

METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes
November 14, 2007

I. CALL TO ORDER/ROLL CALL

The open session of the regular meeting of the Governing Board of the Metropolitan Education District was called to order by President Grilli at 6:02 p.m., Room 810 at the Central County Occupational Center, 760 Hillsdale Avenue, San Jose, CA 95136.

All Members present, except when noted "absent".

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

J. Manuel Herrera, East Side Union High School District

II. DISCLOSURE OF "CLOSED SESSION" DISCUSSION ITEMS

Items to be discussed in closed session are disclosed on the Board meeting agenda.

III. ADJOURN TO CLOSED SESSION

Board adjourned to closed session in Room 810 at 6:05 p.m.

IV. REGULAR MEETING (continued)

Regular session of the Board meeting reconvened in the CCOC Auditorium at 7:01 p.m.

V. REGULAR MEETING

Reconvene from Closed Session

Time: 7:00 p.m.

Location: CCOC Auditorium

VI. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Gordon.

VII. REPORT OF CLOSED SESSION ACTIONS

President Grilli reported that no actions were taken in closed session; the Board did give direction to the Superintendent.

VIII. ADOPT AGENDA

Motion to adopt the agenda: M/Gordon, S/Chang, Vote: 6 ayes

IX. STUDENT REPORTS

▪ CCOC Student

Briana Wallace from Jeff Schmidt's Video Production class spoke to the Board about what she is learning in this class and about her plans to produce a movie by the end of this year.

▪ MAEP Student

Suzi Glass introduced Ashley Duran a newly hired instructional assistant at Erikson and a former CalWORKs student. She talked about how MAEP helped her to achieve success. The Board congratulated her on her accomplishments.

X. SPECIAL ORDER OF BUSINESS

President Grilli welcomed East Side Board Member, Frank Biehl who was in the audience.

A DVD produced by the Video Production students about the CCOC visit by the new Secretary of Education, Dr. David Long, was shown to the Board. Superintendent Hay expressed his appreciation to instructor, Jeff Schmidt for raising the bar. Mr. Schmidt will be recognized at a later date for his special efforts. Board members will also receive a copy of the DVD; it will be sent to the Secretary of Education for his website, and the video will be on the homepage of the MetroED website for viewing.

XI. PUBLIC COMMENTS

There were no public comments.

XII. APPROVAL OF MINUTES

1. Motion: Approval of Minutes of Regular Board Meeting, October 10, 2007.
M/Herrera, S/Gordon, Vote: 6 ayes

XIII. CONSENT CALENDAR (ACTION)

Motion: Approval of Consent Calendar items *2 through *6. M/Chang, S/Gordon, Vote: 6 ayes

BUSINESS AND FINANCIAL FUNCTIONS

- *2. October Warrant Approval List
- *3. Agreement for Actuarial Study of GASB 45 Costs (North Bay Pensions; \$2,000)
- *4. 2007-08 Revised Schedule of Fees

PERSONNEL

- *5. Classified Personnel
- *6. Approve Classified Short-Term/Substitute Hourly Rates (Dan Gilbertson)

INSTRUCTIONAL AND STUDENT FUNCTIONS

--None--

END OF CONSENT ITEMS

XIV. INFORMATION ITEMS

7. Information Item: Audit Committee Report
Members Chang and Gordon, members of the Audit Committee reported on the audit committee meeting that was held on October 31. Member Chang said that she was impressed with the way the meeting was conducted; it was very thorough. She also said that this is the fourth consecutive year without any audit findings.

Member Gordon said that the only recommendations they made were formatting changes to make the document flow better. She also said that next year the auditors will be using a different process which requires them to prove why something was done incorrectly instead of identifying what was wrong.

8. Information Item: Board Bylaws Distribution
Superintendent Hay presented the Members with a binder of Board Bylaws to use for their reference. He noted that the policies were reformatted so that they are easier to read. The binder is divided into three sections: (1) Bylaws; (2) Copies of minutes and information from Attorney Harold Freiman from Lozano

Smith. The information was from a Board retreat in 2003 regarding the role of a Board member sitting on a JPA Board and how that might differ from a Member's role on a regular K-12 Board. This section also addresses conflict of interest issues. Section (3) Administration Board Policies which deals with roles and relationships between the Superintendent and Board.

Superintendent Hay also noted that Board Bylaws and Board Policies can currently be viewed on our internal website, and soon on our external site.

Hay also commented that alternate Board members will receive the same binder of Bylaws. Mr. Hay commented that Mr. Biehl's will not be mailed they will instead meet one-on-one to go over the bylaws.

Member Chang asked if copies of the Board Bylaws could be provided for each of the six district superintendents. Superintendent Hay agreed to provide copies for them.

XV. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

--None--

BUSINESS AND FINANCIAL FUNCTIONS

9. Action Item: Monthly Budget Update
Fiscal Director Wendy Zhang presented the monthly budget update to the board and highlighted the major adjustments that were made to the budget for the month of October. Motion: That the Governing Board approve the budget changes included in the Monthly Budget Update for the period ended 10/31/07. M/Garcia, S/Dossa, Vote: 6 ayes
10. Action Item: Approve Authorization to Proceed for architectural services: CTE Facilities Program Cycle 2 Project Application Development (CTB Architecture: \$20,000 plus expenses).
Superintendent Hay commented that these services from DTB will be needed for the second cycle of CTE applications. Motion: That the Governing Board approve the Authorization to Proceed for Architectural and Project Management Services with DTB Architecture in the amount of \$20,000 plus reimbursable expenses. M/Dossa, S/Chang, Vote: 6 ayes

PERSONNEL FUNCTIONS

11. Action Item: Resolution #02-11-14-07 to reduce or reassign classified workforce. HR Director Dan Gilbertson reported that throughout the MetroED organization, staff has been reducing costs. This resolution is regarding the Superintendent's Office. The Superintendent's Office will be reduced by one FTE. Motion: That the Governing Board adopt Resolution #02-11-14-07 to reduce or reassign classified workforce, give notice of reduction or reassignment to appropriate employees, and authorize the superintendent to take any necessary actions. M/Herrera. S/Garcia, Vote: 6 ayes
Roll call vote: Chang, aye; Garcia, aye; Grilli, aye; Dossa, aye; Gordon, aye; Herrera, aye.

