

METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes
October 12, 2011

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 Canova at 6:00 p.m., in CCOC Room 819, San Jose, California, for closed session.

All Members present, except when noted "absent:

Frank Biehl	East Side Union High School District
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

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 Canova at 7:00 p.m., in CCOC Room 806, San Jose, California.

III. REPORT OF CLOSED SESSION ACTIONS

President Canova reported no action was taken in closed session regarding the Superintendent's Evaluation; Pursuant to Government Code: 54957 and Public Employee Discipline Dismissal / Release, Pursuant to Government Code: 54957.

IV. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Biehl.

V. ADOPT AGENDA

MOTION: It was moved to adopt the agenda with Item # 14 moved to Special Order of Business. M/Biehl, S/Bobay; Vote: 6 Ayes, 0 No

VI. RECOGNITIONS

Recognition of Individuals who have "Raised the Bar!":

Superintendent Hay recognized Martha Larson, Systems Support Specialist, for her work in organizing the process for the archiving of permanent student records. Martha worked with BMI Imaging to archive more than one million of the District's most vulnerable student records, including 2,500 payroll records (hourly teacher time sheets), and 239,370 student records that were on microfilm rolls and other paper records.

Superintendent Hay recognized Keiko Mizuno, Fiscal Services Director, for Keiko Mizuno has found that difficult balance between customer service and gatekeeper with constant communication to administrative staff and program personnel. In 2009, Keiko started sending out a "Business Update Newsletter" to keep administrators, office managers, and key staff informed. The newsletter provides valuable information on procedures, changes to laws, fiscal year closing dates, etc. The newsletter has been so well received Keiko began providing a monthly update. The newsletter has been instrumental in helping both the District and its employees limit its risk exposure.

VII. STUDENT REPORTS

- A. CCOC Student – Dean Peter Vrabel introduced former CCOC student, Brett Barker.

Brett Barker: He shared how appreciative he was of MetroED and CCOC allowing the Breathe Easy Ride fundraiser for Cystic Fibrosis to be held on campus for the past two years. He said last year they raised \$16,000 and this year they are over \$23,000. He shared that he was a student in Robert McTaggart's Auto Body class when he attended at CCOC. He thanked the staff and District for their support. He said there are less than 100,000 victims of CF in the nation so it is considered an orphan disease and not a government funding priority. He said ninety cents of every dollar raised goes to research to fight the disease. He explained he had a double lung transplant six months ago due to the disease.

President Canova: He asked when the planning process would begin for the next event.

Brett Barker: He said it usually begins in January and gets more intense as the year progresses. He also noted the sponsors of the event.

- B. MAEP Student – Assistant Principal Suzi Glass introduced Benjamin Lopez, in the Advanced English-as-a-Second Language (ESL) class.

Benjamin Lopez: He was born about 20 miles north of Mexico City and raised without a father. He said took English classes for a few months about 10 years ago; however, he quit after he found a good job and he was doing well. He said after losing a long time job, his first priority was to find another job; however, he realized he also needed to improve his language skills. His goal now is to continue his education and then get enough money to open his own restaurant. He began classes on August 15 at MAEP.

VIII. SPECIAL ORDER OF BUSINESS

Superintendent Hay introduced Bob Beaulieu, Director of Information Technology, to provide a report on Archiving Permanent Records, Item # 14.

Bob Beaulieu: He said procuring funds for archiving permanent student records is a problem for many school districts. He said student records are typically stored in paper format in storage bins or portables and are subject to high heat and humidity and exposed to the risk of fire and water damage. He said both the CCOC and MAEP maintain their own student records for three years. Permanent student records are sent to the Information Technology (IT) Department for archiving and retention. MetroED began a three phase approach with BMI Imaging Systems for archive permanent records. The first phase was to identify and convert the most vulnerable records. MetroED has 28 million permanent records going back to the 1991-92 school year. Martha Larson has been working with Robert Kyhn, Executive Vice President of Sales, BMI Imaging Systems, to complete Phase 1.

Martha Larson: She explained MetroED has unique student records where a student may begin as a concurrent student and then attend classes at CCOC and then at MAEP at various times over the years as was shared by the MAEP student speaker this evening. She said it was very important to provide the records as quickly and as accurately as possible and she is very proud of the decision to move to archiving. She says, as Registrar for the District, she strives to provide same day or next day service as many of the requests are time sensitive for job applications, etc.

Robert Kyhn: He shared BMI Imaging was founded in 1952 in Palo Alto and the process used to convert the records to a format that allows for easy access to the records. He also explained the records are stored by the company in a secure location.

