

# METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes  
October 13, 2010

## 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 Biehl at 6:00 p.m., in CCOC Room 810, San Jose, California.

All Members present, except when noted "absent:

Frank Biehl	East Side Union High 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
Marsha Grilli	Milpitas Unified School District

## II. DISCLOSURE OF "CLOSED SESSION" DISCUSSION ITEMS

A. Conference with Labor Negotiator Pursuant to Government Code: 54957.6(f)

District Negotiator

- Dan Gilbertson

Employee Organizations

- AFT
- CSEA
- CTA
- Unrepresented Employees

B. Superintendent's Evaluation; Pursuant to Government Code: 54957

## III. ADJOURN TO CLOSED SESSION

President Biehl adjourned to closed session noting there were no requests to speak.

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

The meeting of the Governing Board of the Metropolitan Education District was called to order by President Biehl at 7:00 p.m., in CCOC Room 810, San Jose, California.

## V. REPORT OF CLOSED SESSION ACTIONS

President Biehl: He reported there were no actions to report from closed session.

## VI. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Biehl.

## VII. ADOPT AGENDA

Superintendent Hay: He requested Item B under Recognitions and Item A under Student Reports be heard under Special Order of Business.

Member Gordon: She asked if items 2 through 12 were consent as some of them indicated they were action items. Superintendent Hay confirmed they were all consent.

**MOTION:** It was moved to adopt the agenda as amended. M/Garcia, S/Grilli; Vote: Unanimous

## VIII. RECOGNITIONS

### 1. Acknowledgement of Visitors

Superintendent Hay acknowledged Cari Vaeth, East Side Union High School District.

## IX. STUDENT REPORTS

- **MAEP Student:** Carolyn Richardson, Erikson Adult Education Center Assistant Principal, introduced Jennifer Mc Cauley who is a CalWORKs student in the Medical Assisting program.

**Jennifer Mc Cauley:** She shared her story of being a single parent and her son attends John Muir Middle School and how coming to the Erikson Adult Education (EKS) Center changed her life. She came to EKS two years ago after leaving a dysfunctional marriage for 15 years and being a stay-at-home mother. She began work delivering auto parts and then the store closed. She began GED classes in November 2009 and then began Dr. Safari's Medical Assisting class in January 2010. She said with the assistance of the staff, instructors and CalWORKs site representative, she graduated in June achieving her high school diploma (receiving mostly A's) and successfully getting her GED. She said she would not have reached her goal after 20 years without the support, dedication, and encouragement from the instructors, especially Sam Ajam. She applied for a course in Medical Front/Back Office at West Valley Community College and will be graduating in December 2010 and in January 2011 from Medical Assisting program at EKS.

**President Biehl:** He commented after hearing Jennifer's story, she was an inspiration and made the board's job feel worthwhile.

## X. SPECIAL ORDER OF BUSINESS

**Superintendent Hay:** He shared a short video from the Today show on Career Technical Education as part of their *Education Nation* series. CTE was represented by Jan Bray, Executive Director of Association for Career & Technical Education (ACTE). He introduced CCOC Director John Fox to introduce the staff involved with the student conferences.

**Director Fox:** He said the first of a series of student conferences were held in late September and early October. The Arts, Media and Entertainment student conference instructors included Jeff Schmidt, Ken Schirle, Richard Henson, and Eric Whitman. The Business and Finance student conference instructors included Peggy Nutz, Sara Crowder, and Alice Rodriguez. Mr. Fox said the student conferences were being paid through an SB 70 grant to be used specifically for marketing for the students and the conferences had no impact on the instructional budget.

**Jeff Schmidt:** He said the conferences were very successful and he had a short video to share after hearing from student speakers representing both conferences. He said they had industry experts from all over including Hollywood. He said the conferences would not have been possible without the support of Sylvia Evans, Seda Otto, Jan and Nancy Joseph.

**Keegan Derenia:** He said the conference was very good and he got a lot of inspiration to see all of the careers that are available when he graduates from stunt man to making music videos to becoming a graphic designer.