INSTRUCTIONAL AND STUDENT FUNCTIONS

--None--

XVI. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

The Superintendent and the MAEP and CCOC Program Directors presented the following information to the Governing Board on topics not on the agenda.

CCOC Director John Fox:

- 5 CCOC teachers met at CCOC with San Jose State special education instructors for a discussion of alternative education options and CTE.
- San Jose Unified's Superintendent Don Iglesias and his senior administrative staff visited and toured CCOC on November 29; November 30 the counselors from San Jose Unified met and toured CCOC. Mr. Fox invited all of the districts to do the same thing.
- Korean visitors were here from technical high schools to see what we have to offer students; they were very impressed
- Secretary of Education, Dr. David Long. visited on November 2
- Students applying for Grove scholarships met with Chantu Nguyen to receive assistance in filling out applications. This year they are offering CCOC more slots for scholarships (last year CCOC students received 20 Grove scholarships).
- Debbie Gale, Vice President, Junior Achievement (JA) visited on November 6; JA has curriculum dealing with soft skills which she will be making available to CCOC students.
- SCORE was at CCOC on November 7 and provided a workshop for 140 students on how to start your own business
- Evergreen, Cabrillo and San Jose City College were here on November 8 & 9
- Law Enforcement instructor Rico Sciaky in collaboration with an instructor of Administrative Justice from West Valley held a Summit to discuss ideas of ways to engage 18-21 year-olds in the field of law enforcement. There exists a crisis in recruiting enough officers to fill the law enforcement needs.
- There will be an all day teacher in-service on November 16
- The student council food drive began on November 1 and goes to the 19th
- CCOC numbers look good. As of November 14 (49 days of school): 485 ADA vs. 475 last year; 1869 enrolled vs. 1802 last year; students per section, 22.54 vs. 20.42 last year. The CCOC retention looks good; teachers are working hard to make sure students are in class.

MAEP Director Sylvia Karp:

- A group of Chinese government officials from Shandong Province visited MAEP to learn how the adult education program is delivered. They were able to have a very in-depth conversation because Wendy Zhang served as the Mandarin translator. The visitors were very impressed with the program and were particularly interested in the JPA structure. They were able to hear from 10 Chinese ESL students. The students displayed a side of themselves not normally seen in the ESL classes – they were very confident to present to the officials in their native language. In China the adult education classes have a cost and many of the adults are unable to afford the cost of the education. They were impressed to learn that our classes are free or low cost.
- Thirty-six additional Chinese visitors from the same Province will be visiting later this month for more information about adult education at MAEP.
- MAEP held a staff development at San Jose Center on the subject of gang awareness. A person from the Crime Prevention Department at SJPd made the presentation. The workshop was well attended.
- Fourteen – fifteen teachers attend a CATESOL conference on teaching ESL
- A few administrators attended the ACSA conference. The pre-conference was on the subject of integrating academics into career technical education. There were several model programs presented which MAEP will consider replicating.

- Marti Rao has received a \$1500 mini-grant to create a program of peer coaching.

Superintendent Paul Hay:

- Attended the ACSA Conference last week
- This week he has been attending the CAROCP conference, along with Rich Garcia and Cynthia Chang, in Burlingame.
- A summary of the Legislative Analyst’s Report was presented with a handout. The state budget shortfall will mean some cuts in the current year, but we are not sure where they will be made. MetroED has removed the COLA from the next two year’s budget projections in preparation for the possibility of receiving none.
- CAROCP’s Legislative priorities (handout) have moved fighting for COLA up to the top of the list. Equalization of revenue limit has now moved down to the 4th position. L.A Unified may not want to wait until CAROCP can get around to this issue, so they may decide to take the issue on their own. LA Unified has the lowest ROCP revenue limit in the state.
- Other handouts provided to Members: *CAROCP Facts at a Glance*, *ACSA Governmental Relations: Social Security Fairness Act Petition*. Superintendent Hay will be bringing a resolution to the December Board meeting relative to the Social Security Fairness Act.
- December 10, JPA Executive Council Meeting. A draft of the Master Business Agreements will be going to the superintendents next week.
- December 11, Assembly Member Gene Mullin, Chair of the Assembly Education Committee will be visiting CCOC on December 11, 2007.

XVII. BOARD MEMBER COMMENTS

- Member Chang attended a Congressional meeting in Washington, D.C. for the purpose of discussing issues affecting their District; such as, the API, NCLB, the ineffectiveness of the California growth model, funding for special education and English Language learner. The meeting was chaired by Congressman Honda and other Members from Congress were in attendance as well as several staff members.
- Member Grilli thanked the staff and students for a job well done when the Secretary of Education Dr. David Long toured CCOC.

XIII. OTHER MEETINGS

Special Meeting with JPA Superintendents Executive Council			
Date to be determined		Open Session	12:00 pm
Regular Meeting,	December 12, 2007	Closed Session	6:00 pm
		Open Session	7:00 pm

XIX. ADJOURNMENT

The meeting was adjourned at 8:10pm.

Ernie Dossa, Clerk of the Board