Vice President Chang: She asked Mr. Kyhn if they archive records for other districts.

Kyhn: He said BMI does other school districts; i.e. Sacramento USD, Modesto.

President Canova: He asked if the database was secure.

Kyhn: He explained the founder of BMI was an FBI agent and security is very important for the company. He said BMI does everything possible to ensure the security of all documents.

Vice President Chang: She asked what the District was paying for the service.

Beaulieu: He said the District paid \$25,000 for Phase 1 to convert approximately 1 million records.

Superintendent Hay: He said the District has in the budget approximately the same amount for this school year for Phase II.

Kyhn: He said the software allows for redacting of records for security and the redaction can be permanent or allow for redacting to print the record and maintain the integrity of the document.

Beaulieu: He said the District will also archive personnel records as well as the student records.

Kyhn: He said there are many companies that utilize the service to archive records in Human Resources and Finance.

Clerk Bobay: He asked where the District was in the project at this time.

Beaulieu: He said Phase 1 has been completed and the District is now working on Phase II to index the rolls that have been converted. He said Phase III will be to scan approximately 428 boxes of paper records.

Clerk Bobay: He asked if the District has evaluated the critical nature of the records and the requirement to keep the records.

Martha Larson: She said there are a variety of different records due to the nature of the different programs at MetroED. She noted at a regular high school the student will typically complete the classes; however, students attending MetroED may attend multiple classes over different periods of time. She said there have been different student systems utilized and the District is now merging all the records together to be able to provide transcripts in a more efficient and timely manner.

IX. PUBLIC COMMENTS

President Canova: He noted that there were no requests to speak under public comments.

X. APPROVAL OF MINUTES

1. Action Item: Approval of Minutes of Regular Board Meeting of September 14, 2011.

MOTION: It was moved to approve the Minutes of the Regular Board Meeting of September 14, 2011. M/Garcia, S/Biehl, Votes: 6 Ayes, 0 No

XI. CONSENT CALENDAR

Member Gordon: She requested Item # 3 be removed from the consent calendar for discussion.

MOTION: It was moved to approve consent items # 2 through # 10 with the removal of item # 3. M/Biehl, S/Gordon; Vote: 6 Ayes, 0 No

BUSINESS AND FINANCIAL FUNCTIONS

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

The Governing Board approved warrant registers #62011290-#62011340, dated September 7, 2011; #62011341-#62011383, dated September 14, 2011; #62011384-#62011419, dated September 19, 2011; #62011420-#62011469, dated 62011470, dated September 22, 2011; #62011471-#62011545, dated September 28, 2011.

3. Action Item: Approve Agreement for Evening Campus Security Services-Tam Alex Protection Services, \$12,800

Member Gordon: She said since there were security services before, the amount of the contract is reasonable and in order.

Superintendent Hay: He said we did competitive pricing; however, we did not have evening security services previously for adult education at the back of the campus. He said with the programs consolidated on this campus, there are more students on the campus in the evening, creating a greater need for enhanced security.

Member Gordon: She said her next question deals with insurance and she asked if it was reviewed by the District's insurance company. She felt a \$1 million in coverage is light for this type of service. She noted she carries \$2 million personal liability for herself and asked what the standard was for contractors.

Fiscal Services Director Mizuno: She said the standard is \$1 million and for small companies they will not usually compete for business if they are required to have more than a \$1 million policy.

Member Gordon: She said you are saying most small companies cannot afford larger policies and the District is willing to accept the \$1 million as the amount. She said she was not going to vote against the agreement but she felt the amount was light for this type of agreement. She said it doesn't take too much in a serious medical situation to get to \$1 million.

President Canova: He said it seems Ms. Mizuno was saying for these types of businesses they are not willing to complete for the business if the amount of insurance is too high.

Superintendent Hay: He said the District had this reviewed by our attorney about three years ago and the contracts were developed by the attorneys. He said it would be good to take another look at the amount of the coverage and the District would be happy to do that, and bring a report back to the Board.

Member Bobay: He said it may cost between \$300 and \$400 for this type of coverage per year and what is considered a lot of money can be subjective.

Member Biehl: He said if there was a claim against this company, they would be liable for the first million dollars, then at what point does the District's insurance begin and what insurance coverage does the District have as part of a JPA and when are the participating districts exposed to liability. He said the questions Member Gordon was asking were legitimate questions from a Board and to ask those questions when we review these types of agreements.

Superintendent Hay: He said they were excellent questions and staff would be happy to come back with a report on our insurance, secondary coverage and the amount of coverage and address the questions asked this evening.

