

METROPOLITAN EDUCATION DISTRICT

**Governing Board Meeting Minutes  
December 13, 2006**

**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 6:05 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 6:10 p.m.

**IV. REGULAR MEETING (continued)**

Regular session of the Board meeting reconvened in the CCOC Auditorium at 7:07 p.m.

**V. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Member Gordon.

**VI. REPORT OF CLOSED SESSION ACTIONS**

Board President Chang reported that during Closed Session the Board agreed to a one-year contract for Paul Hay as Superintendent effective January 1, 2007 and that his contract will come back to the Board at its regular January meeting. President Chang introduced J. Manuel Herrera the new East Side Union High School Board Member.

**VII. ADOPT AGENDA**

Motion to adopt the agenda with the removal of item #8. Motion/Grilli; Second/Garcia; Vote/Unanimous

**VIII. STUDENT REPORTS**

**CCOC**

Director of CCOC, John Fox, introduced two students from the Forensics Class, Ruth Hernandez and Crystal Mummert. The students explained that they are currently in their second year of forensics and involved in 3D crime scene reconstruction, forensic video analysis, physical evidence collection and preservation, trace evidence collection, FACES identification software, latent fingerprint investigations and DNA evidence. Director Fox also introduced Chris Margo from the Video Production class. Chris reported that the class is a very fast moving and covers every step to make a video or movie. He is currently acting in the role of director for a video that the class is producing which will be used to promote the CCOC classes. The board is very interested in viewing the completed project.

**MAEP**

Director of MAEP, Susan Glass introduced Teacher Karen Weldon, Multi-level ESL at Gardner Community Center. The advanced and intermediate high students were assigned the task of creating a conversation using the spelling words of the week. Ms. Weldon introduced three students, Veronica Quezada, Sonia Garcia and Leticia Gasca who performed a role-play using medical terminology, which is directly related to the English Literacy/Civic Participation (EI Civics) Grant, as part of the W.I.A. 231 Grant. Health and Nutrition is the Civic objective for the San Jose Center this quarter. Assessments are required of all students enrolled in the EI Civics program.

**IX. SPECIAL ORDER OF BUSINESS**

Recognition of MetroED students receiving CalWORKS Client of the Year Achievement Awards

Acting Superintendent Hay reported that he had attended a Santa Clara County Board of Supervisors meeting where they annually recognize CalWORKS clients who have made outstanding efforts to move themselves and their families towards the goal of self-sufficiency. Many of these CalWORKS clients face barriers and challenges with courage and determination that stand out as examples to all of us. Out of the ten awards received, two of the clients were former MetroED students. They are Dafina Cozine and Ita Kai Kai. Both have overcome difficult personal circumstances, and MetroED has been a contributing factor to their success. Both Dafina Cozine and Ita Kai Kai were given the opportunity to tell their stories and be recognized for their successes.

**X. PUBLIC PRESENTATIONS & REPORTS**

**A. Public Comments**

Kathy Jasper, representative from AFT:  
The Teachers morale is very low. There were 50 teachers affected by the recent closure of the MAEP classes. Teachers were not given any warning and were told that their class is ending or changing in two weeks. She suggested that warning notices could have been given to the teachers before. She suggested doing some brain storming with the Board on ideas for increasing enrollment and looking at the District reserves. Acting Superintendent Hay noted that MAEP Director Suzi Glass would be making a presentation regarding the class closures to the Board at the January 17, 2007 Board meeting, and invited Kathy Jasper to attend.

**XI. APPROVAL OF MINUTES**

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

**XII. CONSENT CALENDAR**

Motion: To approve the Consent Calendar items \*2 through \*10 with the deletion of #8. Motion/Garcia; Second/Grilli; Vote/Unanimous.

**BUSINESS AND FINANCIAL FUNCTIONS**

- \*3. Approved October Board Warrant Approval List
- \*4. Accept Donations
- \*5. Approved Change Order #004 for upgrade of CCOC building 700 (Viton Construction Company, inc. – credit \$9,396)
- \*6. Authorization to File Notice of Completion: CCOC Building 700 upgrade (General Contractor: Vitton Construction Co.)

