

METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes
August 27, 2008

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 Gordon at 7:00 p.m., Room 810 at the Central County Occupational Center, 760 Hillsdale Avenue, San Jose, CA 95136.

All Members present, except when noted "absent":

Frank Biehl	East Side Union High School District
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

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Gordon.

III. REPORT OF CLOSED SESSION ACTIONS

There was no closed session.

IV. ADOPT AGENDA

It was moved to adopt the agenda as submitted. M/Biehl, S/Chang, Vote: 6 Ayes

V. RECOGNITIONS

A. Acknowledgement of Visitors – None

B. Acknowledgement of Honors and Awards

Superintendent Hay recognized Dan Gilbertson, Director of Human Resources/Emergency Preparedness with a "Raising the Bar" award for the development and extensive work on MetroED's Emergency Information & Procedures reference manual. Dan Gilbertson expressed appreciation to Michelle Alaimo in the superintendent's office for all her efforts on the document as well as the input from the Safety Committee.

VI. STUDENT REPORTS

A. CCOC Student - None

B. MAEP Student - None

VII. SPECIAL ORDER OF BUSINESS

The Superintendent requested Information Item 17, Hillsdale Campus Improvement Projects to be moved to special order of business. Dan Gilbertson introduced Mark Bartos and Ken Kubiak, Bartos Architecture, to provide a short PowerPoint presentation and update on the Prop 1D facility projects and coordination efforts on the Hillsdale campus including the MAEP Metro Center Village project. The projects are scheduled to begin in the summer of 2009. Mr. Bartos reviewed the construction and relocation of classes that will occur over the next three to four years. Member Garcia asked if the Technology Plan is in sync with the development plans for the construction projects. Mr. Bartos shared that Bob Beaulieu and Lenzo Pittman are integral members of the planning meetings to ensure technology is built into the construction projects and facility coordination meets the needs of students and staff.

VIII. PUBLIC COMMENTS

None

IX. APPROVAL OF MINUTES

1. MOTION: Approve the minutes of the meeting of June 25, 2008. M/Garcia, S/Biehl, Votes: 6 Ayes

X. CONSENT CALENDAR

MOTION: Approve Consent Items # 2 through 16. M/Biehl, S/Dossa, Votes: 6 Ayes

Member Garcia asked to comment Item # 6, Approve District Technology Plan, but did not wish to remove from consent. Member Garcia asked if students could be utilized in meetings during the discussions of the planning for the program improvements and facility construction. Students could receive valuable experience by being part of the process of setting up the technology, understanding the construction process and planning. During the development stages, the student input could be beneficial for them to participate in a real work environment as was expressed in the CCOC video recently produced for Senator Torlakson. Superintendent Hay said this was a good idea and students could be identified that could participate in the meetings. Mark Bartos shared that this summer students were used to assist with measuring buildings, etc. and was very open to having more students involved in the process. Member Garcia shared this gives a student ownership in the projects and excellent experience.

BUSINESS AND FINANCIAL FUNCTIONS

***2. Consent Item: Approve June Warrant Approval List**

The Governing Board approved the following warrant registers: #20177128-#20177183, dated June 16, 2008; #20179283-#20179356, dated June 19, 2008; #20181142-#20181186, dated June 24, 2008; #20182151, dated June 25, 2008; #20182878-#20182967, dated June 26, 2008; #20184352-#20184408, dated June 27, 2008.

***3. Consent Item: Approve July Warrant Approval List**

The Governing Board approved the following warrant registers: #20185821-#20185833, dated July 2, 2008; #20186583-#20186603, dated July 8, 2008; #20188433, #20188468, dated July 15, 2008; #20189502-#20189532, dated July 17, 2008; #20191351-#20191423, dated July 24, 2008, #20192439-#20192471, dated July 29, 2008.

***4. Consent Item: Approve Agreement to Provide Legal Services**

The Governing Board approved the agreement between Metropolitan Education District and Burke, Williams & Sorensen.