Member Biehl: He said he would be interested in hearing a report and these issues come up in his home District and as a part of the JPA and at some point we are responsible and it is good to understand prior to getting involved in any lawsuits, etc.

Member Gordon: She said under liability policies, there is usually a decent self-insured retention on liability,

Member Biehl: He said he would think the Board would be interested in other contractors with \$1 million coverage, the liability, and what would be covered if something would happen. He said he thought it was important to have a look at the issue with a report back to the Board.

Vice President Chang: She said the agreement is dated today and she said it started on August 22.

MOTION: It was moved to approve the agreement with Independent Contractor Agreement for Special Services with Tam Alex Protection Services (TAPS). M/Chang, S/Gordon; Vote: 6 Ayes, 0 No

***4. Action Item: Adopt Budget Calendar & Budget Guidelines for 2012-2013 Budget Advisory Committee and Calendar**

The Governing Board adopted the Budget Calendar, Budget Guidelines, Budget Advisory Committee and the Budget Advisory Committee Calendar for development of the fiscal year 2012-13 budget.

***5. Action Item: Accept Donations**

The Governing Board accepted the donations listed in the agenda packet on behalf of the district.

PERSONNEL FUNCTIONS

***6. Action Item: Classified Personnel**

The Governing Board approved the one re-hire, promotion for the 2011-2012 school year.

INSTRUCTIONAL AND STUDENT FUNCTIONS

***7. Action Item: Williams Uniform Complaint Procedures Report**

The Governing Board approved the quarterly report for the period of July 1 through September 30, 2011 for the Williams Uniform Complain Procedures and noted there were no complaints filed.

***8. Action Item: California Fire Fighter Joint Apprenticeship Training Committee (JATC) Agreement**

The Governing Board approved the agreement with the California Fire Fighter Joint Apprenticeship Training Committee (JATC) for the 2011-12 school year.

***9. Action Item: Memorandum of Understanding (MOU) with Foothill-De Anza Community College District (WIP Grant #10-296-422)**

The Governing Board approved the Memorandum of Understanding (MOU) with Foothill-De Anza Community College District (WIP Grant # 10-296-422) for the 2011-12 school year.

***10. Action Item: Memorandum of Understanding (MOU) with Foothill-De Anza Community College District (WIP Grant #10-140-422)**

The Governing Board approved the Memorandum of Understanding (MOU) with Foothill-De Anza Community College District (WIP Grant #10-140-422) for the 2011-12 school year.

XII. INFORMATION ITEMS

11. Information Item: Quarterly Investment Report as of 6/30/2011

Superintendent Hay: He said this is a standard report and it is no longer required to be reported; however, it is good fiscal practice to provide the information for the Board, and we continue to do so.

Member Biehl: He said this was just for information unless there is a question from the Board.

Vice President Chang: She noted the investment is doing relatively good considering the economy. She asked if the District invests outside of the county.

Superintendent Hay: He said no, the District only invests through the county investment pool. In the past, we had also invested through the Local Agency Investment Fund at the state, but found that the county investment pool was providing higher returns.

The Governing Board reviewed the MetroED Board Quarterly Investment Report as of 6/30/11.

12. Information Item: CCOC 2011-12 Program Quality Assessment Report

Superintendent Hay: He introduced CCOC Dean Peter Vrabel to make the presentation for CCOC Director John Fox.

Dean Vrabel: He noted the PQA program is an evaluation by the instructor on their program and the relevance of the program based on the 10 criteria provided in the agenda packet. He said the instructor meets with administration to develop and action plan with timelines to improve those areas that may need attention. He said this has been done previously and it is a method to keep the programs up-to-date.

Member Garcia: He asked if there was anything being done differently than had been done before.

Dean Vrabel: He said the same format is being used as has been done before to keep the programs current.

Superintendent Hay: He said it has not been done for the previous two years. It is being brought back this year and is part of the CTA collective bargaining agreement. He said the format has not changed.

Member Garcia: He said once the process is completed, what is the process for using the information. He said if the information is not used it is not relevant to go through the process and what will provide positive change for the programs.

Dean Vrabel: He said administration will look through the areas that need improvement with the teacher and then make a plan on the 10 criteria areas and a timeline for implementation.

Member Garcia: He asked if the Employer Advisory Board comes in to the PQA to provide input.

Dean Vrabel: He said they would provide input into the 10 areas to give feedback on the areas to improve.

Vice President Chang: She asked if the PQA was received positively by the teachers.

Dean Vrabel: He said the teachers have seen the document before and they understand why it is being used to improve the program.