**PERSONNEL**

- \*7. Approved Classified Personnel Changes

- \*8. ITEM REMOVED FROM AGENDA  
INSTRUCTIONAL AND STUDENT FUNCTIONS
- \*9. Approved Community Classroom Agreement
- \*10. Approved CCOC Textbook

### **XIII. INFORMATION ITEMS**

#### **11. Information Item: MetroED Investment Portfolio as of 9/30/06**

Discussion:

Director of Fiscal Services Wendy Zhang reported that the Board received a quarterly report as of 9/30/06 of all investments and money held by the district, type of investments, issuer, date of maturity, dollar amount invested which includes a description of all district funds, investments or programs that are under the management of contracted parties. The Board had no questions.

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

Discussion:

Acting 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 four of the JPA member districts. It amendments are agenzized on the Santa Clara Unified School District for Thursday evening and we are waiting to hear when they will be agenzized for the East Side Union High School District.

Acting Superintendent Hay discussed outcome of the Executive Council meeting, which was held on December 11. The Executive Council took action to approve the CBOs' recommendation on Amendment #3 that the Lottery provisions in the Master Business Agreements to be amended such that all lottery revenue generated by JPA member district students in the ROC/P programs is retained by those districts commencing fiscal year 2007-08. The 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 CCOC and MAEP administrative and support services. It was recommended that the MetroED Board be invited to the June 11 meeting of the Executive Council to hear the results of the study.

#### **13. Information Item: Interim Administration Reorganization**

Discussion:

Acting Superintendent Hay reported that during the interim period, most of the responsibilities of the Assistant Superintendent position will be re-assigned to existing administrative staff. The only exception will be his responsibilities as Chief Business Official (CBO), which he will retain. Attached to the Board item is the Interim administrative organization chart for the District Office. Under this restructure, the CCOC and MAEP Directors will report to the Director of Instruction and Accountability, who also chairs the Instructional Council. The Facilities Supervisor will report to the Director of Human Resources, who will also chair the newly formed Operations Committee. Direct reports to the Interim Superintendent will be the Director of Instruction and Accountability, Director of Human Resources, Director of Fiscal Services, Director of Information Technology and the Executive Administrator.

These re-assignments of responsibilities are temporary, pending a decision by the Board regarding the position of Superintendent and the outcome of the independent management study. This period will also provide opportunity for the Interim Superintendent to evaluate the effectiveness and efficiency of the temporary reorganization, including options for reassignment of CBO responsibilities. Any reassignments of a permanent nature will be brought to the Board for final approval, in accordance with District policy. There will be no salary adjustments for administrators as the result of these reassignments during the interim period.

There will also be no other staffing changes in the Superintendent's office pending outcome of the management study.

Board member Garcia had a question regarding the Operations Committee. Mr. Hay responded that the members of the operations committee are the Director of MAEP (Suzi Glass), CCOC Assistant Principal (Tom Mullin), IT Director (Bob Beaulieu), Facility Manager (Lenzo Pittman), HR Administrator (Eli Nunez) and Director of Fiscal Services (Wendy Zhang). Daniel Gilbertson, HR Director, Chairs the committee. This committee is a way to facilitate communications between the programs. The Committee is advisory to the Superintendent.

#### **XIV. ACTION ITEMS AND REPORTS**

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

#### **14. Action Item: Approve First Interim Financial Report, Fiscal Year 2006-07**

Discussion:

The 2006-07 First Interim Financial Report is enclosed as a separate document. Included in the report is an Executive Summary, "Budget at a Glance", "Monthly Budget Adjustments", multi-year projections for the General Fund 010 and Adult Education Fund 110, cash flow projections and required state forms. The President of the MetroED Governing Board is required to attest to the financial condition of the District by signing the attached JPA Certification of Interim Report. The First Interim Report of the district will be submitted with a positive certification.

Acting Superintendent presented a PowerPoint presentation detailing the information in the report.

Motion: That the Governing Board accept the First Interim Report and instruct the Board President and District to submit a positive certification to the County Superintendent of School. Motion/Garcia; Second/Dossa; Vote/Unanimous

#### **14. Action Item: Approve the Call for Bids: Paving Project-CCOC**

Motion: That the Governing Board approves the call for bids to repair and replace paving on the CCOC campus and authorize the Acting Superintendent to take any necessary actions. Motion/Gordon; Second/Grilli; Vote/Unanimous.

