

METROPOLITAN EDUCATION DISTRICT  
Board Meeting  
February 8, 2006

MEETING MINUTES

REGULAR MEETING

The open session of the regular meeting of the Governing Board of the Metropolitan Education District was called to order by President Chang at 6:00 p.m., Room 810 at the Central County Occupational Center, 760 Hillsdale Avenue, San Jose, CA 95136.

CALL TO ORDER

1. ROLL CALL

All Members present, except where noted.

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  
Craig Mann, East Side Union High School District  
Nicholas Valadao--CCOC Student Board Member (absent)  
Minerva Brand--MAEP Student Board Member

2. DISCLOSURE OF "CLOSED SESSION" DISCUSSION ITEMS

2.1 Government Code: 54957  
Public Employee Discipline, Dismissal, Release

2.2 Government Code: 54957.6(f)  
Conference with Labor Negotiator

District Negotiator

- Dan Gilbertson

Employee Organizations

- AFT
- CSEA
- CTA

3. **ADJOURN TO CLOSED SESSION**

Time: 6:02 p.m.

4. **ADJOURN TO BOARD STUDY SESSION (REGULAR MEETING)**

Date: February 8, 2006

Central County Occupational Center

Time: 6:30 p.m.

RM 810

- Board Study Session on Adult Education

The Adult Education Board study session was called to order by President Chang at 6:33 pm. Superintendent Hallett opened the session by saying that tonight's session will be an overview of the services provided by MAEP. Later in the year there will be a more in-depth session about MAEP.

Director, Suzi Glass, introduced Carolyn Richardson, Assistant Principal, Campbell Center; and JoAnn Van Ballegooijen, Acting Assistant Principal, San Jose Center. A handout, "Metropolitan

Adult Education Program, Insights and Information” was provided for reference and information. The following areas were discussed: Mandated Programs (six areas); Students served by Program and Enrollment by Program; Student Attendance Hours (revenue limit of \$2,292.26); Career Technical Certificates & Completions. Tim Hallett commented that in the MetroED organization we have two distinct revenue limits of unequal amounts. This can create problems for MetroED unless this evens out.

Suzi Glass talked about the two ways MAEP gets their funding: Average Daily Attendance and Grants (EL Civics is a grant where pay points are awarded to students each time they progress to another level. Last year MAEP earned additional dollars because of the exceptional growth made by their students. There has been talk of reducing the dollar amount paid for each pay point, but so far that has not happened. CDE has, however, limited the number of adult education organizations who can provide EL Civics programs.)

Career Technical education is another area where MAEP has begun to offer additional courses; new over the past few years has been Medical Assistant and Para-Professional Training are two of the newer programs offered. The Para-Professional is the collaborative begun between San Jose Unified and MAEP to provide their No Child Left Behind (NCLB) official testing requirements. We would like to open the Para-Professional courses to our partner districts in the near future. Superintendent Hallett will share this information with the other district superintendents when MAEP is ready to roll this out.

Suzi Glass closed the presentation by saying that MAEP is well positioned to serve the community and the California economy by providing necessary and relevant training in growth industries; such as the Health industry that is predicted to grow by 31.8% and business predicted to grow by 30% within the next 2-4 years.

An MAEP video closed the session which was adjourned at 7:05 pm.

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

The regular meeting was called to order at 7:10 pm.

**6. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Vice President, Diane Gordon.

**7. REPORT OF CLOSED SESSION ACTIONS**

There were no items to report from closed session.

**8. ADOPT AGENDA**

Motion to adopt agenda Gordon; Second Mann; Vote unanimous

**9. STUDENT BOARD MEMBERS' REPORTS**

Nicholas Valadao absent    Minerva Brand

Minerva Brand reported:

- The Metro Center Distance Learning pilot during the holiday break was successful and earned more average daily attendance than had been expected.
- MAEP will be receiving a Bronze award from Second Harvest for the 2,596 pounds of food donated during the holidays.
- Independent Study has 15 people who volunteer as student tutors in math and science. A potluck was held in their honor.

**10. SPECIAL ORDER OF BUSINESS**

Board President, Cynthia Chang and Superintendent, Tim Hallett, on behalf of the Governing Board and MetroED, presented a certificate of appreciation to Richard Garcia for serving four terms as President of the MetroED Governing Board.

Superintendent Hallett expressed his appreciation for Rich's skills and guidance and President Chang thanked Rich for leading the Board over the many years. Richard Garcia thanked the Board and MetroED for recognizing him and said that he enjoyed the experience of working with the Board, Superintendent Hallett and MetroED staff.

