

# METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes  
August 22, 2012

## I. CALL TO ORDER/ROLL CALL CLOSED SESSION

The meeting of the Governing Board of the Metropolitan Education District was called to order by President Chang at 6:00 p.m., in CCOC Room 819, San Jose, California, for closed session.

All Members present, except when noted "absent":

Daniel Bobay	Milpitas Unified School District
Jim Canova	Santa Clara Unified School District
Cynthia Chang	Los Gatos-Saratoga Union High School District
Richard Garcia	San Jose Unified School District
Diane Gordon	Campbell Union High School District
J. Manuel Herrera	East Side Union High School District

## II. CALL TO ORDER/ROLL CALL REGULAR MEETING

The meeting of the Governing Board of the Metropolitan Education District was called to order by President Chang at 7:10 p.m., in CCOC Room 201, auditorium, San Jose, California.

## III. REPORT OF CLOSED SESSION ACTIONS

President Chang reported no action was taken in closed session regarding Labor Negotiations with Unrepresented Employees: Chief Business Officer and Superintendent; Pursuant to Government Code: 54957.

## IV. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice President Bobay.

## V. ADOPT AGENDA

**MOTION:** It was moved to adopt the agenda. M/Gordon, S/Garcia; Vote: 6 Ayes, 0 No

## VI. RECOGNITIONS/VISITORS

None

## VII. STUDENT REPORTS

A. CCOC – Director John Fox introduced Video Production instructor Jeff Schmidt to provide an overview of summer activities which will benefit students.

Jeff Schmidt: He provided an update on the activities over the summer. He was able to participate in SB 70 grant meetings at Ohlone College and he came up with an idea that has multiple levels of collaboration, creating pathways for middle school students, promoting career technical education and CCOC. He said the basic idea is for students at CCOC, with their teacher's guidance, to find someone to interview that would be an expert in the field of study from businesses, the community, or Employer Advisory Boards. He said a library of career videos would be developed that would be available for free for students and it will be geared to middle school students in Santa Clara Unified for the first year. He said the students will be using 40 IPADs that have been received through the grant. He said teachers have volunteered to work with him on this project. He also said there is a \$5.00 application that can be purchased for the

iPad (AVID Studio) that allows students to edit videos. He said the middle school students will be able to use for career exploration.

Mr. Schmidt said another grant was funded for 10 IPADS to assist with student conferences, guest speakers, or other events where the middle school students can participate through video conferencing. He said he will be working with Santa Clara Unified Career Technical Education Director Tabitha Kappeler-Hurley.

Mr. Schmidt said there are 7,000 instructors all over the world that participate with Adobe Youth Voices. He said it provides students the opportunity to do videos and showcase their work. He said 80 instructors were invited to be elite educators and he was selected. He spent a week this summer at Adobe Headquarters working with educators from other parts of the world. He will be doing a collaborative effort with some of those instructors and students to make a global video on 'what does freedom mean to you?' and it will be subtitled in the various languages.

President Chang: She asked that the Governing Board be provided a summary of the projects to share at their participating districts.

#### **VIII. SPECIAL ORDER OF BUSINESS**

None

#### **IX. PUBLIC COMMENTS**

President Chang: She noted there were no requests to speak.

#### **X. APPROVAL OF MINUTES**

1. **Action Item: Approval of Minutes from the Regular Board Meetings of June 13, 2012 and June 27, 2012.**

MOTION: It was moved to approve the Minutes of the Regular Board Meetings of June 13 and June 27, 2012. M/Garcia, S/Canova; Vote: 6 Ayes, 0 No

#### **XI. CONSENT CALENDAR**

President Chang: She asked if any member of the Governing Board wished to remove an item from the consent calendar.

Members Gordon and Garcia: Requested the removal of item # 9.

President Chang: She asked to remove items # 6 and # 7.

MOTION: It was moved to approve consent items # 2 through #18 with the exception of items # 6, # 7, and # 9 from the agenda. M/Herrera, S/Bobay; Vote: 6 Ayes, 0 No

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

- \*2. **Action Item: Approve Monthly Warrant Approval List**

The Governing Board approved the July warrants.

- \*3. **Action Item: Donations Offered to District**

The Governing Board approved the donations from Robert Pullan for CCOC Veterans' Training.

- \*4. **Action Item: Quarterly Investment Report as of June 30, 2012**

The Governing Board approved the MetroED Board Investment Report as of June 30, 2012.

**\*5. Action Item: Declaration of Surplus Instructional Materials**

The Governing Board declared the instructional materials for the Metropolitan Adult Education Program (MAEP) as surplus. The current standard is Microsoft series 2010 and the Microsoft series 2007 was declared obsolete.

**6. Action Item: MOU for Financial System & Network Support Services; Regional Technology Center, Santa Clara County Office of Education**

President Chang: She wanted to understand in terms of the budget what the allocated costs were for the general fund and adult education.

