



METROPOLITAN EDUCATION DISTRICT
760 Hillsdale Avenue
San Jose, California 95136

January 18, 2012
Governing Board Meeting Agenda

If you would like to address the Board on any item on this agenda, please complete the **Request of Visitors** form located near the entrance of the meeting room and hand it to the Superintendent. On the form, please list the agenda item(s) you would like to speak to. When your name is called, please come to the podium, state your name and address for the record, and limit your remarks to two minutes. Those speaking on items **not** on the agenda will be recognized by the Chair under **Public Comments**. The Board shall limit the total time for public input on each item to 20 minutes (BB 9323).

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.

MetroED Governing Board Meetings are tape recorded (audio only).

This agenda and approved minutes of Board meetings may be viewed and printed from the Internet: www.metroed.net

REGULAR MEETING

Date: January 18, 2012

Time: 6:00 p.m.

LOCATION

CCOC Auditorium
760 Hillsdale Avenue
San Jose, CA 95136

I. CALL TO ORDER/ROLL CALL

(Jim Canova)

Daniel Bobay
Cynthia Chang
Diane Gordon

Jim Canova
Richard Garcia
J. Manuel Herrera

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. Superintendent's Evaluation & Contract; Pursuant to Government Code: 54957

Members of the public may address the Board on any subject not on tonight's agenda; however, provisions of the Brown Act (Government Code 54954.2(a) and .3) preclude any action. As an unagendized item, no response is required from the Board or District Staff and no action can be taken; however, the Board may instruct the Superintendent to agendize the item for a future meeting. When your name is called, please come to the podium, state your name and address for the record, and limit your remarks to two minutes for individuals or five minutes for a group.

III. PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS

IV. ADJOURN TO CLOSED SESSION

Time: 6:02 pm
Location: CCOC, RM 819

V. **REGULAR MEETING** **Time: 7:00 p.m.**
Reconvene from Closed Session **Location: CCOC Auditorium**

VI. **REPORT OF CLOSED SESSION ACTIONS** (Jim Canova)

VII. **PLEDGE OF ALLEGIANCE** (Jim Canova)

VIII. **ORGANIZATIONAL MEETING** (Paul Hay)

- 1 A. [Election of Officers](#): President, Vice President, and Clerk
- 1 B. [Choose a representative](#) for the County School Boards Association
- 1 C. [Appoint Superintendent](#) as Secretary of the Board
- 1 D. [Approval of Calendar](#) of Regular Board Meetings for February 2012-January 2013

IX. **ADOPT AGENDA** (President)

X. **RECOGNITIONS** (President)

- A. Acknowledgement of Visitors
- B. Acknowledgement of Honors and Awards
 - Recognition of Individuals who have "Raised the Bar!"

XI. **STUDENT REPORTS** (5 Minute limitation) (President)

X. **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.

XIII. **PUBLIC COMMENTS**

Members of the public may address the Board on any subject not on tonight's agenda; however, provisions of the Brown Act (Government Code 54954.2(a) and .3) preclude any action. As an unagendized item, no response is required from the Board or District Staff and no action can be taken; however, the Board may instruct the Superintendent to agendize the item for a future meeting. When your name is called, please come to the podium, state your name and address for the record, and limit your remarks to two minutes for individuals or five minutes for a group.

XIV. **APPROVAL OF MINUTES** (President)

- 2. **Action Item:** [Approval of Minutes](#) of Regular Board Meeting of December 14, 2011.

XV. **CONSENT/ACTION CALENDAR (ACTION)**

All matters listed under the Consent/Action 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 *3 through *7.

BUSINESS AND FINANCIAL FUNCTIONS

*3. **Action Item: [Approve Monthly](#) Warrant Approval List (Keiko Mizuno)**

Recommendation: That the Governing Board approve the following warrant registers: #62012064-#62012088, dated December 5, 2011; #62012089-#62012110, dated December 7, 2011; #62012111-#620122154, December 8, 2011; #62012155-#62012167, dated December 9, 2011; #62012168-#62012188, dated December 13, 2011; #62012189-#62012195, dated December 15, 2011.

*4. **Action Item: [C & S Enterprises](#) (Keiko Mizuno)**

Recommendation: That the Governing Board approve the agreement with C & S Enterprises.

PERSONNEL FUNCTIONS

*5. **Action Item: [Classified Personnel](#) (Daniel Gilbertson)**

Recommendation: That the Governing Board approve one new hire.