***5. Consent Item: Approve Independent Contractor Agreement for Facilitator Services (Paul Watters-\$6,000)**

The Governing Board approved the Independent Contractor agreement between Mr. Watters and MetroED.

***6. Consent Item: Approve District Technology Plan**

The Governing Board approved the District Technology Plan from July 1, 2008 through June 30, 2013.

***7. Information Item: Responses to 2008 School Services Management Study**

The Governing Board reviewed the response to the 2008 School Services Management Study.

- *8. **Information Item: 2008-09 Annual Budget, Approval by County Office of Education**
The Governing Board reviewed the County Superintendent's letter of budget approval.

PERSONNEL FUNCTIONS

- *9. **Consent Item: Approve Revised Job Description for Program Coordinator Position and Approve New Administrative Job Description for Business Partnership Coordinator (Grant Funded)**
The Governing Board approved the revised administrative Program Coordinator job description and the new administrative Business Partnership Coordinator job description.
- *10. **Consent Item: Approve Revised CSEA Job Description**
The Governing Board approved the revised CSEA Job Description for Network Specialist.
- *11. **Consent Item: Administrative Personnel**
The Governing Board approved the three regular elections.
- *12. **Consent Item: Classified Personnel**
The Governing Board approved the regular elections, the assignment transfers, the reclassification, and the retirement election.

INSTRUCTIONAL AND STUDENT FUNCTIONS

- *13. **Consent Item: Approve Memorandum of Understanding (MOU)**
The Governing Board approved the 2008-09 Memorandum of Understanding with the Santa Clara County Office of Education, Fremont Union High School District, Mountain View-Los Altos Union High School District, and Palo Alto Unified School District for student enrollment at CCOC.
- *14. **Consent Item: Course Change—Fire Science/First Responder**
The Governing Board approved the course change to Fire Science/First Responder for the 2008-09 school year.
- *15. **Consent Item: Community Classroom Agreements**
The Governing Board approved the agreement to provide on-the-job clinical training to CCOC medical students.
- *16. **Consent Item: Williams Uniform Complaint Procedures Report**
The Governing Board approved the quarterly report on the Williams Uniform Complaint Procedures.

XI. INFORMATION ITEMS

17. **Information Item: Hillsdale Campus Improvement Projects**
The Governing Board received the information from Bartos Architecture under Special Order of Business.
18. **Information Item: Final Attendance (ADA) Report for 2007-08**
Superintendent Hay shared the full report was included in the agenda packet; however both programs (CCOC and MAEP) exceeded their CAPs for the school year 2007-08.

XII. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

19. **Action Item: Approve MetroED Vision Statements, Long Term Goals and Objectives for 2008-09**

MOTION: It was moved to approve the 2008-09 Long Term Goals and Objectives. M/Dossa, S/Biehl, Vote: 6 Ayes

20. **Action Item: CSBA Nomination for Asian/Pacific & Hispanic Directors-at-Large**

Member Chang recommended no action as the current member from Cupertino is doing a good job in this position for CSBA. Member Biehl concurred and did not see any need to make any nominations. No action was taken by the Governing Board.

21. **Action Item: Second Reading: Board Bylaw 9150, Exhibit 9150: Student Board Members**

MOTION: It was moved that the Governing Board delete Board Bylaw 9150 and Exhibit 9150, dealing with student board members. M/Biehl, S/Chang, Vote: 6 Ayes

Member Garcia asked if notifications of the meetings of the Student Council would be noted in the Friday Weekly Letter. Superintendent Hay shared that Director Fox would be notifying the board members of meeting dates. Director Fox said a calendar of meeting dates will be made available to the Governing Board with invitations to the meetings.