Superintendent Hay: He said it is currently allocated at 77% general fund and 23% adult education. He said he received a call earlier from President Chang asking about this particular item and the percentages. He said he thought the ratio was 79% and 21% so he would be looking into this and would get back to the board.

President Chang: She said it would be a minor adjustment and she moved to approve it since the total cost would be the same.

**MOTION:** The Governing Board approved the Memorandum of Understanding with the Santa Clara County Office of Education for annual services provided by the SCC Regional Technology Center. M/Chang, S/Herrera; Vote: 6 Ayes, 0 No

**7. Action Item: Transportation Contract: First Student, Inc.**

President Chang: She said the total amount is \$860,000 and it is a huge investment the districts are making to bring the students to CCOC. She wanted to know how many of the students drive their own cars to the center.

Superintendent Hay: He asked CCOC Director Fox if he knew what the numbers were roughly.

Director Fox: He said he would be happy to provide the information; however, he thought about 80% of the students came by bus. He said the total for all students is about 1,966 and about 1,600 for high school students.

Superintendent Hay: He said there are about 1,400 students being bussed to the center at this time.

President Chang: She said the cost works out to about \$5,000 per student.

Superintendent Hay: He said when last they calculated the cost, it is approximately \$600 per student.

Member Gordon: She said it looks like a horrendous dollar amount; however, we need to keep in mind that we have to have the busses available in order for students to have the opportunity to attend the center. She said if the students don't have transportation, they cannot participate. She said as painful as it is to look at the numbers each year, she did not think the Governing Board had any choice if we want to provide opportunities for all.

**MOTION:** The Governing Board approved the two year transportation services contract between MetroED and First Student, Inc. M/Chang, S/Garcia; Vote: 6 Ayes, 0 No

Superintendent Hay: He said administration would get more accurate information out to the Governing Board on the number of students who utilize the bus services.

**\*8. Action Item: Approve Piggyback Agreement with Palace Art & Office Supply (Piggyback on Pajaro Valley Unified School District Bid)**

The Governing Board approved the standard piggy back and rebate agreements with Palace Art & Office Supply.

**9. Action Item: Approve Agreement for Evening Campus Security Services**

Member Gordon: She said she made a similar comment last year on a different contract; however, in reviewing the contract the only thing that concerns her is the contract is generated by the security service and it drafted in a way that represents their interests. She said she would like to see a hold harmless agreement in case one of their security guards is injured while on duty. She said they could say the agency did not act quickly enough if there were no hold harmless agreement in place that states they would not come back at the agency if something happens.

Superintendent Hay: He said he completely agreed with Member Gordon and last year we went back and corrected it in the agreement. He apologized for not catching this in the agreement with a new company. He said if the Governing Board votes to approve the agreement with a hold harmless clause, administration will make sure it is included.

Member Gordon: She asked the superintendent to inform the Governing Board when the agreement reflects a hold harmless clause, and the superintendent concurred.

Member Garcia: He asked about the security guards to report crimes to law enforcement and he asked if any of these crimes occur on campus and how do they go about doing this and if they are trained regarding domestic abuse or restraining orders.

Director Fox: He noted there was an incident this week regarding a restraining order. He said during the day there is an off-duty San Jose Police Officer on campus and the issue was referred to the officer. He said in the evening the security guards are on campus to observe and the first thing they should do is call San Jose Police Department Dispatch to let them know the situation.

Member Garcia: He asked if administration would provide the security guards with information if there is a restraining order or other issues relative to a student on campus.

Director Fox: He said absolutely administration would do that and the security guards are not on campus to investigate but to observe and report.

Member Garcia: He asked if this would be an opportunity for our students to gain some experience or if there was a liability using students in the capacity of security.

Director Fox: He said the day students would be eager to do that and they have discussed it in the past; however, this would be for evening hours until 10:00 PM. He said during the evening there are concerns regarding the lack of supervision for the students. He said during the day we have Mr. Sciaky, Law Enforcement instructor, four administrators as well as off-duty San Jose Police Officers for security that can provide supervision.

Vice President Bobay: He commented that the City of San Jose Police Department requires they have a copy of a restraining order on file before they will take any action.

**MOTION:** The Governing Board approved the agreement for evening campus security services with TLG Inc. with the stipulation that a 'hold harmless' clause is included and the Governing Board is informed when the change occurs. M/Garcia, S/Gordon; Vote: 6 Ayes, 0 No

## **PERSONNEL FUNCTIONS**

### **\*10. Action Item: Certificated Personnel**

The Governing Board approved the three teachers to receive stipends for additional time for new teacher orientation, three teachers to receive a stipend for Mentoring New Teachers, and hired three new CCOC CTA teachers for the 2012-13 school year (Air Conditioning, Refrigeration, & Heating-James Falcone, Computer Technology Careers-Kory Keadle, and Electrical Maintenance-Ray Sugden).

### **\*11. Action Item: Classified Personnel**

The Governing Board approved the one retirement, one resignation, three reassignments, and four-short-term summer appointments.