## **11. PUBLIC PRESENTATIONS & REPORTS**

### **11.1 Public Comments**

Culinary teacher, Michelle Myers, said that she has concerns about changes that have been proposed for changing the Culinary Arts program. She has had several complaints from students and parents. Three people provided public comments in support of the program remaining as it is:

- The first speaker, a counselor, San Jose Unified who has been working with special needs students and expressed how this program works very well for students with special needs. She also expressed that for regular students restructuring the class complicates scheduling for regular students between CCOC and their regular high school.
- The second speaker spoke on behalf of his son. He said that internships are attractive to parents, students and employers. His son has an excellent internship at a restaurant. The speaker expressed concern that the school made a contract with the student and the proposed changes were not the intent of the program. The decision to make this change to the program was not done in a timely fashion.
- The third speaker is a business owner with a second-year CCOC student. The student has a very good internship at a restaurant during a time that fits into her school schedule. She may need to leave CCOC in order to continue her internship.

President Chang thanked the presenters for attending the Board meeting and expressing their views. Chang also noted that the Board is unable to make comments on any items not previously posted on the agenda.

## **12.0 APPROVAL OF MINUTES**

12.1 Action Item: Approval of Minutes of Regular Board Meeting, January 18, 2006.  
Motion to approve minutes of January 18, 2006 Board meeting: Gordon; Second, Mann; Vote, Unanimous.

## **13.0 CONSENT CALENDAR**

Motion to approve consent calendar items 13.1.1 through 13.2.4 Mann; Second, Dossa; Vote, Unanimous.

The following consent calendar items were approved:

- 13.1.1 December Board Warrant Approval List
- 13.1.2 Donations
- 13.2.1 Classified Personnel
- 13.2.2 Certificated Personnel
- 13.2.3 Administrative Personnel
- 13.2.4 Director of Instruction and Accountability Job Description

## **13.3 INSTRUCTIONAL AND STUDENT FUNCTIONS**

None

## **14.0 INFORMATION ITEMS**

14.0.1 Information Item: Review of Governor's January Proposal for the 2006-07 State Budget  
The Governing Board reviewed the information provided by CBO, Paul Hay, on the Governor's proposal for the 2006-07 state budget.

CBO, Paul Hay presented the Governor's proposed budget and how the budget will affect MetroED's programs.

14.0.2 Information Item: P-1 Attendance Update & Annual Projections

CBO, Paul Hay presented the P-1 Attendance and annual projections for the District. Discussion: Cynthia Chang asked if there is something that their district can do to help with the shortages in cap for CCOC. Paul Hay and John Fox noted that Assistant Principal, Sylvia Evans has been working with Los Gatos-Saratoga to add some classes. Paul also noted that districts get paid for their excess ADA, which is an incentive for districts to add additional classes.

The Governing Board accepted the 2005-06 report on P1 Attendance and Annual Projections

## **15.0 ACTION ITEMS AND REPORTS**

### **15.1 BOARD AND ADMINISTRATIVE FUNCTIONS**

### **15.2 BUSINESS AND FINANCIAL FUNCTIONS**

#### 15.2.1 Action Item: Monthly Budget Update

Motion: That the Governing Board approve the budget changes included in the Monthly Budget Update for the period ended 1/31/06 Dossa; Second: Mann; Vote, Unanimous

Hay also noted in his report that we have an issue with the Santa Clara County Office of Education with their reconciliation of cash accounts. We have provided the County with our warrants and receipts and feel that our accounts have been properly accounted for, and that we owe nothing to the County. This is a difficult situation in that we are unable to determine where the accounting differences may have occurred. Our auditors are working with their auditors and asking what this means.

### **15.3 PERSONNEL FUNCTIONS**

#### 15.3.1 Staffing and Diversity Report

Human Resources Director, Dan Gilbertson gave the District's Staffing and Diversity report.

Discussion: Member Mann commented on the lack of diversity among the MetroED staff and that the numbers need to be improved.

Member Chang commented that she hoped that we would hire the most qualified and be sensitive about diversity; also that we need to reach out to diverse populations.

Member Garcia said that perhaps people have not been applying, because the staff numbers have been flat over the past five years. Are we making an effort? We don't want our communities to feel that we are the kind of organization that is not hiring from diverse populations. I would recommend that sometime in the near future that we have a board study session on the topic of hiring diversity and look to other people for suggestions on how they have accomplished the task.

