



METROPOLITAN EDUCATION DISTRICT
 760 Hillsdale Avenue
 San Jose, California 95136

April 13, 2011

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: April 13, 2011
 Time: 7:00 p.m.

LOCATION

CCOC The Hub, Room 812
 760 Hillsdale Ave.
 San Jose, CA 95136

- I. **CALL TO ORDER/ROLL CALL** (Jim Canova)
 - Frank Biehl
 - Jim Canova
 - Richard Garcia
 - Daniel Bobay
 - Cynthia Chang
 - Diane Gordon
- II. **PLEDGE OF ALLEGIANCE** (Jim Canova)
- III. **ADOPT AGENDA** (Jim Canova)
- IV. **RECOGNITIONS** (Jim Canova)
 - A. Acknowledgement of Visitors
 - B. Acknowledgement of Honors and Awards
 - Recognition of Individuals who have "Raised the Bar!"
- V. **STUDENT REPORTS** (Jim Canova)
 - A. CCOC Student
 - B. MAEP Student
- VI. **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.

VII. 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.

VIII. APPROVAL OF MINUTES

(Jim Canova)

1. Action Item: Approval of [Minutes](#) of Regular Board Meeting on March 9, 2011.

IX. 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 *2 through *11.

BUSINESS AND FINANCIAL FUNCTIONS

- *2. Action Item: [Approve Monthly](#) Warrant Approval List (Daniel Gilbertson)

Recommendation: That the Governing Board approve the following warrant registers: #62009492-#62009515, dated March 2, 2011; #62009516-#62009550, dated March 7, 2011; #62009551-#62009581, dated March 9, 2011; #62009582-#62009624, dated March 14, 2011; #62009625-#62009639, dated March 16, 2011; #62009640-#62009662, dated March 21, 2011; #62009663-#62009686, dated March 23, 2011; #62009687, dated March 24, 2011; #62009688-#62009716, dated March 28, 2011; #62009717-#62009782, dated March 30, 2011; #62009783, dated March 31, 2011.

- *3. Action Item: [Award Contract](#) for Audit Services (Keiko Mizuno)

Recommendation: That the Governing Board affirm the award of audit services contract to Vavrinek, Trine, Day & Co., LLP for audit services for 2010-11, 2011-12, and 2012-13 fiscal years, authorize the staff to file the "Notice of Governing Board's Intent to Provide Audit" with the Santa Clara County Office of Education.

- *4. Action Item: [Approve Agreement](#) with DSA Inspector for the Building 200 Modernization Project (Keith Brown Inspections, \$64,260) (Daniel Gilbertson)

Recommendation: That the Governing Board ratify the attached agreement in the amount of \$64,260 with Keith Brown Inspections as DSA Project Inspector for the building 200 modernization project.

- *5. Action Item: [Approve Agreement](#) with DSA Inspector for the Buildings 700 and 800 Modernization Projects (All Aspect Inspections, Inc., \$32,045 and \$40,630) (Daniel Gilbertson)

Recommendation: That the Governing Board ratify the attached agreement in the amount of \$32,045 for building 700 and \$40,630 for building 800 with All Aspects

Inspections, Inc. as DSA Project Inspector for the buildings 700 and 800 modernization projects.

*6. **Action Item: [Call for Bids](#)—Video Camera Security System (Keiko Mizuno)**

Recommendation: That the Governing Board authorize the Superintendent to call for bids for the security camera installation, and take any necessary actions, including piggybacking on the bid of another public agency if such an option is available.

*7. **Action Item: [Approve Amended](#) 2010-11 Schedule of Fees (Daniel Gilbertson)**

Recommendation: That the Governing Board approve the amended MetroED Schedule of Fees to include the \$450 fee for course EDUC 385D for 2010-11.

*8. **Action Item: [Classroom Audio](#) Visual System Installation through PEPPEM Bids (Keiko Mizuno)**

Recommendation: That the Governing Board approve the procurement of the DecoTech Systems utilizing the PEPPEM contract.