### **\*12. Action Item: Organization of Administrative Staff for 2012-13; revised**

The Governing Board approved the revised MetroED organizational structure for the 2012-13 school year.

## **INSTRUCTIONAL AND STUDENT FUNCTIONS**

### **\*13. Action Item: MOU with North Valley Workforce Board (NOVA): Veterans Career Technical Training Initiative**

The Governing Board approved the Memorandum of Understanding with the North Valley Workforce Board (NOVA) for the Veterans Career Technical Training Initiative.

### **\*14. Action Item: MOU with the City of San Jose (work2future): Veterans Career Technical Training Initiative**

The Governing Board approved the Memorandum of Understanding with the City of San Jose (work2future) for the Veterans Career Technical Training Initiative.

### **\*15. Action Item: Williams Uniform Complaint Procedures Report**

The Governing Board approved the quarterly report on the Williams Uniform Complaint Procedures for the period of April 1 through June 30, 2012.

### **\*16. Action Item: Bay Area Counties Roofing & Waterproofing JATC; JATC Apprenticeship Agreement**

The Governing Board approved the Bay Area Counties Roofing & Waterproofing JATC apprenticeship agreement for the 2012-13 school year.

### **\*17. Action Item: Medical Apprenticeship Agreement: MAEP**

The Governing Board approved the agreement with E. Leslie Weeks, MD and Rom Romero, P.A. –C for on-the-job clinical training to MAEP medical students.

### **\*18. Action Item: Approve New ROP Course Technical Theater Levels 1, 2, 3, and 4 Honors**

The Governing Board approved offering the Technical Theater Levels 1, 2, 3, and 4 Honors as a new ROP class.

## XII INFORMATION ITEMS

### 19. Information Item: Report on Executive Council Meeting; July 25, 2012

Superintendent Hay: He said the recommendation from the Executive Council (EC) was to have a joint meeting of the MetroED Governing Board, chief business officers (CBO) and superintendents in September to review the history of where we have been and where we are regarding funding and equalization. He said there are four new superintendents of the six and three new CBOs and several new members of the Governing Board. He asked for guidance from the Governing Board and direction. He said if we had a joint meeting it would need to be a scheduled board meeting and he did not want to schedule that without discussing it with the Governing Board first. He said this would be the start of a process and he said the EC would like to review equalization, funding models, as well as what would we charge districts that are not JPA members. He said an item was pulled that was taken to the EC regarding what we would charge non-member districts. He said the intent is for this to be an outgrowth of the discussion on the funding model. He said the other issue is regarding bonding and how do we fund capital projects at the center. He said the discussions gone on for several years regarding how to fund Capital Outlay projects at CCOC; do the funds come out of MetroED's general fund, do the participating districts pay for the projects or do we go out for bonds and under what circumstances? He said if there was a major facility problem at the center, and buildings need to be repaired or restored, where would the money come from? Where will the funds come from to complete modernization projects currently needed? He asked if the districts would contribute those dollars based on a formula or would there be other means to do that. He said if the Governing Board wants to move forward in this direction, as they know, we do not have the services of our CBO at this time, and we are a little shorthanded. He said he did speak to School Services of California about performing the same services they have done twice before regarding equalization. He said they offered to represent the JPA to assist in the process.

President Chang: She asked if the superintendent had a dollar amount in mind for the services of School Services.

Superintendent Hay: He said it was different previously due to the scope of the services; however, he thought it would be around \$20,000 to \$25,000 and they would be unbiased.

President Chang: She said she thought it would be good to have an outside party assist in this endeavor.

Member Garcia: He said he thought the Governing Board should move forward with this endeavor. He said he has been on the Governing Board where we did have meetings with the EC and their boards and they were productive in their content and in improving the communication between the districts. He said he would support a meeting with the Governing Board and the EC. He said it also provides an opportunity for board members of MetroED to have discussions with our CBOs and superintendents. He said he goes back and provides reports but this would be an opportunity to sit down after listening to the discussion to have a healthy discussion.

President Chang: She asked if Member Garcia was suggesting that each district have a board representative and the superintendent and CBOs attend a meeting.

Member Garcia: He said it would be the MetroED Governing Board and the participating district superintendents and CBOs; his preference was to have the CBOs attend a joint meeting with the EC as well.

Superintendent Hay: He said it was the preference of the EC to have the CBOs in attendance as well.

Member Gordon: She said it makes sense to move forward with a joint meeting and she said we can't have discussions on a funding model without having some kind of numbers in front of us that tell us where money is coming from versus where money is going. She said she does support moving forward with that and she thinks we would need to have this information before moving forward with a joint meeting so there is something to discuss. She said the funding model has been an issue for a long time for Campbell UHSD and she remembered saying in the short term it may just hurt one district but now it is hurting another district and she felt that the Governing Board really needed to take a look at it. She said you cannot have a partner district paying more per student than an outside district that is buying a spot for students for less money.