Superintendent Hay: He said it is not an evaluation instrument on the teacher. He said it is a program evaluation and improvement document to assist in improving the programs offered.

Member Garcia: He said criteria number 4 is about academic preparation to ensure the curriculum meets the state standards. He said this is important as a lot of discussion on career technical training being compatible with graduation requirements of San Jose USD and East Side UHSD especially regarding A-G and they are looking to ensure the programs are meeting the state A-G requirements. He said this was very important to ensure all of the courses at the District are compatible so students will be able to use the classes towards their high school graduation requirements.

Superintendent Hay: He said as a point of clarification, A-G requirements are not addressed in this program evaluation. He said the courses do qualify towards the graduation requirements for a student at the district high schools. He said for the most part they do not carry A-G approval. He said there are two courses that are approved for the A-G requirements and the District is working to get three or four other courses approved. He said the courses do include state CTE model curriculum standards, which include applicable academics.

Member Garcia: He said he understood the courses are not A-G approved; however, the more we move towards meeting the A-G standards, the better program we will have.

Member Bobay: He asked if the PQA would be the tool to see if our courses satisfy the requirements.

Superintendent Hay: He said staff would be happy to bring back a report on the courses approved for A-G requirements and there was a presentation a few meetings ago regarding the process for getting approval for other courses. He said as the approval process progresses, staff will be bringing updates back to the Board.

Member Bobay: He said he wondered if this would be the place to begin the process on individual classes to look at meeting the A-G requirements.

Member Bieh: He said it is not just meeting the requirements in the curriculum, you must submit the courses to the University of California to get their approval. He said he was at a Career Technical Seminar and a representative from the university was there and explained it was more than just taking the course for approval. A district needs to make a case for the course based on their guidelines. He said it is definitely something the District should do even though it is not that simple. He did say the university said they will be approving more career technical education classes than they have in the past. He said there were 300 approved and now several thousand.

Superintendent Hay: He said they had approved about 300 three or four years ago and now there are approximately 10,000 approved. He said he appreciates the UC/CSU outreach as in the past they were not interested in approving CTE type courses.

Member Bobay: He said this may not be the place to do the approval; however, if you do have a course that may satisfy the A-G requirements, you may want to identify the one or two areas that would satisfy the requirement while evaluating the program.

Vice President Chang: She noted there was inconsistency in the fourth and fifth criteria on the PQA and for consistency it should be revised in the future.

Superintendent Hay: He is the document is subject to collective bargaining; however, it could be reviewed to ensure consistency.

Member Biehl: He asked if there was a systematic review of the classes to see which ones might have the potential with relatively minor modifications to make them acceptable for A-G approval.

Superintendent Hay: He said that is what the District is doing right now. He said this is not an area that has been looked at in previous years; however, it is a priority this year.

Member Biehl: He said there is value in reviewing the classes and it would be good if there were some classes that could meet the requirements.

13. **Information Item: Update on ROP Enrollment & Attendance Automation**

Superintendent Hay: He introduced IT Director Bob Beaulieu

Bob Beaulieu: He shared an update on the ROP Enrollment and Attendance Automation approved by the participating districts and MetroED on August 18, 2010. He shared there were approximately 16,000 students attending ROP classes at the home district high schools which required teachers to input attendance twice. He said due to a transition of San Jose USD and East Side HSD to a new student attendance system (Infinite Campus), they have not begun the process to convert to the new automated system. He said the other districts use Aires and have successfully uploaded ROP enrollment and attendance data.

Vice President Chang: She said the Board Members should go back to their home districts and ask to staff to upload the data on a regular basis.

Bob Beaulieu: He said it would be beneficial to do this. He said the purpose is to streamline the process, reduce duplication, and assist with timely payment to the participating districts. He said this saves time for the teachers and support staff.

Vice President Chang: She asked if there was a timeline for each district to submit the data to MetroED.

Bob Beaulieu: He said it was at the end of the reporting periods, P1, P2, etc. He said the goal is to get San Jose USD and East Side HSD on this system this year; however, there has been staffing changes in the IT Departments and MetroED has not been able to complete the transition. He thanked CCOC Assistant Superintendent Sylvia Evans for her assistance with working on the automation of data and Tu Ha at CCOC who enters all the data manually until we can get the conversion completed. He said the demographic information is helping MetroED with e-rate as well.

Superintendent Hay: He said the automation has taken pressure off the teachers and registrars at both sites and he hopes the Board will be supportive.

Vice President Chang: She said she would ask her superintendent what her home district is currently doing and ask the data be uploaded regularly.

Bob Beaulieu: He said it would be good to encourage uploading on a monthly basis.