PERSONNEL FUNCTIONS

*9. **Action Item: [Third Party Administrator](#) Agreement With Employee Benefits Services (Daniel Gilbertson)**

Recommendation: That the Governing Board authorize the District to terminate services with Tax Deferred Services and approve the three year agreement with Employee Benefits Services.

INSTRUCTIONAL AND STUDENT FUNCTIONS

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

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

*11. **Action Item: [Community Classroom](#) Agreements (John Fox)**

Recommendation: That the Governing Board approve the agreements to provide on-the-job clinical training to CCOC medical students.

END OF CONSENT ITEMS

X. INFORMATION ITEMS

12. **Information Item: [MetroED Foundation](#) Investment Report (Paul Hay)**

Recommendation: That the Governing Board review the presentation on the MetroED Foundation's Investment portfolio.

13. **Information Item: [Adult Education](#) Update (Paul Hay)**

Recommendation: That the Governing Board review the information provided regarding the Metropolitan Adult Education Program.

14. **Information Item: [First Reading](#), AR 4040.1, Employee Technology Use (Bob Beaulieu)**

Recommendation: That the Governing Board review AR 4040.1 regarding Employee Use of Technology and recommend that it go to the May Board for a second reading.

15. **Information Item: [Quarterly Investment](#) Report as of 12/31/10 (Keiko Mizuno)**

Recommendation: That the Governing Board review the MetroED Board Investment Report.

END OF INFORMATION ITEMS

XI. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

16. **Action Item: [2010 Legislative Update](#); Approval of Bill Positions (Paul Hay)**

Recommendation: That the Governing Board approve the bill positions contained in the attached MetroED April 5, 2011 Bill Update.

BUSINESS AND FINANCIAL FUNCTIONS

17. **Action Item: [Ratify Bid Award](#) and Contract Approval for Buildings 700 and 800 Modernization (Swenson & Associates, \$2,313,000) (Daniel Gilbertson)**

Recommendation: That the Governing Board ratify 1) the Superintendent's bid award to Swenson and Associates as the lowest responsible bidder; 2) ratify the construction contract between MetroED and Swenson and Associates in the amount of \$2,313,000 for the CCOC buildings 700 and 800 modernization projects.

18. **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 3/31/2011.

19. **Action Item: [Purchase of Replacement](#) Portables from Williams Scotsman (Keiko Mizuno)**

Recommendation: That the Governing Board authorize the purchase of three portables from Williams Scotsman.

PERSONNEL FUNCTIONS

20. **Action Item: [Approve Extension](#) of Medical/Dental Benefits for Laid Off Employees (Daniel Gilbertson)**

Recommendation: That the Governing Board approve the proposed benefits extension.

21. **Action Item:** [Adopt Resolution](#), #13-04-13-11, **Classified Employee Week (Daniel Gilbertson)**

Recommendation: That the Governing Board approve resolution #13-04-13-11, and proclaim May 15-21 as Classified Employee Week.

22. **Action Item:** [Adopt Resolution](#) #10-04-13-11, **National Teacher Appreciation Week, May 2-6 2011 and California Day of the Teacher May 11, 2011 (Daniel Gilbertson)**

Recommendation: That the Governing Board approve resolution #10-014-13-11, and proclaim May 2-6, 2011 as National Teacher Appreciation Week, and further proclaim May 11, 2011 as California Day of the Teacher.

23. **Action Item:** [Adopt Resolution](#), #09-04-13-11, **Resolution to Reduce or Reassign Classified Workforce (Daniel Gilbertson)**

Recommendation: That the Governing Board approve resolution #09-04-13-11 to eliminate the equivalent of 13.50 FTE classified positions.

INSTRUCTIONAL AND STUDENT FUNCTIONS

--none--

XII. 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: CBO, Daniel Gilbertson
- Oral Report: MetroED Superintendent Paul Hay

XIII. BOARD COMMENTS

(Jim Canova)

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.

XIV. OTHER MEETINGS

Regular Meeting, May 11, 2011	Closed Session	6:00 pm
	Open Session	7:00 pm

XV. ADJOURNMENT

(Jim Canova)

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