Superintendent Hay: He said part of the discussion with the EC and the goal of the process was to come up with something that would keep Los Gatos-Saratoga JUHSD in the JPA.

President Chang: She said she would like to see that happen as well.

Member Canova: He said along the lines of the comments from Member Gordon, the fee structure for non-JPA districts or organizations was Palo Alto wanting to send 20 students, which is a good thing and we want to fill the seats; however, it was at a rate of \$1,700 per student. Based on the information provided this evening, it should be closer to \$6,600 per student. He said we wouldn't want Palo Alto to be able to put students into the seats for a lower cost than the participating districts. He said in going forward, it could be something to provide an incentive for districts like Palo Alto to use the center and possibly become interested in joining the JPA, in the future. He said it would be good to gain members versus losing members of the JPA. He said we have a district that wants to put 20 students here; finding the figure that works to allow them to send students and spike their interest in the programs would be a great direction to go.

Superintendent Hay: He said there have been discussions regarding expanding the JPA, and under what circumstances, given that the participating districts have invested millions of dollars in the programs at the center. He said there are questions about how to you deal with a new member coming in and what would be the circumstances of doing that. He said that the average cost per student was \$6,600 per ADA, \$600 of that number being for transportation. He said the cost number will change based on how much ADA is generated at the center. However, we are on a fixed income at this time. He said, within the JPA, some districts are paying less than that amount per ADA and others are paying more based on the number of students being sent to the center. He said that is the core of the issue that needs to be discussed and what will we do over the next several years while we are still under flexibility. He said he has advised Palo Alto that sending students to the center is off the table for the current school year. He said it will be awhile before we come up with a number and he said some of the superintendents (EC) had suggested that it should be 'more than' whatever the participating district cost is per student because the other districts have invested in the center and Palo Alto has not. He said, on the other hand, there is the argument that says let Palo Alto send some students down to the center to see how they like it, and then possibly have a discussion about becoming a member district.

Member Canova: He said it was too bad the message to Palo Alto was that it would be awhile because that is an opportunity that is being missed and we want this program to grow and expand. He said it was an interesting question if we should charge more for districts outside the JPA or for the sake of getting exposure and expanding the program, should we go with a lower price point to get districts to send students so they get a feel for the programs at the center. He said he leans towards the latter; however, making the price greater than what it currently is (\$1,700) because that is too low. He would like to see it at an amount that would create some interest for districts like Palo Alto. He said for us to duplicate in our districts what is offered here at the center would be an enormous expense. He said the advantage of the JPA is there are classes available to all the member districts.

Member Gordon: She said the only thing Member Canova is missing when you look at bringing in other districts outside the JPA for a little less, if she was Los Gatos-Saratoga, she would pull out and then fill my spots at that lesser dollar amount. She said in reality that is what a district

would do, flex your money and pull out and then say we can fill 100 seats or whatever (lower) number.

Member Canova: He said you would need to frame it so that it would be something that is done in a short time frame and not be for the existing members to be able to step out of the JPA and then step back in. He said it would be something strictly done to bring in new districts if that is the desire to go in that direction and he feels we should. He said the goal should be to grow and to add districts to the JPA rather than see that go away.

Vice President Bobay: He said since his first meeting, he has heard the concerns of Member Gordon regarding the inequity in the cost of sending students to the center. He said there are holes that exist in the JPA when it was written in 1981. He said the situation has certainly changed since then and we are now faced with a different reality from when the JPA came together. He said there are a lot more concerns than what is on the surface and bringing in other districts to the JPA would be a good thing; however, no body rides for free.

President Chang: She said it was a good time to bring a topic of consideration to the Governing Board. She said she has been in conversations with her home board superintendent and CBO as well as Superintendent Hay. She said after a meeting last Thursday, she spoke with one of their counselors, Cheryl Marshall, who is very excited about the CCOC program. She said she attended the Kiwanis's Turn-around Scholarship awards in Los Gatos and one of the students receiving the award was a Los Gatos High School student in the Veterinary program at CCOC. She plans to be a vet and shared her story and said that without CCOC she would not have been where she is today including getting an internship this summer. She said Ms. Marshall asked if she could still send students to CCOC and she continues to promote the program; however, she is concerned about juniors who may be attending and what will happen to them after Los Gatos-Saratoga withdraws. She said she knows there is no issue with seniors. She said she understands that Superintendent Mistele has said they plan to do more promoting of the programs at CCOC to try and get more students enrolled this year. She said the dilemma is trying to promote the program; however, depending on the funding model, Los Gatos-Saratoga will withdraw. She said she is asking the Governing Board to consider, as a back-up plan, allowing the junior students to finish their senior year at CCOC at a fair formula amount to be determined by the Governing Board. She asked the Governing Board to also take into consideration that Los Gatos-Saratoga would not be receiving any equity from the withdrawal until the JPA dissolves. She respectfully asked the Governing Board to consider the option so they can continue to promote the programs to the students at her home district.