## **XV. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS**

### CCOC Director Report, John Fox

- CCOC/P appears to be on track with ADA at P1
- The Rotary Club made a presentation this past week taking applications from our junior students that are interested in a three-day camp enterprise that develops the next generation of entrepreneurs.
- The registration office at CCOC along with the MetroED IT Department has implemented on-line registration for the high school counselors to use; an interactive list of class openings are listed for easier use.
- The SkillsUSA is underway with forty student members and nine faculty advisors. Competitions will begin in February for regional competition, State competitions in May and National competitions in July. Mr. John Tawney is the Club Coordinator. Board Member Gordon asked to be informed of the exact dates of the regional competitions. Director Fox replied that he would see to it that the Board was kept informed of the dates of regional competitions
- The canned food drive on campus for Second Harvest Food Bank has been a huge success. Our students have exhibited their compassion for others through their generosity
- The “Toys for Tots” for the Santa Clara area was also very successful with over 300 toys being collected. The Food Drive and Toys for Tots were sponsored by the CCOC Student Council.
- Approximately 150 CCOC students attended a presentation, completed on-line applications and interviewed for part-time holiday work as drivers’ helpers for USP. Students will make approximately \$400.00 for the week’s work. Students will also receive overtime and bonuses for being on time and following safety rules.

### MAEP Director Report, Susan Glass

- Metro Center Sing-Along – The holiday spirit is alive and lively, thanks to ESL teachers Ron Fredericks and Kathy Jasper, who organized a sing-along for Metro Center ESL students. Between student participation songs, Ron Frederick guitar group planned and sang standards such as “What a Wonderful World”. Iranian student Homeyra Banejad soloed and played the daf (combination drum and tambourine) as well as accompanying the minstrels. Morning and afternoon students attended, along with the preschoolers from Head Start.
- Canned Food Sculpture – The culminating activity for the Work Experience & Bridge students’ food drive for Second Harvest was to build a multi-car train out of cans. The engine included a smokestack and a cowcatcher. Over a bed of cans, each car carried it own can sculpture; such as, a snowman, stocking or wreath. The judge used only word in assessment: “Awesome!”
- From MAEP, Happy & Healthy Holidays to you all.

Acting Superintendent Paul Hay

- MetroED was successful in being accepted as a Stanford Alumni Consulting team project. The team will provide pro bono work in the areas of marketing and public relations. Stanford Alumni Consulting team will begin work in January 2007 to help the district better raise its awareness in the community.
- AB 1802 will provide the District with \$225,000 for Career Technical Education. The District will have to provide an expenditure plan developed by the Career Technical Advisory Committee, which will meet in February or March.
- Acting Superintendent's office hosted an Open House on Friday, December 8 with over 130 staff members attending including two Board Members, Marcia Grilli and J. Manuel Herrera.
- Acting Superintendent Hay welcomed J. Manuel Herrera as the District's new Board Member from East Side Union High School District.

**XVI. BOARD COMMENTS**

Member Herrera

He thoroughly enjoyed the student reports and it confirmed the reason he is in school business and why he serves on School Boards. He was concerned about the lead time given to the teachers for closure of their classes. Although cutbacks are sometime necessary, administration should develop a process that deals with giving teachers earlier warning signs. We owe it to our workforce to follow a process.

Member Dossa

He wished everyone a Merry Christmas and felt that the student reports were the best part of the Board meeting.

Member Garcia

He welcomed J. Manuel Herrera to the MetroED Board and looks forward to working with him. He also wished everyone a Merry Christmas

Member Grilli

She welcomed J. Manuel Herrera to the MetroED Board and looks forward to working with him. She also reported that she was reappointed for two years as a Member of the MetroED Board. She attended the Supt Open House and was glad for the opportunity to talk with staff members

Member Gordon

She had a concern regarding the approval of the Superintendent contract under the Consent Calendar. She would like to see them as part of the regular agenda. She also reminded Mr. Fox about keeping the Board informed as to the dates of the regional competition for SkillsUSA.

Member Gordon agreed with Member Herrera's concerns about the earlier warning notices for teachers with low enrollment and about the wonderful students' stories. She also reported that she attended the CTA health conference.

Member Chang

She would like to echo Member's comments regarding Student Reports. She was sworn in for four more years on the Los Gatos-Saratoga Jt Union High School District Board and will serve as President of that Board for 2007.

**XVII. OTHER MEETINGS**

Organizational Meeting, January 17, 2007

Closed Session

6:00 pm

Regular Session

7:00 pm

**XVIII. ADJOURNMENT**

The meeting was adjourned at 8:22 pm

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Marsha Grilli, Clerk