*6. **Action Item: [Administrative Personnel](#) (Daniel Gilbertson)**

Recommendation: That the Governing Board approve one retirement, one temporary part-time assignment, and one new hire.

INSTRUCTIONAL AND STUDENT FUNCTIONS

*7. **Action Item: [Williams Uniform](#) Complaint Procedures Report (Daniel Gilbertson)**

Recommendation: That the Governing Board approve the quarterly report on the Williams Uniform Complaint Procedures.

END OF CONSENT ITEMS

XVI. INFORMATION ITEMS

8. **Information Item: [CCOC Course](#) Review Process (John Fox)**

Recommendation: That the Governing Board review the course approval process.

9. **Information Item: [Program Review](#), CCOC Precision Machining (John Fox)**

Recommendation: That the Governing Board review the information presented, discuss the new format and provide the Administration with feedback on how to proceed with future program reviews and discussions.

10. **Information Item: [Governor's Proposed](#) Budget for 2012-13 (Paul Hay)**

Recommendation: That the Governing Board review the School Services of California budget summary.

END OF INFORMATION ITEMS

XVII. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

11. **Action Item: [Approve Contract](#) between MetroED and Linda Orong as Chief Business Officer (Paul Hay)**

Recommendation: That the Governing Board approve the agreement between Metropolitan Education District and Linda “Lynn” Orong as Chief Business Official.

12. **Action Item: [Superintendent’s Employment Contract; One Year-Extension](#) (Paul Hay)**

Recommendation: That the Governing Board approve the Addendum to the agreement between the Metropolitan Education District and Superintendent Paul Hay.

BUSINESS AND FINANCIAL FUNCTIONS

13. **Action Item: [Monthly Budget Update](#) (Keiko Mizuno)**

Recommendation: That the Governing Board approve the budget changes included in the Monthly Budget Update for the period ended 12/31/11.

14. **Action Item: [Ratify Bid Award](#), and Contract Approval for CCOC Building 600; Proposition 1D Modernization and Sewer Line Replacement (Paul Hay)**

Recommendation: It is recommended the Governing Board 1) ratify the Superintendent’s bid award to Swenson & Associates as the lowest responsible bidder, 2) ratify the attached construction contract between MetroED and Swenson & Associates in the amount of \$2,567,936 for the CCOC building 600 modernization project, and 3) authorize the Superintendent to take any related necessary actions.

15. **Action Item: [Call for Bids: Building 100 Modernization and Program Reconfiguration-Proposition 1D projects 9504, 9505, & 9514, Deferred Maintenance Sewer Line Replacement](#) (Paul Hay)**

Recommendation: That the Governing Board authorize the Superintendent to Call for Bids for the CCOC building 100 reconfiguration and modernization projects 9504, 9505, 9514, Sewer Line Replacement and construction of a classroom & lab on the southwest corner of the building; award the bid, and; enter into a construction contract with the lowest responsible bidder, subject to ratification by the Governing Board.

16. **Action Item: [Adopt Resolution #03-01-18-12](#) Authorizing Designated Management Personnel to Sign Orders Drawn Upon the Funds of the District for the Fiscal Year 11-12 (Paul Hay)**

Recommendation: That the Governing Board approve Resolution #03-01-18-12 authorizing the designated District employees to sign orders drawn upon the funds of the District effective January 18, 2012.

17. **Action Item:** [Adopt Resolution #04-01-18-12](#) Authorizing Designated Management Personnel to Sign Official Electronic Funds Transfer Forms of the District for Fiscal Year 2011-12 (Paul Hay)

Recommendation: That the Governing Board approve Resolution #04-01-18-12 authorizing the specified individuals to sign all official electronic transfer forms on behalf of the District, effective January 18, 2012, and authorize the filing of said signatures with the County Controller's Office.

PERSONNEL FUNCTIONS

--none--

INSTRUCTIONAL AND STUDENT FUNCTIONS

18. **Action Item:** [Veterans Career](#) Technical Training Initiative (Paul Hay)

Recommendation: That the Governing Board approve in concept a 30-month pilot program, the Veterans Career Technical Training Initiative.

XVIII. 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: MAEP Director Sylvia Karp
- Oral Report: CCOC Director John Fox
- Oral Report: MetroED Superintendent Paul Hay

XIX. BOARD COMMENTS

(President)

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.

XX. OTHER MEETINGS

Regular Meeting, February 8, 2012*	Closed Session	6:00 pm
	Open Session	7:00 pm

*Pending Board approval at the January 18 Organizational meeting

XXI. ADJOURNMENT

(President)

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