Superintendent Hay: He said that tied into the question of the funding model and once there is a funding model, what would be the policy of the district for non-JPA districts outside of our service area in terms of sending students to the center. He said the Governing Board may want to treat Los Gatos-Saratoga slightly different because they have made an investment in the center.

Member Gordon: She said she agreed.

Superintendent Hay: He said the policy would need to be applied to any district and not just Palo Alto. He said there are other districts from the northern part of the county that have inquired about sending students and he said people are seeing the center as a regional delivery program. He said he sees it as a regional program and he would like to be able to serve students throughout Santa Clara County that would like to take advantage of the services and come here if there is space to do that. He said the participating districts could fill the seats with their own students, and that should be the priority going forward.

President Chang: She said another thing to help with the funding model process will be the appraisal. She said according to the agreement, the withdrawing party has to pay for the appraisers and the report will provide the value of the real estate, equipment, etc. and it will help the organization have a better understanding of the net worth of the organization and it should be taken into account as part of the investment Los Gatos-Saratoga has made in the district.



Superintendent Hay: He said moving forward without voting; he has heard a consensus to hold a joint meeting and he asked if there was any objection to bringing in School Services to facilitate the process. He said not hearing any objections; he would bring a proposal back to the September 12 meeting with School Services with a contract.

President Chang: She asked if it would be easier to have a joint meeting on the Wednesday prior to a regular meeting without a closed session beginning at 4:00 PM

Member Garcia: He said he would recommend that someone figure this out as there will be a number of calendars to work out and it could be a major task.

President Chang: She asked what the timeline would be to have a joint meeting.

Superintendent Hay: He said he would contact School Services to see how soon they could get on board to assist with the process. He said the EC wanted to have the meeting the later part of September.

### **XIII. ACTION ITEMS AND REPORTS**

#### **BOARD AND ADMINISTRATION FUNCTIONS**

##### **20. Action Item: Report to the Board; Ad-Hoc Committee; Process for Recruitment and Selection of a New Superintendent**

Superintendent Hay: He said this was a report to the Governing Board from the Ad-Hoc Committee, President Chang and Member Garcia, who met, discussed, and reviewed the recommended process for the recruitment and selection of a new superintendent.

Member Gordon: She said she was interested in hearing from the committee on what factors they considered and how they came to the conclusion of using a search firm and what other course of options did they have on the table.

President Chang: She asked if this was in terms of using a search firm instead of an in-house person.

Member Gordon: She said there are many different ways to do this and it is not always using a search firm and she was interested in how you decided on this course of action.

Member Garcia: He said he supports the action based on his recent experience in hiring a new superintendent. He said the process was a lot more manageable and well organized. He said they discussed how important it was to have the community and the staff on board so they feel part of the process in picking a new superintendent. He said one of their major goals was to ensure this would be part of any process in selecting a search firm.

President Chang: She said they also made reference to the process they went through when Tim Hallett was hired and the timeline that was used previously. She said everyone has hired a superintendent and it was the basis they had and it was her impression from last time that it was a good process.

Vice President Bobay: He said the recommendation follows closely with the process recommended by Santa Clara County and CSBA.

Member Gordon: She thanked the committee for the comments and said she was not questioning the conclusion, she just wanted to understand how they came to the conclusion and she said for such a narrow niche superintendent, it was the way to move forward. She said in general for most districts, she didn't have the confidence in the committees as some of the others

may have and there have been many superintendents that have not been a good fit for a district. She said she didn't think that would be the case at MetroED. She said since she has not gone through this type of process, she was interested in the committee's thoughts. She said the comments that this was how you brought Mr. Hallett onboard, speaks volumes for how it works in this organization.

President Chang: She said if the Governing Board agrees in the process, the next step would be request for proposals (RFP) from search firms.

Superintendent Hay: He said the timeline shows the Governing Board would review the RFP documents at the September board meeting and direct staff to move forward with the process and interview the finalists for the recruitment at the October board meeting and make the selection at the November board meeting. He said he didn't see a committee other than the Governing Board to interview the finalists for the position in the timeline he reviewed.

President Chang: She said it could be an open process to interview.

Member Gordon: She said she thought there was one step missing and that was the Governing Board is not listed in coming up with the characteristics of what the Governing Board is seeking in a superintendent. She said it was the Governing Board that would be hiring the superintendent. She said the Governing Board should have a good idea of what they are looking for and it may not take a lot of time to write down the characteristics.

Member Garcia: He said the committee thought that the consultant or advisor would be sitting down with each board member individually at the beginning of the process.

Member Gordon: She said she had not used a search process before and she did not realize this was part of the process.

President Chang: She said the timeline refers to the week of February 20 as the advisor meets with the board members to approve the proposed superintendent file and they will also be meeting with us.

Member Garcia: He said the profile is always approved by the Governing Board.

Member Herrera: He said this is another opportunity for the Governing Board to have input.