Fiscal Services Director Mizuno: She said if it is done monthly, the payment for the satellite ROP attendance can be done on a more frequent basis, as well.

Member Bieh!: He said the issue with San Jose USD and East Side was moving to Infinite Campus and the issues dealing with a new student system. He said you believe that you can work with Infinite Campus in the near future.

Bob Beaulieu: He said MetroED is ready to begin the conversion now. He said we can work with their programmers to create the export file to get the data.

Member Bieh!: He said the issue is making it a priority at the two districts on top of the other issues they need to be working on. He said they are in the process of hiring a new IT Director in November. He said this is a good thing and he is happy to see it is working.

14. Information Item: Archiving Permanent Records

This item was presented under Special Order of Business at the beginning of the meeting.

15. Information Item: Legislative Update

Superintendent Hay: He reviewed the final analysis of the legislative session and the bills signed by the Governor and the addendum provided on the legislative update. He provided the final Assembly analysis to AB 189 that was signed as well as the final Assembly analysis on AB 1330. He shared that AB 165 and SB 547 were vetoed, and provided the Board with copies of the Governor's veto messages.

Vice President Chang: She asked if there was any reason why MetroED approved rather than supported AB 1304 (Linked Learning).

Superintendent Hay: He said that "Approved" means that MetroED is fine with the bill; however, we are not going to work hard for its passage. MetroED had requested that the bill include teachers with designated subject credentials, however, the legislature decided that was not important to them for the bill. A "Support" position means that we will actually work for the bill with letters of support, committee testimony and meetings with legislators.

Vice President Chang: She asked why AB 165 was vetoed by the Governor.

Superintendent Hay: He read the analysis explaining the veto of AB 165 regarding charging fees to students. The Governor vetoed the bill based on all the additional administrative requirements that would have been placed on districts, including reporting and audit requirements. He still supports the purpose of the bill.

Vice President Chang: She asked if it was likely there would be a similar bill coming back in the next legislative session.

Superintendent Hay: He said he believed there would be a bill because the settlement agreement between Doe (ACLU) versus the State of California basically requires legislation to implement the agreement. He expects the court to finalize the agreement in 2012 and the legislature to do legislation to implement the agreement. However, AB 165 would place onerous bureaucratic requirements on school districts.

Member Garcia: He asked about SB 547 and it doesn't mention the API in the bill; however, it does in the analysis.

Superintendent Hay: He said there was reference to other measurements and the Governor felt that was too much to include in the bill. He said the Governor's veto message provides us insight into the Governor's feelings towards education.

XIII. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

16. Action Item: Annual CALCP/CAROCP Conference

Superintendent Hay: He said this is the annual conference being held in San Diego and invited the entire Board to attend with the District picking up the cost. He said the conference will have a lot of good information on career technical education. He said at this point Member Garcia and Vice President Chang would like to attend which requires approval of the Board.

Member Biehl: He said he was unable to attend due to a conflict with an East Side UHSD Board meeting.

MOTION: It was moved to authorize reimbursement of expenses as noted in the District's Travel & Conference Procedures for MetroED Governing Board Vice President Chang and Board Member Richard Garcia to attend the annual CALCP/CAROCP Conference on November 15-18, 2011. M/Biehl, S/Gordon; Vote: 6 Ayes, 0 No

17. Action Item: Second Reading: Board Policies and Administrative Regulations; Tri-Annual Update

Superintendent Hay: He noted that the policies are included in the Board packets and he didn't receive any calls or recommendations to make any changes..

Member Garcia: He asked about the District Sponsored Social Media, AR 1114(b), where it notes staff will periodically review the web site and other media to ensure compliance. It says the sites are monitored and will be removed and he asked how often this is done and who does the review. He said students are making comments through Facebook and other media that is very detrimental to others. He also asked if students have access to our web site to post items.

Superintendent Hay: He said the District monitors our own web sites and social media. He said students do not have access to the District web site; however, there are class web sites and pages that are used for the students in the specific classes where they can post. The District also has a Facebook page where they can post.

Althea Polanski: She said Michelle Alaimo, Communications Specialist in the Superintendent's office, receives Google alerts any time MetroED, CCOC, etc. are mentioned. She said we have found items that were inappropriate and let the Superintendent know as well as monitor the District web site continuously.

Member Garcia: He said if the media calls and asks who does the monitoring and how often, who should be let them know to contact.

Bob Beaulieu: He said you can go to alert.google.com and type in key words like MetroED or CCOC, and Michelle Alaimo has done that so anytime anyone posts anything anywhere on the web, she receives an alert. He said if someone posts something inappropriate on the District's Facebook page, she can remove the post; however, she cannot remove something from someone else's site.

