



METROPOLITAN EDUCATION DISTRICT  
 760 Hillsdale Avenue  
 San Jose, California 95136

May 8, 2013  
**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](http://www.metroed.net)*

**REGULAR MEETING**

Date: May 8, 2013  
 Time: 6:00 p.m.

**LOCATION**

CCOC Auditorium  
 760 Hillsdale Avenue  
 San Jose, CA 95136

**I. CALL TO ORDER/ROLL CALL**

(Richard Garcia)

Daniel Bobay  
 Cynthia Chang  
 Richard Garcia

Jim Canova  
 Matthew Dean  
 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. Conference With Legal Counsel – Existing Litigation (Subdivision (a) of Section 54956.9)  
 Name of Case: In the Matter of the Governing Board vs. Certificated Employees, OAH  
 Case No. 2013030975

B. Conference with Labor Negotiator Pursuant to Government Code: 54957.6(f)

District Negotiator  
 • Tom Mullin

Employee Organizations  
 • AFT  
 • CSEA  
 • CTA  
 • Unrepresented Employees

### III. PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS

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.

- 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** (Richard Garcia)
- VII. **PLEDGE OF ALLEGIANCE** (Richard Garcia)
- VIII. **ADOPT AGENDA** (Richard Garcia)
- IX. **RECOGNITIONS** (Richard Garcia)
- A. Acknowledgement of Visitors
  - B. Acknowledgement of Honors and Awards
    - Recognition of Individuals who have "Raised the Bar!"
    - Recognition of Years of Service
    - Recognition of Retirements
    - Recognition of Classified Employees of the Year
- X. **STUDENT REPORTS** (5 Minute limitation) (Richard Garcia)
- 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

*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.*

### XIII. APPROVAL OF MINUTES (Richard Garcia)

1. **Action Item: Approval of [Minutes](#) from the Regular Board Meeting of April 17, 2013**

### XIV. 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 \*19.

## **BUSINESS AND FINANCIAL FUNCTIONS**

\*2. **Action Item: [Approve April Warrants](#) Approval List (Keiko Mizuno)**

Recommendation: That the Governing Board approve the Board Warrant Approval List as presented.

\*3. **Action Item: [Donations](#) Offered to the District (Keiko Mizuno)**

Recommendation: That the Governing Board accept the donations on behalf of the District.

\*4. **Action Item: [Grant Acceptance](#), CreaTV. \$50,000 (Debbie Fry)**

Recommendation: That the Governing Board accept the \$50,000 grant from CreaTV.

\*5. **Action Item: [Adopt MetroED Facilities](#) Master Plan (Debbie Fry)**

Recommendation: That the Governing Board adopt the MetroED Facilities [Master Plan](#).

\*6. **Action Item: [Approve 2013-14 Revised](#) Schedule of Fees for the MetroED Regional Teacher Credentialing Program (Debbie Fry)**

Recommendation: That the Governing Board approve the revised MetroED Schedule of Fees for 2013-14 for the MetroED Regional Teacher Credentialing Program.

\*7. **Action Item: [Change Order #002](#), CCOC Building 100-Media Arts Center; Swenson & Associates-\$36,510 (Debbie Fry)**

Recommendation: That the Governing Board approve change order #002 in the amount of \$36,510 between the Metropolitan Education District and Swenson & Associates.

\*8. **Action Item: [Change Order #003](#), Fire Tower, Prop-Bldg 700; CalState Construction -\$1,300.59 (Debbie Fry)**

Recommendation: That the Governing Board approve change order #003 in the amount of -\$1,300.59 between between the Metropolitan Education District and CalState Construction.

\*9. **Action Item: [Adopt Budget Calendar](#) & Budget Guidelines for 2013-14 Budget Advisory Committee and Calendar (Debbie Fry)**

Recommendation: That the Governing Board approve the Budget Calendar, Budget Guidelines, Budget Advisory Committee, and Budget Advisory Committee Calendar for development of the fiscal year 2013-14 budget.

- \*10. **Action Item:** [Approve District Designated Official Signers for the Remainder of Fiscal Year 2012-13 and FY 2013-14 \(Debbie Fry\)](#)

Recommendation: That the Governing Board approve the list of administrators who are authorized to sign official forms and contracts on behalf of the District.

### **PERSONNEL FUNCTIONS**

- \*11. **Action Item:** [Revised Administrative Job Description: Fiscal Services Manager, Revised \(Tom Mullin\)](#)

Recommendation: That the Governing Board approve the revised administrative job description for the position of Fiscal Services Manager.

- \*12. **Action Item:** [Administrative Personnel \(Tom Mullin\)](#)

Recommendation: That the Governing Board approve one new hire and one resignation.

- \*13. **Action Item:** [Certificated Personnel \(Tom Mullin\)](#)

Recommendation: That the Governing Board approve the three layoffs, three retirements, and two CCOC stipends.

- \*14. **Action Item:** [Classified Personnel \(Tom Mullin\)](#)

Recommendation: That the Governing Board approve the one new hire.