22. **Action Item: Second Reading: BP 3400, AR 3400, 3440; Management of District Assets/Accounts, Inventories**

MOTION: It was moved to approve Governing Board Policy 3400 and Administrative Regulations 3400 and 3400 relating to the management of district assets/accounts and inventories. M/Dossa, S/Garcia, Vote: 6 Ayes

INSTRUCTIONAL AND STUDENT FUNCTIONS

23. **Action Item: AB2448 Plan for Implementing ROCP Course Sequencing**

MOTION: It was moved that the Governing Board approve the plan for implementation of course sequencing as required by AB 2448. M/Biehl, S/Chang, Vote: 6 Ayes

Superintendent Hay shared that all ROCPs must sequence their courses with local community colleges and the plan needs to be approved by the MetroED Governing Board and then sent to the California State Superintendent of Schools, the community colleges and then brought to the JPA district boards at a public hearing for approval.

24. **Action Consent Item: Conceptual Approval of East Side Union High School District Pilot Alternative Education Program**

MOTION: It was moved that the Governing Board conceptually approve placement of the East Side Union High School District pilot Alternative Education Program on the CCOC campus, effective August 27, 2008. M/Biehl, S/Grilli, Vote: 6 Ayes

CCOC Director Fox said the pilot project would allow 10th graders from East Side Union High School District to attend classes for four periods of core subjects and then CCOC the remainder of the day, similar to Capital High students. Initially there will be 20 students in the program possibly going to 60 with space availability. Member Biehl said he has received positive feedback on the staff at CCOC and Director Fox. This is a very good opportunity to work cooperatively and for the students that will be attending. There are always challenges getting a new program started and Member Biehl asked if there were any housing issues involved with the pilot project.

Director Fox said there are a couple of small classrooms that we are not using for the day program currently. There are no housing issues at this time. Many students drop out in the 10th grade and this will be a good opportunity to meet their needs. Students with a four year counseling plan that are 16 or in the 10th grade can come to CCOC. These students will not displace any juniors or seniors from the participating districts that wish to attend CCOC. Alan Garafolo, Assistant Superintendent ESUHSD, shared East Side will be providing an instructor and counselor for the pilot.

Member Garcia asked if this pilot project was only for East Side students. Director Fox confirmed at this time it was only for East Side students. However, there are students that could be identified by counselors in the other districts that could benefit from attending, especially in the morning session where CCOC needs to reduce the number of adult students attending. This could be very beneficial for all districts if the pilot project goes well. Sylvia Evans, CCOC, said that any 10th grader with a four year counseling plan can come to CCOC. They would have to have a career pathway signed off by their counselor.

Alan Garafalo added that this was a great opportunity for our districts and if there is space; do not see why inter-district agreements couldn't be worked out to allow students from other districts. The pilot is beginning with East Side and East Side is targeting 10th graders who have 45 credits or less and need a little extra incentive to continue in school and not drop out.

Member Chang congratulated staff for the collaborative efforts with East Side and should be a win-win situation for everyone with the focus on students.

XIII. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

John Fox, CCOC Director

- School started today and went very smoothly. The schedules went out in advance and all students were in class by 7:45 a.m. for the 7:30 a.m. morning session.
- All teachers are in place and CCOC has three new teachers beginning the school year; James Walker, Brakes and Suspensions; Justin McCanon, Probation & Legal Careers; and Nancy Joseph, Culinary Arts.
- CCOC has a new evening site registrar.
- CCOC is down 2 FTE from last year; however, enrollment in both sessions is higher this year as well as first day attendance from last year.
- Adult enrollment is lower by approximately 3%.
- Back-to-School night for students and parents will be held on September 19 with dinner at 5:30 p.m. and classroom visits at 6:30 p.m.

Sylvia Karp, MAEP Director

- MAEP classes began today and went very smoothly. Many of the ESL classes are full with waiting lists.
- Campbell Center enrolled 160 high school students for concurrent classes and the San Jose Center has 12 concurrent classes for SJUSD.

- There were 157 teachers and administrators that attended the back-to-school meetings.
- WASC activities continued in anticipation of the WASC visit to be held in March 2009.
- ESL classes will begin at the Holiday Inn on August 28 to assist their students in learning English in coordination with a “stay real” customer service training beginning across the United States.

