount of the balance. He said the annual cost with the e-Rate will be \$4,511.25 and with the CTF discount we would have an annual cost of \$2,255.62.

Member Canova: He said that those who change between AT&T and Comcast find the costs go up considerably after the change-over.

IT Director Beaulieu: He said there will be a 60-month contract and most of the participating school districts will be going with Comcast through the County Office of Education.

Superintendent Hay: He thanked Mr. Beaulieu for all of his research in bringing this to the District and he said we will be looking at cell phones next to save money for the District as well.

MOTION: The Governing Board approved the Agreement for Comcast Phone, LLC, Network Services. M/Gordon, S/Garcia; Vote: 5 Ayes, 0 No, 1 Absent (Bobay)

XIV. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

Superintendent Hay:

- He reported at on March 28, the Los Gatos Saratoga JUHSD Board approved a preliminary notice of intent to withdraw from the JPA. The vote was 3-0 and 2 abstained; the primary representative to MetroED, Cynthia Chang, and the alternate Douglas Ramezane. The concerns of LGSJUHSD include they are a basic aid district and they receive very little categorical funding. A 100% of categorical has been offset by the state for its fair share cut and they are faced with funding MetroED from their general fund. The use of CCOC by their students is minimal. The notice starts the Dispute Resolution Process where we try to resolve issues at the administrative level. If not resolved, they can appeal to the JPA Executive Council and then to the MetroED Board. On April 6, CBO Lynn Orong met with LGSJUHSD CBO Tom Woodruff to review the financials and discuss the issues. Mr. Woodruff took back information to share with the LGSJUHSD Cabinet for further discussion.
- He said the Veteran's Initiative has received an endorsement from California State Assembly Member Bob Wieckowski. On April 5, there was a very productive meeting with work2future to work out details on the referral of veterans with CCOC Dean Vrabel, MAEP Assistant Principal Suzi Glass, and Althea Polanski. A process is being developed in-house for an on-line registration system to simplify the process for everyone. All of the partners are still very enthused about the program. He also noted without any fundraising efforts, the MetroED Foundation has raised approximately \$4,000 for the initiative.
- He noted at the dais is an article from a session President Chang attended at the CAROCP Coastal Conference; Facebook for Educators, as well as the March 30 MAEP International Day Program, and a summary of research demonstrating the value of Career Technical Education from the Association of Career & Technical Education.
- President Chang said since MetroED would be using available seats for veterans, she did not understand why there would be any additional costs.
- Superintendent Hay noted the funds are for the cost of uniforms and instructional materials. He said some of the classes; i.e. welding will have more consumables and uniforms needed.
- Member Garcia asked if there had been any discussions with the initiative partners on what happens if the number of veterans exceeds the available seats.
- Superintendent Hay said he did not foresee any problems as the partners are aware the scholarships are based on the available seats.

XV. BOARD COMMENTS

Member Gordon:

- She said there are a number of basic aid districts in the JPA and she asked if the weighted student funding formula is approved, the districts may not know in time to provide appropriate notice. She asked if there is no money to pass through, what would be the expectation of MetroED for funding.
- Superintendent Hay said this was an item that was talked about during the JPA Executive Council Meeting and many of those in attendance did not feel it would happen this year. He said if it comes about as proposed, there is no requirement for any of the six participating districts to fund MetroED. He said if there is no money, there is nothing to pass through. He said if it did happen; there would need to be discussions on how to fund the center and what the next steps should be.
- Member Gordon said the understanding is if there are no funds coming in, there would be no funds passed through.
- Superintendent Hay said this would be correct under the weighted student funding formula.

Member Canova

- He asked if there had been any feedback from the student (Whitney) on the Facebook page for MetroED after the meeting with the students and Governing Board. Althea Polanski noted there had been no discussions to date.

Clerk Garcia:

- He said he wanted to commend the students who met with the Board. He said it was very valuable feedback from the customers of the Center.
- He said he attended the Coastal CAROCP Conference and the students did a great job in greeting and feeding the attendees. He attended a middle school programs workshop and it was excellent.
- He said there were several good discussions at the meeting this evening.
- He said he is interested in pursuing the legislative end or getting the home districts involved in the positions MetroED takes and he would be interested in seeing a plan to involve the districts.
- Superintendent Hay asked if the Governing Board was interested in meeting with the students each year. The consensus of the Governing Board was yes.

President Chang

- She asked if the student representation in the future could be randomly selected like they do in her home district. She said the students were leaders and provided excellent information. Althea Polanski noted she would share this with CCOC Director Fox for the next meeting with students.
- She said she attended the Coastal CAROCP Conference and attended three sessions including one on social media and asked administration to share the information on Facebook. She noted the students at the special meeting had requested more activity on Facebook.
- Member Canova said he was very impressed with the students at the special meeting and one thing that came out of the special meeting was how important the middle school field trips had been in making them aware of the opportunities at CCOC.

XVI. OTHER MEETINGS

President Chang: She noted the next regular meeting will be on May 11, 2012 at 7:00 PM with closed session at 6:00 PM.

XVII. ADJOURNMENT

President Chang adjourned the meeting at 7:58 PM.



Richard Garcia, Clerk of the Board