The Governing Board received the Staffing and Diversity report as presented by Human Resources Director, Dan Gilbertson.

### **15.4 INSTRUCTIONAL AND STUDENT FUNCTIONS**

## **16.0 EXECUTIVE REPORT/ADMINISTRATIVE REPORTS**

Assistant Superintendent Jan Dreier reported on departmental items of significance:

- Silicon Valley Reads book, *Souvenir* is the second of two books that is being read in the SV Reads program. She presented Members with a copy of *Souvenir*.
- CCOC received notification that the animation class has received UC approval for freshman admission to the university system. Multimedia, Graphic Design, and Video Production are the next courses to be submitted for approval.
- Skills USA participated in the regional competition last weekend and came away with 12 gold medals and 5 silver medals. Several will be participation in the Statewide competitions in Riverside in May.

- MAEP has been notified by the Department of Education that their application for Program of Excellence for Adult Basic Skills has been ranked as exemplary. A visiting team will be here in the near future to see and validate the application; MAEP should have notification by June.
- The World Garden is holding a grafting class this weekend at the Erikson site.
- Reminder that the CCOC Open House is being held on March 10, and the Principals' Preview day will be on March 9.

Superintendent Tim Hallett reported significant information to the Governing Board on topics not on the agenda.

- We asked the Board and several other constituents to send letters in support of amending SB 1164 and AB 1836, allowing ROCP JPAs access to facilities modernization funding. The bonds do not currently allow Centers and JPAs to apply for modernization dollars through the proposed bonds. If you have not had an opportunity to write your letters, please get them in. You might also urge the legislators to count in-kind and lease payments in lieu of matching dollars, which is Impossible for us to do. They have done this for charter schools.
- I testified twice last week; first before the Senate Education committee and presented CCOC as a model Career Technical Education program. The second day of testimony was before the Assembly Education committee and later before the Senate Education committee. I was given about 1 minute which leaves little time to present material that needed to be presented. On the positive side, we are at least being discussed and a lot of industries are talking about a real need for career technical education. Some people talked about the fact that Centers have no value, and that they only serve adults. I did not have a chance to rebut this information, so we need to begin educating people about the values of Centers; also we need to talk about adults and how they are defined and who serves those who fall out of the system. I had an opportunity to sit next to Secretary of Education, Alan Bersin, and I cannot prove it, but when he testified, he spoke in a positive way about vocational and career technical education. We believe that we may have turned Paul Navarro around; he is an influential member of the Governor's staff. We need to keep up the pressure; it is essential that we have access to facilities modernization dollars.
- We are trying to get the Governor to visit CCOC; he has not been here and is not familiar with Centers, he only knows about career technical education on high school campuses.
- Equalization of funding for ROCPs is good for the statewide organization. This is one of the issues being supported by California Regional Occupational Centers and Programs organization. I sit on the legislative committee for the organization
- We do serve more high school students than adult students.
- A-G moving ahead at CCOC, however, not all of our classes will qualify and not all should. The UC system is opposed to approving any technical programs if they include application. Even if some of our courses are not approved for A-G, I believe that we need to have higher academic rigor. I am very proud of the CCOC teachers who have done the work on getting the courses approved by UC because it takes a lot of time.

## **17.0 BOARD COMMENTS**

Member Chang:

- Asked if we would send Open House and World Garden fliers to the Board.
- She attended the SV Reads event at the Heritage Museum where the authors of the two books were present. She encourage everyone to read the books.

Member Garcia:

- CSBA has been working on the issue of CTE. We need to get CSBA involved in the CTE issue. Rich said that he will contact Dr. Kerry Clegg. We have a lot of room for lobbying and educating people about what we are doing here.

Member Mann

- We need to come up with some leverage to get Maria Shriver to CCOC

Member Grilli:

- Thanked MAEP for the presentation that they made in the study session; she learned a lot.
- Mike Mendizabal is running for a seat on the SCC School Boards Association; he would be a good person to support.

Member Gordon:

- Branham High produced and directed *Grease* and the teaching staff acted in the play. It was great fun and a very good production.

## **18.0 Advanced Planning**

## **19.0 Other Meetings**

Regular Meeting, February March 8, 2006

Closed Session  
Open Session

6:00 p.m.  
7:00 p.m.

## **20.0 ADJOURNMENT**

Meeting adjourned at 9:10 p.m.

---

Marsha Grilli, Clerk/date