### **INSTRUCTIONAL AND STUDENT FUNCTIONS**

- \*15. **Action Item:** [Approval of Agreement with San Jose Job Corps for Site Registrar Support, 2013-14 \(Suzi Glass\)](#)

Recommendation: That the Governing Board approve the agreement with San Jose Job Corps, for Site Registrar support, for the period of July 1, 2013 to June 30, 2014.

- \*16. **Action Item:** [Criteria for Closing CCOC Classes \(John Fox\)](#)

Recommendation: That the Governing Board approve the revised Cabinet approved Criteria for Closing CCOC Classes, revised 4/17/13.

- \*17. **Action Item:** [Approval of Out of State Travel \(John Fox\)](#)

Recommendation: That the Governing Board approve the out of state travel for one CCOC instructor and two state gold medal winner's to the SkillsUSA National competition in Kansas City, Missouri.

- \*18. **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.

- \*19. **Action Item:** [Memorandum of Understanding](#) (MOU) with Foothill-De Anza Community College District, CTE SB70 Grant #11-14--422 (John Fox)

Recommendation: That the Governing Board approve the 2012-13 Memorandum of Understanding (MOU) with Foothill-De Anza Community College District (CTE SB70 Grant #11 140-422).

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**END OF CONSENT ITEMS**

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**XV. INFORMATION ITEMS**

20. **Information Item:** [Metropolitan Education District](#) Goals and Objectives for 2013-14 (Debbie Fry)

Recommendation: That the Governing Board review the 2013-14 MetroED vision statements, goals and objectives and provide input to staff as needed.

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**END OF INFORMATION ITEMS**

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**XVI. ACTION ITEMS AND REPORTS**

**BOARD AND ADMINISTRATIVE FUNCTIONS**

21. **Action Item:** [Adopt Resolution #28-05-08-13](#), Authorizing to Purchase/Use of Promotional Materials, and 2) District Personnel to Assist with MetroED's Foundation (Debbie Fry)

Recommendation: That the Governing Board adopt resolution #28-05-08-13 authorizing the 1) purchase/use of promotional materials; and 2) District Personnel to assist with MetroED's Foundation.

22. **Action Item:** [Legislative Update](#) (Paul Hay)

Recommendation: That the Governing Board review the information provided and approve revised/new positions on the Legislative bills as recommended.

**BUSINESS AND FINANCIAL FUNCTIONS**

23. **Action Item:** [Adopt Resolution #29-05-08-13](#) Authorizing Designated Management Personnel to Sign Official Electronic Funds Transfer Forms of the District (Debbie Fry)

Recommendation: That the Governing Board adopt Resolution #29-05-08-13 authorizing the specified individuals to sign all officials electronic funds transfer forms on behalf of the District and authorize the filing of said signatures with the County Controller's Office and authorization to take necessary actions.

24. **Action Item:** [Adopt Resolution #30-05-08-13](#) Authorizing Designated Management Personnel to Sign Forms and Documents for State School Facilities Program (Debbie Fry)

Recommendation: That the Governing Board adopt Resolution #30-05-08-13 authorizing the specified individuals to sign all state construction related forms and documents on behalf of the District, effective June 1, 2013.

25. **Action Item:** [Adopt Resolution #31-05-08-13](#) Authorizing Designated Management Personnel to Sign Orders Drawn Upon the Funds of the District (Debbie Fry)

Recommendation: That the Governing Board adopt Resolution #31-05-08-13 authorizing the designated District employees to sign orders drawn upon the funds of the District and authorize the Superintendent to take any necessary actions.

### **PERSONNEL FUNCTIONS**

26. **Action Item:** [California School Employees Association](#) (CSEA) Sunshine Proposals for 2012-13 (Tom Mullin)

Recommendation: That the Governing Board review and make public (“sunshine”) the California School Employees Association (CSEA) proposal.

27. **Action Item:** [Management’s Initial Proposal](#) to California School Employees Association (CSEA) Sunshine Proposals for 2012-13 (Tom Mullin)

Recommendation: That the Governing Board review and make public (“sunshine”) the Management’s initial proposal to the California School Employees Association (CSEA).

28. **Action Item:** [Approve Resolution #32-05-08-13](#) Regarding Notice of Non-Reemployment Because of Reduction or Elimination of Particular Kinds of Services (Tom Mullin)

Recommendation: That the Governing Board approve Resolution #32-05-08-13 to eliminate the equivalent of 2.32 certificated teachers.

### **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. (3 Minute limitation)

- Oral Report: MAEP Principal Suzi Glass
- Oral Report: CCOC Director John Fox
- Oral Report: MetroED Superintendent Paul Hay

## **XVIII. BOARD COMMENTS**

(Richard Garcia)

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, June 12, 2013	Closed Session	6:00 pm
	Open Session	7:00 pm
Regular Meeting, June 26, 2013	Closed Session	6:00 pm
	Open Session	7:00 pm

**XX. ADJOURNMENT**

(Richard Garcia)

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