President Chang: She said the committee did discuss MetroED is a unique school district and getting candidates that recruiting firms usually recruit may not work for this district. She said she hopes with Superintendent Hay and the Governing Board's network, there will be a good pool of candidates.

Member Gordon: She said another issue that we are going to be fighting is that we don't know if we are going to have money to fund the organization and it could have a significant impact on people applying.

Member Canova: He said depending on the search firm, they do have candidates they call on for these positions. He said you need to look at the search firm and then look at the background of the principals of the search firm and you will notice the pool of candidates have relationships with the principals of the search firms.

Member Garcia: He said one of the things that they were really clear about was looking for a person who has a passion and commitment for career technical education; not just a good CBO, not just a good curriculum person or people person but somebody who knows about career technical education and also has JPA experience and working with other districts. He said one of the issues here has been bringing people together and coming to a consensus. He said he thought each board member would have some very unique characteristics they would like to see

in a superintendent. He said he didn't think the search firms would be able to pull someone out of the pocket to meet the criteria that we are going to be looking for.

Vice President Bobay: He said that this is not a district. He said this is an organization formed by districts, it is not a district and he asked if we were looking for a district superintendent or someone who understands both.

President Chang: She said also someone who understands regional occupational programs (ROP) and JPAs.

**MOTION**: The Governing Board moved to approve the ad-hoc committees' recommendations and requested the Superintendent provide a draft request for proposal to review at the next Governing Board meeting. M/Garcia, S/Herrera; Vote: 6 Ayes, 0 No

Member Gordon: She thanked President Chang and Member Garcia for the time they spent on the committee to bring a process forward.

President Chang: She thanked Althea Polanski for assisting with finding the documents for the search and Superintendent Hay which was a team effort.

**21. Action Item: Amend Employment Agreement with Superintendent**

**MOTION**: The Governing Board amended the agreement between MetroED and Superintendent Paul Hay. M/Garcia, S/Herrera; Vote: 6 Ayes, 0 No

Member Gordon: She said she wanted to make it clear for the record that this is not a change in compensation. She said there was a portion of the contract that was not clear and it is a change in wording and clarification purposes only.

**22. Action Item: Amend Employment Agreement with Chief Business Officer**

Member Gordon: She said she wanted to make the same comments as on the previous item as it is not a change in compensation and it is for clarification purposes only.

President Chang: She said that this is also to make sure there is consistency between the classified and administrative groups regarding vacation days.

**MOTION**: The Governing Board amended the agreement between MetroED and Chief Business Officer Lynn Orong. M/Herrera, S/Garcia; Vote: 6 Ayes, 0 No

**23. Action Item: Approve Management Salary Schedules, Including Contract Management: Fiscal years 2010-11, 2011-12, and 2012-13**

Superintendent Hay: He said the Governing Board has previously approved the administrator salary schedules and the contract employee schedules, but they have not been shown on the same document. At the suggestion of CalPERS, the proposal is approve, for the three years in question, the administrator salary schedules, to include salaries for contract employees.

**MOTION**: The Governing Board approved the salary schedules for certificated and classified management for fiscal years 2010-11, 2011-12, and 2012-13. M/Gordon, S/Garcia; Vote: 6 Ayes, 0 No

**24. Action Item: CSBA Nomination for Directors-at-Large: Asian/Pacific Islander and Hispanic**

Superintendent Hay: He noted CSBA was requesting nominations for directors-at-large and the Governing Board may or may not choose to make nominations.

President Chang: She noted there were no nominations from members of the Governing Board.

**25. Action Item: Consider Adoption of Resolution #01-08-22-12 to support Proposition #38, *Our Children, Our Future: Local Schools and Early Education Investment Act, on the November 2012 ballot***

Superintendent Hay: He said at the June 27 meeting, the Governing Board adopted resolution #15-06-27-12 to support only Proposition # 30, the *Schools & Local Public Safety Act*, and the board postponed action on Proposition # 38 until there was more information and to provide time for the Governing Board to discuss the pros and cons with their local boards prior to taking action at this meeting. He said CSBA recommends adopting the resolution to approve both and he did say Los Angeles Unified adopted both today and they represent one in ten of students in K-12 education.

Member Gordon: She said since the last meeting, they have had the opportunity to discuss this at Campbell and she is prepared to support proposition 30 and not necessarily proposition 38. She said there was a general consensus that they would support proposition 30 and they adopted a resolution in support.

