



METROPOLITAN EDUCATION DISTRICT
 760 Hillsdale Avenue
 San Jose, California 95136

October 12, 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: October 12, 2011
 Time: 6:00 p.m.

LOCATION

CCOC, Room 810
 760 Hillsdale Avenue
 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. 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; Pursuant to Government Code: 54957
- B. Public Employee Discipline Dismissal/Release, 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, RM 810**
- VI. **REPORT OF CLOSED SESSION ACTIONS** (Jim Canova)
- VII. **PLEDGE OF ALLEGIANCE** (Jim Canova)
- VIII. **ADOPT AGENDA** (Jim Canova)
- IX. **RECOGNITIONS** (Jim Canova)
- A. Acknowledgement of Visitors
 - B. Acknowledgement of Honors and Awards
 - Recognition of Individuals who have "Raised the Bar!"
- X. **STUDENT REPORTS** (Jim Canova)
- 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** (Jim Canova)

1. **Action Item: Approval of [Minutes](#) of Regular Board Meeting of September 14, 2011.**

- 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 *10.

BUSINESS AND FINANCIAL FUNCTIONS

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

Recommendation: That the Governing Board approve the following warrant registers: #62011290-#62011340, dated September 7, 2011; #62011341-#62011383,

dated September 14, 2011; #62011384-#62011419, dated September 19, 2011; #62011420-#62011469, dated 62011470, dated September 22, 2011; #62011471-#62011545, dated September 28, 2011.

- *3. **Action Item: [Approve Agreement](#) for Evening Campus Security Services-Tam Alex Protection Services, \$12,800 (Keiko Mizuno)**

Recommendation: That the Governing Board approve the agreement with Independent Contractor Agreement for Special Services with Tam Alex Protection Services (TAPS).

- *4. **Action Item: [Adopt Budget](#) Calendar & Budget Guidelines for 2012-2013 Budget Advisory Committee and Calendar (Daniel Gilbertson)**

Recommendation: That the Governing Board approve the Budget Calendar, Budget Guidelines, Budget Advisory Committee and the Budget Advisory Committee Calendar for development of the fiscal year 2012-13 Budget.

- *5. **Action Item: [Accept Donations](#) (Dan Gilbertson)**

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

PERSONNEL FUNCTIONS

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

Recommendation: That the Governing Board approve one re-hire/promotion.

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.

- *8. **Action Item: [California Fire Fighter](#) Joint Apprenticeship Training Committee (JATC) Agreement (John Fox)**

Recommendation: That the Governing Board approve the California Fire Fighter JATC apprenticeship agreement for the 2011-12 school year.

- *9. **Action Item: [Memorandum of Understanding](#) (MOU) with Foothill-De Anza Community College District (WIP Grant #10-296-422) (John Fox)**

Recommendation: That the Governing Board approve the 2011-12 Memorandum of Understanding (MOU) with Foothill-De Anza Community College District (WIP Grant #10-296-422).

- *10. **Action Item: [Memorandum of Understanding](#) (MOU) with Foothill-De Anza Community College District (WIP Grant #10-140-422) (John Fox)**

Recommendation: That the Governing Board approve the 2011-12 Memorandum of Understanding (MOU) with Foothill-De Anza Community College District (WIP Grant #10-140-422)

END OF CONSENT ITEMS

XV. INFORMATION ITEMS

11. **Information Item: [Quarterly Investment](#) Report as of 6/30/2011 (Keiko Mizuno)**
Recommendation: That the Governing Board review the MetroED Board Investment Report as of 6/30/2011.
12. **Information Item: [CCOC 2011-12](#) Program Quality Assessment Report (John Fox)**
Recommendation: That the Governing Board review and accept the Program Quality Assessment (PQA) report.
13. **Information Item: [Update on ROP](#) Enrollment & Attendance Automation (Bob Beaulieu)**
Recommendation: That the Governing Board receive the update on ROP enrollment and attendance automation.
14. **Information Item: [Archiving Permanent](#) Records (Bob Beaulieu)**
Recommendation: That the Governing Board receive the information on the progress of MetroED's student record archiving project.
15. **Information Item: [Legislative Update](#) (Paul Hay)**
Recommendation: That the Governing Board review the Legislative Update.

END OF INFORMATION ITEMS

XVI. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

16. **Action Item: [Annual CALCP/CAROCP](#) Conference (Paul Hay)**
Recommendation: That the Governing Board authorized reimbursement of expenses as noted in the District's Travel & Conference Procedures for the MetroED Governing Board Members who attend the annual CALCP/CAROCP Conference on November 16-18, 2011.

17. **Action Item: [Second Reading: Board Policies and Administrative Regulations; Tri-Annual Update](#) (Paul Hay)**

Recommendation: That the Governing Board review and adopt the revised Board Policies and Administrative Regulations.

BUSINESS AND FINANCIAL FUNCTIONS

18. **Action Item: [Monthly Budget Update](#) (Dan Gilbertson)**

Recommendation: That the Governing Board approve the budget changes included in the Monthly Budget Update for the period ended 9/30/11.

19. **Action Item: [Architectural Services](#) and Call for Bids: **Building 700 Suspended Acoustical Tile Ceilings-Bartos Architecture, \$27,600** (Paul Hay)**

Recommendation: That the Governing Board approve the Authorization to Proceed for Architectural services with Bartos Architecture, Inc. in the amount of \$27,600 for the four CCOC building 700 acoustical tile ceilings.

20. **Action Item: [Architectural Services](#) and Call for Bids: **Building 100 Cosmetology Lab Construction-Bartos Architecture, \$52,370** (Paul Hay)**

Recommendation: That the Governing Board approve the Authorization to Proceed for Architectural services with Bartos Architecture in the amount of \$52,370 for the CCOC Building 100 Cosmetology program lab and classroom.

21. **Action Item: [Adopt Resolution #01-10-12-11](#), **Fund Balance Commitment (Keiko Mizuno)****

Recommendation: That the Governing Board adopt resolution #01-10-12-11, regarding Fund Balance Commitment.

PERSONNEL FUNCTIONS

--none--

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.

- Oral Report: MAEP Director Sylvia Karp
- Oral Report: CCOC Director John Fox
- Oral Report: CBO Daniel Gilbertson
- Oral Report: MetroED Superintendent Paul Hay

XVIII. 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.

XIX. OTHER MEETINGS

Regular Meeting, November 9, 2011

Closed Session
Open Session

6:00 pm
7:00 pm

XX. ADJOURNMENT

(Jim Canova)

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