Member Garcia: He asked if we are comfortable that the alerts we get from Google are satisfactory.

Bob Beaulieu: He said yes and it may not be everyday; however, an e-mail will be sent letting Michelle Alaimo know there has been something relative to the keywords she has submitted.

President Canova: He said it is wonderful news that the District is looking at getting on Twitter.

Member Bobay: He asked if some of the information is considered class threads where the students can participate together on a specific subject and it is monitored by the instructor. The superintendent said that was correct.

MOTION: It was moved the Governing Board adopt the revised Board Policies and Administrative Regulations. M/Biehl, S/Gordon; Vote: 6 Ayes, 0 No

BUSINESS AND FINANCIAL FUNCTIONS

18. Action Item: Monthly Budget Update

CBO Gilbertson: He said the Fiscal Services Director Mizuno did a concise job in summarizing the changes.

MOTION: It was moved the Governing Board approve the budget changes included in the Monthly Budget Update for the period ended 9/30/11. M/Gordon, S/Chang; Vote: 6 Ayes, 0 No

19. Action Item: Architectural Services and Call for Bids: Building 700 Suspended Acoustical Tile Ceilings-Bartos Architecture, \$27,600

Vice President Chang: She said Bartos Architecture is not only doing the architectural work but also construction management.

Superintendent Hay: He said that was correct.

Vice President Chang: She said the District is getting added value by working with Bartos Architecture.

Mark Bartos: He said there can be a difference of opinion on construction management and he said the things Bartos Architecture does for the District he considers as architectural services.

MOTION: It was moved the Governing Board approve the Authorization to Proceed for Architectural Services with Bartos Architecture, Inc. in the amount of \$27,600 for the four CCOC building 700 acoustical tile ceilings. M/Garcia, S/Gordon; Vote: 6 Ayes, 1 No

20. Action Item: Architectural Services and Call for Bids: Building 100 Cosmetology Lab Construction-Bartos Architecture, \$52,370

Superintendent Hay: He said the cosmetology lab is being designed for 50 students and it will be filled based on the interest from the participating district high schools.

Vice President Chang: She wanted to take the opportunity to thank Bartos Architecture and staff for the excellent job they are doing to make the best use of the limited resources the District has.

MOTION: It was moved the Governing Board approve the Authorization to proceed for Architectural services with Bartos Architecture in the amount of \$52,370 for the CCOC Building 100 Cosmetology program lab and classroom. M/Chang, S/Biehl; Vote: 6 Ayes, 0 No

21. Action Item: Adopt Resolution #01-10-12-11, Fund Balance Commitment

MOTION: It was moved to adopt resolution #01-10-12-11 regarding Fund Balance Commitment. M/Gordon, S/Biel; Roll Call Vote: 6 Ayes, 0 No

XVI. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

MAEP Director Karp:

- She shared on Monday, CCOC Dean Peter Vrabel, MAEP Assistant Principal Suzi Glass, and CalWORKs Administrator Karen Enzensperger attended a Cyber Bulling conference at the Santa Clara County Office of Education. She said they will be getting on the agenda of an administrators meeting to share the information with others who were not able to make the day-long conference.
- She said she was able to see Computer Technology Careers students in Justin Locketz class do a preview of a presentation they will be doing for other students at CCOC. She has also invited them to provide a presentation to the adult education students who are the parents of students in middle and high school. She said she wanted to applaud the students for taking the initiative to speak in front of other students on a controversial subject.
- She said on October 4 and 5, MAEP had the first of the CAHSEE examinations here at the MC Village. There were approximately 30 students who took the English Language Arts and Math exams. She said the adult students were as nervous as high school students. She said last year 239 students took the CAHSEE and the adults passed with more than the state average. She said on the Math exam if they get 55% they are deemed proficient and 60% for the English Language Arts exam or a scaled score of 350 each. She said there is a combination of teachers and tutors to assist the students each year to prepare for the examinations.
- She said most of the classes at MC Village are full; however, there are two classes with small numbers and they will be closed in the next two weeks. She said there are wait lists for the high school and adult basic education classes and MAEP will open classes for these students using the hours from the closed classes. She said there are approximately 100 students on the wait list.
- Vice President Chang asked which classes are being closed.
- She said the two classes are Quickbooks and Office Skills in the evening.

