

METROPOLITAN EDUCATION DISTRICT

**Governing Board Meeting Minutes  
January 17, 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 Chang at 6:15 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 6:16 p.m.

**IV. REGULAR MEETING (continued)**

Regular session of the Board meeting reconvened in the CCOC Auditorium at 7:04 p.m.

**V. ORGANIZATIONAL MEETING**

- 1A. Motion: To elect Marsha Grilli as President of the MetroED Board for 2007.  
Motion/Gordon; Second/Garcia; Vote/Unanimous  
Motion: To elect Diane Gordon as Vice President of the MetroED Board for 2007.  
Motion/Chang; Second/Dossa; Vote/Unanimous  
Motion: To elect Ernie Dossa as Clerk of the MetroED Board for 2007.  
Motion/Gordon; Second/Grilli; Vote/Unanimous
- 1B. Motion: To appoint Diane Gordon as representative for the County School Boards Association for 2007.  
Motion/Chang; Second/Dossa; Vote/Unanimous
- 1C. Motion: To approve the meeting calendar for 2007.  
Motion/Dossa; Second/Garcia; Vote/Unanimous

**VI. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Member Gordon.

**VII. REPORT OF CLOSED SESSION ACTIONS**

Board President Chang reported that no action was taken during Closed Session.

**VIII. ADOPT AGENDA**

Motion to adopt the agenda. Motion/Gordon; Second/Garcia; Vote/Unanimous

**IX. STUDENT REPORTS**

**CCOC**

Director of CCOC, John Fox, introduced Britteny Bridge, a student from the Baking and Catering Class from East Side Union High School District. Britteny presented the Board Members with a booklet explaining the experiences she has had at CCOC. She started

in the Cosmetology Program where she was taught sanitation, maintenance of equipment and general procedures skills. Britteny is currently in the Baking and Catering class learning to prepare cookies, pies, breads, cakes and how to do catering. She has been taught presentation skills, participated in catering events and has baked cookies for the cafeteria to sell. Ms. Bridge will be attending the Office Assistant class next semester at CCOC, and hopes to improve her keyboarding skills and learn what it takes for a career in this field. Britteny thanked all of the CCOC staff and was very thankful for the opportunities that CCOC offers students to allow them to experience different careers in order to make the right choice.

### **MAEP**

Director of MAEP, Susan Glass introduced Shelley Gonzales, Supervisor of the Older Adult Program. Ms. Gonzales introduced Judy Brenda who is a student in several of the Older Adult classes as well as a teacher at the Almaden Community Center. She has taken classes in weight management (losing 48 pounds), computer skills, art, memoir writing and exercise. Being a former elementary school teacher of 34 years, Ms. Brenda had the necessary credential to be able to take over the exercise class when it became vacant. The classes at the center serve as social and support groups to students as well as class subjects. The students range in age from 50 to 92. Many students come early and stay after class to share information, lend support in illness, and grieve or other situations.

### **X. SPECIAL ORDER OF BUSINESS**

None

### **XI. PUBLIC PRESENTATIONS & REPORTS**

None

### **XII. APPROVAL OF MINUTES**

1. Motion: To approve Minutes of Regular Board Meeting, November 8, 2006.  
Motion/Gordon; Second/Dossa; Vote/Unanimous

### **XIII. CONSENT CALENDAR**

Motion: To approve the Consent Calendar items \*3 through \*10.  
Motion/Herrera; Second/Garcia; Vote/Unanimous.

#### **BUSINESS AND FINANCIAL FUNCTIONS**

- \*3. Approved October Board Warrant Approval List

#### **PERSONNEL**

- \*4. Approved Classified Personnel
- \*5. Approved Administrative Personnel

#### **INSTRUCTIONAL AND STUDENT FUNCTIONS**

- \*6. Approved Medical Apprenticeship Agreement
- \*7. Approved Agreement with Sacred Heart Community Service
- \*8. Approved Agreement with Western Electrical Contractors Associations
- \*9. Approved Agreement with Luther Burbank School District
- \*10. Approved Williams Uniform Complaint Procedures Report

### **XIV. INFORMATION ITEMS**

#### **11. Information Item: Equalization Update**

##### Discussion:

Superintendent Hay reported that Master Business Relations Agreements Amendment #1 which requires JPA member districts to pay the full cost of

students they send to the Capitol High School program on the CCOC campus and Amendment #2 which equalizes the funding for high school students attending classes at CCOC have been approved by the MetroED Board and five of the JPA member districts. The amendments are ajenized for approval by the East Side Union High School District Board at their January 25, 2007 meeting.