Superintendent Paul Hay

- Today was one of the smoothest first days of school thanks to our administrative team and classified employees.
- As of today, it has been 58 days into the new fiscal year without a state budget, and 73 days past the constitutional date for the legislature to pass a budget. The stalemate continues between the Governor and legislature, between the two houses of the legislature and between the two parties. The big “5” have not met since last week. A copy of the latest CASBO Newsbreak budget update has been provided for the Board members and copies are available for the public.
- Because ROCP and Adult Education are considered categorical programs for funding purposes, we will not see any funding from the state until after the budget has been signed by the Governor. However, thanks to the board’s policy on reserves, and with the availability of funds from the Capital Outlay fund, both programs are able to continue to pay our employees and vendors.
- The brush patrol firefighting truck donated by the City of San Jose is parked between buildings 200 and 300 for viewing this evening.
- There were approximately 185 district employees who attended the Superintendent’s welcome back to school meeting on Monday in the auditorium. We recognized our Raising the Bar awardees from last year, new employees and all our other employee groups.
- This Friday at 1:00 p.m., the first meeting of the CCOC Program Review Committee will meet. There are 15 individuals representing our six participating districts (no superintendents). The first meeting will be a review of MetroED and CCOC and the committee will determine next steps.
- This evening, I was notified by Fire Science Instructor Phil Gonzalez that Cal Fire has been authorized to support our Fire Science/First Responder Program 110% and they have committed to hire 30 of our 18 year old graduates at the end of this school year. This past summer they had 6 interns from last year assist with the multitude of fires that occurred at the beginning of the summer.

XIV. BOARD COMMENTS

(Diane Gordon)

Board Member Marsha Grilli

- Welcomed students and staff back to a new school year. Milpitas has a new principal and vice principal at Milpitas High School as well as new middle school personnel and will work with staff to get them here for a tour.
- There are three citizens running for two seats on the Milpitas School Board that have never heard of MetroED and would like to get them here for a tour as well. Milpitas Board Members Barbara Santos and Carmen Montano are not running for re-election.

Board Member Frank Biehl

- East Side is working on a master plan which will include CTE over the next six months.

Board Member Cynthia Chang

- Students started in Los Gatos-Saratoga Union High School District on Monday.
- Participated as a leader in a trip to China this past summer with teachers for the purpose of helping American High School Social Studies instructors understand Asian history. The teachers will be writing supplemental curriculum which will be shared with the Governing Board when completed.

Board Clerk Richard Garcia

- SJUSD is working on programs with Eileen Becker.
- Received great reviews on the video produced by the Video Production Class. The professionalism and message is excellent and would like a dozen more copies to use.

Board Vice President Ernie Dossa

- Santa Clara has a new superintendent, Steve Stavis. Mr. Stavis knows the district and has a two-year contract. He was a former principal and superintendent and has worked in personnel.

Board President Diane Gordon

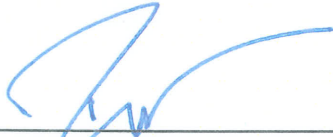
- Campbell has a new program, "small school in a big school" beginning for students in the junior high schools and will be targeting at risk freshman. The students will be kept together and the instructors will be rotated.
- Consent items are handled at Campbell by members requesting of the board president to remove items prior to the start of a meeting. Procedurally, how does the MetroED Governing Board want to handle these items? Members would like the President to ask if there are any items to be removed prior to asking for a motion on the consent items

XV. OTHER MEETINGS

Regular Meeting, September 10, 2008	Closed Session	6:00 pm
	Open Session	7:00 pm

XVI. ADJOURNMENT

MOTION: It was moved to adjourn the meeting at 8:15 p.m. M/Chang, S/Biehl, Vote: 6 Ayes



Richard Garcia, Clerk of the Board