CCOC Dean Peter Vrabel:

- The Employer Advisory Board Meeting is on Thursday, October 13. This fulfills the requirement of holding one Employer Advisory Board meeting per year. Employers, educators, and other stakeholders will attend the meeting with close to 200 to be in attendance.
- He congratulated Victoria Straubinger, Medical Assisting instructor, and her students for having the largest number of parents in attendance for the annual Back to School Night. Both the morning and afternoon classes will be treated to ice cream on October 19.
- He congratulations Fire Science/First Responder instructors Phil Gonzales and Oscar Tovar and their students for devoting 245 volunteer community service hours to 17 different schools and community events.
- He shared Business instructors, Peggy Nutz, Alice Rodriquez, and Sara Crowder, along with 7 female students will be attending the Conference for Women on October 13 in San Jose. The students will gather information and bring the information back to fellow students. Topics to be covered include: communicate like a pro, conflict management, assertiveness skills, learning to lead, and how to keep difficult people from ruining your day.
- There were 41 Small Business students who attended the EVC (Extreme Entrepreneurship Tour) at Evergreen Community College. EVC was launching their new Entrepreneurship Certificate program. Research shows that small businesses with fewer than 20 employees are responsible for 35% of all jobs in the nation's largest state.
- Seda Otto and her student assistants attended the following events: Day on the Bay sponsored by Supervisor David Cortese with 9 students; CTE Conference at the Santa Clara County Office of Education, with 14 students; Senator Elaine Alquist's Community Health Forum at the Mayfair Community Center in San Jose, with 28 students; and the Parent Engagement Conference at Yerba Buena high School, with 21 students.
- Mark Adams, Legal Careers instructor will be working with his students in a new venture, Peer Court which will provide real court cases that will be heard at on campus for young offenders. The students from the Probation & Legal Program will assist in courtroom duties.

- On Monday, Peter Vrabel, Dean, Eric Whitman, Animation instructor, and Chantu Nguyen, counselor, attended a workshop on cyber bullying. The three will present information at the November faculty meeting.

CBO Gilbertson

- He provided an update on AB 50 which the Governor signed that ensures employees of Joint Power Agencies are given collective bargaining rights under the Educational Employment Relations Act (EERA). He said the District has been under meet and confer; however, with the signing of this bill, the District will now need to sunshine formal proposals.

Superintendent Hay:

- He shared that preliminary volunteer procedures were implemented a few weeks ago. They are currently being reviewed by the District's attorney and a formal report will be brought back after the review.
- At the dais, he provided copies of the new organizational chart for the California Department of Education and the press release relating to the shooting which occurred on Monday on the street in front of CCOC.
- He will be attending the California School Boards Association (CSBA) Superintendent's Advisory Council meeting in Sacramento on Thursday.
- He will be attending the Foothill College Roundtable Breakfast Meeting hosted by Foothill's President Judy Miner on Monday, October 17 with CCOC Director John Fox, CCOC Assistant Principal Sylvia Evans, and MAEP Director Sylvia Karp. He said the purpose of the meeting is for President Miner and her senior staff to meet with area high school, adult education, ROP principals, and district superintendents to discuss current issues, strategies to improve communication, articulation, career program collaborations, and other topics of mutual interest.
- He said he had the opportunity with Probation and Legal Careers instructor to see a solid oak judge's bench and witness box that is being donated to the program by the Santa Clara County Superior Court in the next few weeks.
- The Master Business Relationship Agreements were distributed to the participating district superintendents. The MBRAs are on the board meetings for Santa Clara Unified School District on October 20 and Milpitas Unified School District on October 25. Member Biehl noted East Side Union High School District will be reviewing the MBRA on October 20 as well.
- On Monday, the San Jose Police Department closed the campus due to an officer-involved shooting on the street in front of the campus. He said the shooting did not occur on the MetroED campus and no students were on campus at the time. The shooting did not involve any students or staff. The campus was closed for the day by order of the San Jose Police Department so they could complete their investigation. He thanked the many radio stations who assisted in getting the word out that the campus was closed for the day and would reopen on Tuesday.
- He acknowledged and commended CCOC Dean Peter Vrabel, CCOC Administrative Assistant Kim Sanini, and MetroED Public Information Officer Michelle Alaimo for their professional responses to the situation on Monday. He reported that Peter coordinated with the sending high schools and First Student, the bus company, to ensure the students were not transported to the campus. Kim assisted in the office with answering telephone calls and contacting CCOC instructors. Michelle worked with the press who were predisposed to enhance the facts to make a story that wasn't there. She did a yeoman's job keeping most of the reporters from going off track. He said as with all unexpected emergencies, it provided an opportunity to improve our internal communication processes and systems, which we are currently working on.
- On October 6, Superintendent Bob Mistele, Los Gatos-Saratoga JUHSD, and Board Member Cynthia Chang had an extensive tour of CCOC.
- On Monday, October 17, Bobbie Plough, new Superintendent of Santa Clara Unified School District is scheduled to tour the CCOC campus.
- He met with Albert Beltran, Aide to Congressman Honda, on October 7 to discuss how MetroED might qualify for facilities modernization funding under President Obama's proposed Federal Jobs Bill.