**MOTION:** The Governing Board adopted Resolution #01-08-22-12 to support the *Our Children, Our Future: Local Schools and Early Education Investment Act*. M/Garcia, S/Herrera; Roll Call Vote: 5 Ayes, 1 No (Gordon)

**BUSINESS AND FINANCIAL FUNCTIONS**

**26. Action Item: : Adopt Resolution #02-08-22-12 Authorizing Designated Management Personnel to Sign Orders Upon the Funds of the District for the FY 2012-13**

**MOTION:** The Governing Board adopted Resolution #02-08-22-12 to Authorize Designated Management Personnel to Sign Orders Upon the Funds of the District for the Fiscal Year 2012-13 (Superintendent Paul Hay, Chief Business Officer Lynn Orong, Director of Fiscal Services Keiko Mizuno, and Director of Human Resources George T. Mullin). M/Gordon, S/Garcia; Roll Call Vote: 6 Ayes, 0 No

**27. Action Item: : Adopt Resolution #03-08-22-12 Authorizing Designated Management Personnel to Sign Official Electronic Funds Transfer Forms of the District for FY 2012-13**

**MOTION:** The Governing Board adopted Resolution #03-08-22-12 to Authorize Designated Management Personnel to Sign Official Electronic Funds Transfer Forms for the Fiscal Year 2012-13 (Superintendent Paul Hay, Chief Business Officer Lynn Orong, Director of Fiscal Services Keiko Mizuno, and Director of Human Resources George T. Mullin) and authorize the filing of said signatures with the County Controller's Office. M/Garcia, S/Gordon; Roll Call Vote: 6 Ayes, 0 No

**28. Action Item: Adopt Resolution #04-08-22-12 Authorizing the District to Purchase off Contracts Awarded by other Public Agencies**

**MOTION:** The Governing Board adopted Resolution #04-08-22-12 to authorize dis. M/Garcia, S/Gordon; Roll Call Vote: 6 Ayes, 0 No

**PERSONNEL FUNCTIONS**

**29. Action Item: Approve Resolution #05-08-22-12; Resolution to Reduce or Reassign Classified Workforce**

Superintendent Hay: He said the position is vacant under resolution #05-08-22-12.

**MOTION:** The Governing Board approved Resolution #05-08-22-12 to eliminate the equivalent of 0.50 FTE classified position. M/Garcia, S/Bobay; Roll Call Vote: 6 Ayes, 0 No

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

##### MAEP Principal Suzi Glass

- She welcomed everyone back and said they had a terrific start to the new school year.
- The ESL classes are healthy and several of the morning and evening classes are full with a short waiting list. She said the afternoon classes are lighter which is typical for the program. There will be assessment testing next week to begin students to fill the classes.
- All Adult Basic Education (ABE), GED, high school diploma, and Independent Study Program (ISP) are full and have waiting lists.
- The Medical Assisting class is over full due to three students that will be going to externships. The externships happen throughout the year and the class will average out as students complete modules for graduation from the program.
- Kitty Stenson, long-time ESL instructor, has taken on the ESL Curriculum Specialist position vacated this summer.
- Jo Ann Van Ballegooijen is back as the evening Assistant Principal.
- ISP Curriculum Specialist Shirley Atkins and Principal Glass have done orientations for six new volunteer tutors and there are several others who will be returning and completing their paperwork in the next several weeks. She said there are several teachers who are requesting their services.

##### CCOC Director Fox

- The new student orientation and barbecue held on June 20 for the first time was well attended with over 1,200 students. He said it was one of the best events he had ever seen. He said there were displays set up in the Hub. There were over 1,000 t-shirts given out to students and if they wore the t-shirt the first day of school, they received an ice cream bar. The event was paid for through an SB 70 grant for marketing the program.
- This summer there were three Foothill College academies held on campus and CCOC students were able to attend for free and receive credits; Child Care, Business, and EMT.
- A Medical Terminology, Law Enforcement, and Life Skills classes were held for Job Corps.
- Culinary and Office Assisting classes were held for the CalWORKs students. The Culinary class provided the lunches each day for free to the students through the grant for Foothill College.
- He said next summer, there will be five academies held on campus where CCOC students receive priority.
- He said there were 11 students in Culinary Arts that opted to take the state certification text and everyone passed with an average grade of 87%.
- He noted there were several construction projects on campus including vacating building 100 at the end of school to begin the renovations. Classes were moved back into building 600 with the completion of the renovation.
- He said staff returned on August 13 for meetings and held staff development on August 14 by Alyssa Lynch from the Santa Clara County Office of Education on CTE.
- He said enrollment is up from last year even though we are down two sections (Multimedia) and there are 1,966 students which average about 31 in each section; 32 sections in the morning class and 33 sections in the afternoon.
- A former student of Jeff Schmidt, Video Production, is an intern (Jimmy Kimball) for CBS and he did a single interview for the Voice and he is working in Los Angeles.
- He said the focus this year is on partnerships in the community and going forth with the theme that students can do both, College and Career and it will be on the back of the t-shirts.

Member Gordon: She asked Director Fox if he could clarify the total number of sections and the average of students per class.

Director Fox: He said there are 1,966 students and there are 31 sections in the morning and 32 sections in the afternoon for a total of 63 sections and it averages out to about 31 students per class. He said some classes have more students and some less. He said he still has classes that have low enrollment and all of the back-to-school nights are posted for teachers and representatives to attend.

Member Gordon: She said if the board members could receive a list of the classes that are light in enrollment, she will see what she can do at her local district to promote the classes.