With the addition of 21 ROP sections at four high schools, ESUHSD has taken substantive steps to implement the funding model. It is estimated at this time that ESUHSD will meet its target of 100 additional ADA in the ROP for this year.

Board Member Chang thanked Board Member Herrera for the efforts of East Side Union High School District for taking steps to make the funding model work. Mr. Herrera replied that he would convey this message to his Board.

## 12. Information Item: MAEP Class Closure Report

### Discussion:

MAEP Director, Suzi Glass, gave an oral report on the class closure process, which was followed in the Fall 2006. MAEP began discussing and reviewing with teachers the importance of enrollment and retention of students as early as August 2006. MAEP administrators were proactive in recruiting efforts, but difficult decisions still were necessary. Six classes were closed because of low enrollment in September and October. On November 8, 2006, AFT (Hourly teacher union) and CSEA (classified union) were notified that MAEP would be closing classes by the end of the month. MAEP Administrative team reviewed the 29 low enrollment classes for possible closure. Ability to place the students, teachers and instructional aides in other classes was used in the decision-making process. Administrators met with individual teachers and instructional aides to inform them their class would be closing. This was followed up with a formal letter from Human Resources. A total of 15 classes were closed in November; and other five classes were closed in January; 23 classes were deleted from the spring schedule and 28 classes were reduced in hours.

Vice President Gordon asked why 22% of the students were not placed in other classes. Director Glass replied that no classes were available at the same site or the fact that the Holiday break was so close, students decided to wait until the start of the next semester. Suzi Glass responded that one of the trends that affect MAEP is the economy. When the economy is good and jobs are available, class enrollment is down.

Superintendent Hay stated that the MAEP administrators monitor class enrollment and attendance on a weekly basis to insure that the cost of the teacher and other expenditures are covered by the ADA generated by that class.

## 13. Information Item: Revision of the MAEP Mission Statement

### Discussion:

MAEP Director Suzi Glass reported that after review of the MAEP Mission Statement by the administrative leadership team, it was felt that some revision was necessary. Proposed changes are as follows:

The ~~Mission of the~~ Metropolitan Adult Education Program ~~is to~~ provides a caring **supportive** environment that ~~enables~~ prepares students to achieve their fullest potential ~~while~~ by developing skills **to succeed** in a **diverse global** society. ~~Both a strong sense of community and a love of lifelong learning.~~

Board members were invited to provide feedback. The item will come back to the February meeting for Board approval.

## **XV. ACTION ITEMS AND REPORTS**

### **14. Action Item: Approve the 2006-07 MetroED Vision Statements and Long-Term Goals Progress Report**

Discussion:

Pamela Watson, Director of Instruction/Accountability, presented a PowerPoint presentation of the Progress Report on the 2006-07 MetroED Vision Statements and Long-Term Goals.

Board Member Garcia asked if there was a tool that could be used to assess freshman and sophomore students to see if they would benefit from the "hands-on" learning style. Director Watson replied that she will research some options.

Motion: To approve the 2006-07 MetroED Vision Statements and Long-Term Goals progress report as presented.

Motion/Chang; Second/Gordon; Vote/Unanimous

## **BOARD AND ADMINISTRATIVE FUNCTIONS**

### **15. Action Item: Approve Agreement between MetroED and Superintendent**

Discussion:

Vice President Gordon stated that Paul Hay is the perfect person for this program at this time. He is supportive of a leaner, more efficient, delivery system and knows the importance of the programs and the students we serve. The continuity that Mr. Hay brings to the table is very valuable. Board Member Chang, also very supportive of Mr. Hay as Superintendent, added that the Board did get a legal opinion on the Ed Code credentialing requirements for the Superintendent position, and the Code Section that allows the Board to waive those requirements.

Motion: That the Governing Board waive the credential requirements of Education Code Section 35028 and approve a one-year agreement between MetroED and Paul Hay as Superintendent with the terms and conditions detailed in the agenda item.