XVII. BOARD COMMENTS

Board Member Garcia

- He thanked the superintendent for notifying the Board so quickly on Monday about the incident that happened outside of the campus.
- He attended the SCCOE CTE Conference and the main speaker did a wonderful job pulling things together on career technical education and the obstacles throughout the United States. He said it was one of the first times a speaker said one of the obstacles was cultural and the values in society about vocational education. He said this is an issue he has been addressing for quite some time. He can talk with people in the community about the wonderful program here at CCOC and then they tell me it is a wonderful program for 'those' students.
- He said this past weekend, he attended a conference by the California School Boards Association (CSBA) and he had the opportunity to speak with about eight Hispanic school board members from throughout the state and he brought up the issue of career technical education. He said they had blank looks on their face about what career technical education has to do with education. He said as they discussed more, the cultural issue came up and they said those type of programs track our students into vocations. He said there needs to be education to these school board members because they still think there is an either-or pathway; vocational training or college. He said they still think there is a committee somewhere that says to put all minority students in career technical or vocational education and they still think these are low paying jobs and they are dead ends. He said he was discouraged; however, it certainly encourages him to talk about this and it brought up the cultural issue and it needs to be turned around. He said he studied Anthropology as an undergraduate and he remembers one professor said you cannot change culture, it changes itself. He said it changes when all of the systems tend to move in that direction. He said from what we are hearing from educators, people looking at the number of students who do not graduate, the number of students who have PhDs and are now working in Starbuck's, he thinks there will be a shift. He said he thinks it will be out of necessity that career technical education will become more relevant in the United States
- President Canova said it was an important point Member Garcia made regarding a college educated person working at Starbuck's. He said there are a lot of young people who feel they have been betrayed by politicians and corporations because they are coming out of college with degrees and there are few jobs available; many jobs have been outsourced, and they have student loans that must be paid back. He said the college track today is no guarantee of success.
- He said yesterday he heard there was a job fair in San Francisco and one of those interviewing for manufacturing said there were thousands of applicants but he couldn't find anyone to hire with relevant skills, even though there were a lot of young college educated applicants.

Board Member Biehl

- He said he also attended the CTE Conference and the figures that stood out for him from the speaker was that 33% of the jobs today require a four year degree, 30% require some college or technical training, and 37% only require a high school diploma. He said it is the 30% the District needs to reach and we are a very important part of. He said the 33% are finding out they need some technical training with a degree. He said the District is doing important work here and we need to get the word out. The classes here are relevant and he is proud of the work being done here.

Vice President Chang

- She said her home district has officially hired Bob Mistele as superintendent and there will be a welcome reception on October 18 from 4:00 to 6:00 PM before their meeting at Los Gatos High School and she wanted to invite everyone. She said she knew Paul Hay would be attending.
- She thanked Paul Hay and CCOC Assistant Principal Tom Mullin for the informative tour of CCOC.
- She will be attended a CSBA Linked Learning Committee meeting on Friday in Sacramento and she thanked Paul Hay and Althea Polanski for the information provided on MetroED as well as she will be taking the annual report.

- She noted that Michelle Alaimo was a reporter in Saratoga so she has known her from before and she does a great job and she is a pro who knows the other side.

President Canova

- He said as everyone knew, Steve Jobs passed away; however he didn't know if everyone knew he had dropped out of college and what tremendous contributions he made to the world. He was worth about \$7 billion and he was a drop out. College isn't the only way to success.
- He said this is a special place where we live and there is a talent pool of people that is very exciting. He said there will be a lot of exciting things taking place over the next few years with the teachers and staff at MetroED.

Superintendent Hay

- He thanked Culinary Arts Instructor Nancy Joseph for allowing the Governing Board to use her classroom this evening. Board Members noted it was a very nice classroom and the superintendent shared it was due to Proposition 1D funding.

XVIII. OTHER MEETINGS

The next regular meeting is scheduled for November 9, 2011 at 7:00 PM with closed session at 6:00 PM

XIX. ADJOURNMENT

President Canova adjourned the meeting at 9:20 PM.

Daniel Bobay, Clerk of the Board