**Angeline Lopez:** She said it was a great experience and they also had networking opportunities on how to get hired for various careers and the students received email contacts and she was able to email one of the presenters and they emailed back the next day to provide a tour. She said it gave the students the opportunity to learn about the different careers.

Director Fox: He introduced the instructors involved with the Business conference; Peggy Nutz, Sara Crowder and Alice Rodriguez.

Sara Crowder: She said there were approximately 150 students in attendance and it was a great experience. Meriwest Credit Union was a great supporter of the conference as well as other businesses and colleges.

Alice Rodriguez: She noted the student conference was a great experience for the instructors as well as the students. She said a highlight was the makeover of three students from Prospect High School. Students were asked to write an essay on why they should get a makeover and it was a coincidence they were all from the same high school and are featured on the Prospect HS web site.

Peggy Nutz: She said the student speaker is from Prospect High School as well and more than half of the students in the afternoon are from the same high school.

Katherine Orozco: She is a student from Prospect High School and she said she attended three breakout sessions: Leadership and Membership, Sexual Harassment, and Baking. She said in the Leadership session they were taught how to become a leader, what are the qualities to become a leader. To be a leader you have to be honest, determined, and have a passion for what you are doing. She said one of the speakers shared her story when she was young and what she overcame and it motivated Katherine to do better in school and always try to do her best.

Alice Rodriguez: She introduced one of her students from Independence High School to share her experiences.

Liz Martinez: She said the best part of the conference for her were the speakers at the beginning and end of the conference. She said the speaker held up an envelope and said if he told you the key to your success was the envelope, who would want it. She said everyone raised their hands and he repeated the question, finally one student got up from her seat and took the envelope from the speaker and he told her not to spend it all in one place. She said he ended his speech by sharing with the students if you want to succeed you have to go after it. She said she enjoyed the session on interviewing and how to speak and how to dress for the interview.

Director Fox: The video produced by Jeff Schmidt was shared with the board. The Hub was set-up for the breakfast and lunch for the students attending the conference through the efforts of Jan Joseph and Nancy Joseph.

## **RECOGNITIONS**

Superintendent Hay: He presented Raising the Bar Together awards to Jeff Schmidt, Ken Schirle, Eric Henson, Alice Rodriguez, Peggy Nutz, and Sara Crowder for the outstanding student conferences. A Raising the Bar award was presented to Tom Mullin, CCOC Assistant Principal, for the work he has done over the past year to coordinate the modernization of the center through the Proposition 1D grants. A Raising the Bar award was presented to John Tawney, HVAC instructor, for being selected CCOC September Teacher of the Month and the work he did during the summer to prepare the classrooms for building 300. A Raising the Bar award was presented to MetroED Teacher of the Year for 2009-10, Leslie Johnson-Tatsuta.

## **XI. PUBLIC COMMENTS**

President Biehl: He read the public comments disclosure statement and asked Cari Vaeth, East Side Union High School District to speak.

Cari Vaeth: She wanted to thank and acknowledge CCOC Director John Fox for welcoming four teachers from East Side UHSD in their Multimedia program to participate and network in the Arts, Media and Entertainment student conference.

## **XII. APPROVAL OF MINUTES**

**MOTION:** It was moved to approve the Minutes of Regular Board Meeting of September 8, 2010. M/Chang, S/Grilli; Vote: Unanimous

## **XIII. CONSENT CALENDAR**

**MOTION:** It was moved to approve Consent Items \*2 through \*12 with the removal of item 5 by Member Gordon and item 6 by Clerk Chang. M/Garcia, S/Gordon; Vote: Unanimous

### **BUSINESS AND FINANCIAL FUNCTIONS**

#### **\*2. Consent Item: Approve Monthly Warrant Approval List**

The Governing Board approve the following warrant registers: #62007836-#62007855, dated September 1, 2010; #62007856, dated September 8, 2010; #62007857-#62007901, dated September 9, 2010; #62007902-#62007945, dated September 13, 2010; #62007946-#62007977, dated September 15, 2010; #62007978-#62007990, dated September 20, 2010; #62007991-#62008055, dated September 22, 2010; #62008056-#62008081, dated September 28, 2010; #62008082, dated September 29, 2010; #62008083-#62008135, dated September 30, 2010.