Director Fox: He said there are seven classes that received letters that their classes are low, he asked Althea Polanski to send it out to the board members.

Member Gordon: She said these are still the classes we had concerned about previously and Director Fox said yes.

President Chang: She asked about counselors from the districts.

Director Fox: He said there are two program representatives that will be focusing on the students at the high schools and increasing the enrollment.

President Chang: She said for Los Gatos-Saratoga UHSD there are 22 students attending.

Director Fox: He said the program representatives are working at Los Gatos High School to recruit other students.

Superintendent Hay:

- He said one of the benefits for CCOC students are the relationships that CCOC has with employers in the area, which is also a major push this year. He said the Navy has been extremely impressed with the center, and they have invited us to participate in their Navy Educator to Sea program. He said CCOC Assistant Principal Justin Locketz accompanied him to tour the aircraft carrier USS John C. Stennis, paid for by the Navy, on July 6-8 out of San Diego. He shared the experiences and the unique opportunity it was to see these young men and women in their early twenties operate a carrier. He said the Navy came and invited teachers here at CCOC to participate as well as an invitation to board members. He said there were two board members from San Francisco Unified that attended as well and they will be touring CCOC with their board president in the next several weeks.
- He said there was no legislative update in the packet as the legislature was not in session. However, SB 275 has been held in appropriations and it will not move forward this year. AB 18, Weighted Student Formula, has been amended to require a study with a recommendation to be brought back in April 2013 on how to fund education after flexibility.
- He noted at the dais was a brochure developed to help market CCOC to high school students and it was vetted through students who had attended the Foothill Business Academy.
- He provided a copy of the Career Technical Education Initiative for Santa Clara County document developed by the SCC Office of Education to provide support to the high schools and districts. He read a paragraph from the letter inside the document from the new Superintendent of Schools Xavier De La Torre.

President Chang: She said she liked the CCOC brochure, Career and College, both not one. She asked about the report from Director Fox for recruitment and if we are sending student representatives to the high schools when the presentations are made by the program representatives.

Director Fox: He said they do use the students that are attending their home high schools to help with recruiting during lunch time and other times during the day when the program representatives go out to the sites.

President Chang: She said when the Governing Board met with the students they said hearing from their peers was more convincing than hearing about the center from others. She asked if there was anything set up for Los Gatos High School and if CCOC knows the date of the back to school night.

Director Fox: He said he didn't know if a date had been provided to CCOC; however, he has posted any of the dates as they are received for teachers and support staff to attend.

## **XV. BOARD COMMENTS**

### Member Gordon:

- She said she would eventually like some additional information on class counts and the majority of the classes are averaging 31 and there are seven classes that have lower enrollments. She said when we are discussing expanding the programs and the number of students participating, it leads her to believe that we have the ability to add sections if we had more students. She didn't know if that was an incorrect statement and she said it didn't have to be addressed this evening.
- Director Fox said there was an average of 31 per class and with ADA even with CAHSEE, STAR, other testing, and absenteeism, CCOC averages about 86%. He said in each district there are differences in participation and Campbell UHSD had 102% participation. He said next year he anticipates having over 2,000 students and the next area of concern is retention and keeping the students at the center.
- President Chang asked how you could get 102% participation.
- Director Fox said it was the percentage of what they were allocated.
- Member Gordon said for the sake of the rest of the Board Members, she would arrange time to meet with Director Fox and Superintendent Hay to have a more detailed conversation.

### Member Canova

- He welcomed everyone back to a new school and he said he was sure it would be a great year.

### Clerk Garcia:

- He said his home district had done a survey regarding a bond and they would be going out for the bond in November and one of the things that really resonated with his community was a need for more career technical education. He said on Measure H (bond for November ballot) they were very clear with the wording that funds will be going to improve the career technical education of students in the San Jose Unified School District. He said there were questions earlier of where the money would come from for the center and it may come from San Jose Unified.

### Vice President Bobay:

- He welcomed everyone back and he said in Milpitas Unified there were two board members up for election and an appointee up for a short term election. He said the two regular board members ran unopposed, including himself, and do not need to go through an election. He said there will be an election for the short term appointment they had made for Danny Lau.

### President Chang

- She welcomed back everyone and said she was able to attend the last day of the Foothill Academy paid through SB 70 funds along with Member Garcia and she said Foothill College had sent their entire administrative staff as well as the college president. She said the college president was very proud of the program and they took a tour of the programs and were very complimentary of the facility. She said the center is a hidden treasure and it made her very proud to hear the comments and she thinks this will help get more students here for career and college.

**XVI. OTHER MEETINGS**

President Chang: She noted the next regular meeting will be on September 12, 2012 at 7:00 PM with closed session at 6:00 PM.

**XVII. ADJOURNMENT**

President Chang adjourned the meeting at 8:50 PM.

A handwritten signature in black ink, appearing to be 'Richard Garcia', written over a horizontal line.

Richard Garcia, Clerk of the Board