Motion/Herrera; Second/Garcia; Vote/Unanimous

### **16. Action Item: Approve Amendment #3 to Master Business Relationship Agreements with JPA Participating Districts: Lottery Funds**

Discussion:

Superintendent Hay reported that the JPA Council voted unanimously to accept all the CBO recommendations, and to recommend them to the MetroED and JPA member district Governing Boards for approval. The recommendations are as follows:

1. The Lottery provisions in the Master Business Agreements are amended such that all lottery revenue generated by JPA member district students in the ROC/P programs is retained by those districts, effective in the 2007-08 fiscal year. The retention of the lottery shall be in-lieu of rent on the Hillsdale property (as defined in the Master Lease Agreement). This

applies to lottery revenue from JPA member students in the ROC/P programs only.

2. Lottery revenue from ROC/P students who are not registered in the JPA member district programs (Job Corp, Cosmetology, adults at CCOC, etc.), will be passed-through to MetroED through Milpitas Unified School District, which is the current practice.
3. Disposition of the Lottery revenue from the Campbell and San Jose Adult Education programs will be negotiated directly between MetroED, Campbell UHSD and San Jose USD. This is not included with these recommendations.
4. The CBOs strongly recommend that current support services provided for students in the ROC/P programs by the JPA member districts (otherwise known as "in-lieu" services) should continue, at least until 2009-10. These services should be related to program and student needs, and not considered as lottery "off-sets". Districts may provide additional student support services as needed.

The Agenda has a separate amendment #3 for each of the six Participating District Master Business Relationship Agreements. The section reference for the Lottery Funds differs slightly since each MBRA is unique to that District. Upon approval by the MetroED Governing Board, these amendments will be forwarded to the six Participating Districts for approval by their Governing Boards.

Motion: That the Governing Board approve Amendments #3 to the Master Business Relationship Agreements (Lottery Funds) for the six JPA Participating Districts. Motion/Garcia; Second/Herrera; Vote/Unanimous.

**17. Action Item: Approve Consultant Agreement with School Services of California for evaluation of the effectiveness and efficiency of the District support functions**

Discussion

Superintendent Hay discussed that the JPA council also took action to recommend to the MetroED Board that School Services of California be retained to do a follow-up on their 2001 MetroED management study. This study would include along with District administrative and support service, the CCOC and MAEP administrative and support services. The Joint Powers Agreement requires that the Governing Board and Executive Council meet together once each year. It was recommended that the joint meeting be held in June for School Services presentation of the results of the study.

Motion: That the Governing Board approve the agreement for special services with School Services of California, Inc for an evaluation of the District's administrative support functions.

Motion/Dossa; Second/Herrera; Vote/Unanimous

**18. Action Item: Appoint District Career Technical Education Advisory Committee**

Motion: That the Governing Board approve the creation of a MetroED Career Technical Education Advisory Committee and appoint the individuals listed on the roster to serve on the committee for an indefinite term.

Motion/Chang; Second/Dossa; Vote/Unanimous

## BUSINESS AND FINANCIAL FUNCTIONS

### 19. Action Item: Accept the Audit Report for Fiscal Year 2005-06

#### Discussion

Fiscal Director Wendy Zhang reported that the Santa Clara County Office of Education has accepted our audit, which was clean, with no adjustments or findings. Board Member Herrera responded with accolades for the great audit and Board Member Chang responded that she was very impressed with the great work. Superintendent Hay thanked Board Members Gordon and Chang for serving on the Audit Committee. It was recommended by the Audit Committee that the committee be brought into the process before the audit begins. Superintendent Hay will bring the audit committee appointment back to the Board at the February meeting.

Motion: That the Governing Board accept the audit report for the fiscal year 2005-06. Motion/Herrera; Second/Gordon; Vote/Unanimous.

### 20. Action Item: Monthly Budget Update

#### Discussion

Fiscal Director Wendy Zhang reported that the Monthly Budget Update included three basic changes: (1) to record the net savings from not filling the Assistant Superintendent of Business & Operations for the Spring semester; (2) transfer of funds out of the Special Mandated Fund to cover the expense of the District Management Study; and (3) to reduce \$100,000 from the MAEP budgets because of the reduction in Federal Grants.

Board Member Herrera asked why the budget report was being presented monthly rather than quarterly with the District being financially stable. Monthly reports seem to be adding unnecessary work. Superintendent Hay responded that this has been a requirement of the Board. Fiscal Director Wendy Zhang noted that responded that the work is already being done internally and does not require a lot of additional work to prepare the Board report. Board Member Chang opined that she preferred continuing the monthly report process.

Motion: That the Governing Board approves the budget changes included in the Monthly Budget Update for the period ending 12/31/06. Motion/Gordon; Second/Herrera; Vote/Unanimous.

## XVI. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

#### CCOC Director Report, John Fox

- Fall Semester ends on Friday, January 29, 2007 and Spring Semester begins on Tuesday, January 23, 2007
- Recruitment efforts for the Center have included advertisements in participating Districts' school newspapers
- Job Placement Center is staffed and we have many employers contacting us for positions in Machining, Welding, Auto Body, Auto Technicians, Clerical, Medical and Dental Assisting

- Financial aid workshops were held for our students, approximately 175 students were served and assisted to get their PIN numbers
- Presentations by Mission, DeAnza and Evergreen Community Colleges have been made available to our students
- CCOC Teacher of the Month for January is Rico Sciaky, Law Enforcement Instructor
- CCOC was well represented at the Santa Clara County Office of Education, Career Technical Education Workshop.
- During the month of February, Student Council will celebrate Black History Month by identifying and displaying in the cafeteria biographies of African Americans that have contributed to the various career areas that make up the program offerings at CCOC. They will also be selling Mardi Gras Beads as a fundraiser.
- Two classes with the best percentage of attendance for the Fall semester will receive a Pizza Party. Those classes are Law Enforcement AM with 94% and Computer Aided Drafting PM with 92%. CCOC has 60 students that have perfect attendance for the entire Fall semester.
- Twenty CCOC students will receive Grove Scholarships at \$4,000 each. CCOC is one of ten schools in Santa Clara and Santa Cruz counties that are eligible to participate in the Grove Scholarship program. According to Grove Foundation, this year CCOC represents 1/3 of all of its Santa Clara scholarship recipients. The selection process was carefully done by Grove Foundation and CCOC selection committee. As you can see, our winner students are very diverse. They come from 11 different programs and represent 14 high schools in six districts that we serve. Most of CCOC students who were selected for the scholarships come from schools that are not on the eligibility list; however, because CCOC serves a large number of schools, and CCOC is on the eligibility list, these students were able to apply through CCOC.

MAEP Director Report, Susan Glass

- Second Harvest Fund Drive by Bridge Class – Having set the goal to hit the 5,000 pounds mark, the class collected over 10,000 pounds this year. This has qualified them to receive the “Gold Award” from the Second Harvest.
- With the new on-line registration system for the Older Adult Program, within the first 48 hours seven classes were full, ½ or ¾ have enough to cover the class and four classes have enough on the waiting list to open an additional classes. This system will aid in the planning process for classes.
- At this point MAEP is ahead of CAP targets. Campbell is 7.4 ADA ahead and San Jose is 16.8 ADA ahead.
- In order to enhance communications between the centers, MAEP is hosting staff tours and information sessions. The first one was held at Erikson Center and covered the GED testing Center, Medical Assisting class and the World Garden. The second session will be held January 19 at the San Jose Center at 9:30AM or 1:30PM.

Director of Instruction/Accountability Report, Pamela Watson

- Director Watson presented each of the Board Members with a copy of the January-February 2007 Silicon Valley Reads book, "*The Tortilla Curtain, by T.C. Boyle.*" The author, T.C. Boyle, will appear in person on January 18, 2007 at 7:30PM at the Campbell Heritage Theatre and February 28, 2007 at 7:30PM at the Mexican Heritage Plaza.

Superintendent Report, Paul Hay

- Superintendent Hay thanked Cynthia Chang for the past year she served at President for the Board for her guidance and support.
- Staff is working on the front gate and fencing project. A six-foot black rod iron fence is being recommended for consideration.
- Staff will be bringing recommendations for a video surveillance system to the February or March Board.
- The CCOC student programs video clip from San Jose Mercury News was played for the Board.

**XVII. BOARD COMMENTS**

Member Garcia

Thanked Cynthia Chang for her leadership as President of the Governing Board for this past year.

Member Gordon

She will not be able to attend the April 11, 2007 Board meeting and her alternate will be attending.

Member Chang

Thanked the Baking and Catering class for the wonderful cookies. She thanked the Board and staff for all their support during this past year. She is proud to be a part of the MetroED Board for four years and it just keeps getting better and better.

**XVIII. OTHER MEETINGS**

Regular Meeting, February 14, 2007

Closed Session

6:00 pm

Regular Session

7:00 pm

**XIX. ADJOURNMENT**

The meeting was adjourned at 8:45 pm

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Ernie Dossa, Clerk