### **PERSONNEL FUNCTIONS**

#### **\*3. Consent Item: Certificated Personnel**

The Governing Board approved hiring four AFT substitute teachers, one ESL teacher, one CIP teacher, and one CalWORKs representative.

#### **\*4. Consent Item: Classified Personnel**

The Governing Board approved hiring the one appointment, two recalled to regular assignments, two resignations, one retirement, and one promotion.

#### **5. Action Item: Adopt Budget Calendar & Budget Guidelines for 2011-2012; Budget Advisory Committee and Calendar**

**MOTION:** It was moved to adopt the budget calendar and budget guidelines for 2011-2011, the Budget Advisory Committee and calendar for development of the 2011-12 budget. M/Garcia, S/Chang

Member Gordon: She asked for the item to be removed and stated there were two areas not included in the guidelines that she would like included: the budget reflects expenditures in line with revenues and we would not do deficit spending.

President Biehl: He said the district has been using reserves to protect services for the last three years and he asked if she did not want to have the ability to use reserves if necessary.

Member Gordon: She said it is a guideline and not that the district would have to do that. She said there are certain principals of a budget to ensure fiduciary responsibility and she did not see the guideline in conflict.

Superintendent Hay: He asked Member Gordon to restate the recommended guideline.

Member Gordon: She said "the district shall maintain a budget which has expenditures in line with revenues and avoid deficit spending."

Superintendent Hay: He said he did not have a problem with adding this to the guidelines and it could be included as Item 29.

President Biehl: He asked if the maker of the motion and second to the motion were agreeable to amending the motion without objection.

**MOTION:** It was moved to amend the motion to include Item 29 as stated by Member Gordon. M/Garcia, S/Chang; Vote: Unanimous

## **INSTRUCTIONAL AND STUDENT FUNCTIONS**

### **6. Action Item: Appointment of CCOC Employer Advisory Boards**

**MOTION:** It was moved to establish the 2010-2011 Employer Advisory Boards per Education Code Section 52302.2; appoint the persons named in the Board packet; and authorize the Superintendent or his designee to appoint additional EAB members as they are identified. M/Chang, S/Grilli, Vote: Unanimous

Clerk Chang: She asked the item to be removed from consent to understand why there were so many individuals being appointed.

Superintendent Hay: He explained the programs at CCOC are by sector (pathway) and each sector has an advisory group per Education Code. The members will meet in a large group meeting and then break out into smaller advisory group meetings by sector. This is what makes Career Technical Education so unique.

President Biehl: He said this is important to provide support for the programs at CCOC.

### **\*7. Consent Item: ROCP Course Review and Recertification**

The Governing Board reviewed the information regarding the ROCP courses: Cosmetology, and Barbering & Cosmetology Apprenticeship, and approve the courses for ROCP recertification.

### **\*8. Consent Item: MOU for CTE TEACH Pilot Site Project**

The Governing Board approved the MOU between MetroED and the Colton-Redlands-Yucaipa Regional Occupational Program (CRYROP).

### **\*9. Consent Item: Agreement with CalWORKs-Morgan Hill Unified School District**

The Governing Board approved providing services for recipients who are referred to MetroED and Morgan Hill Unified School District by the Department of Social Services of the County of Santa Clara.

### **\*10. Consent Item: De Anza Tech Prep Consortium Partner Agreement**

The Governing Board approved the Memorandum of Understanding for the De Anza Tech Prep Consortium Partner Agreement.

### **\*11. Consent Item: Williams Uniform Complaint Procedures Report**

The Governing Board approved the quarterly report on the Williams Uniform Complaint Procedures.

\*12. **Consent Item: Medical Apprenticeship Agreement (Sylvia Karp)**

The Governing Board approved the agreement with Lai Nguyen Chiropractic, Inc.

**XIV. INFORMATION ITEMS**

13. **Information Item: Workers' Compensation Unfunded Liabilities**

Daniel Gilbertson: He shared the district had no funded liabilities and there were no questions from the Governing Board.

14. **Information Item: County Approval: MetroED Conflict of Interest Code**

Superintendent Hay: He shared the Governing Board had approved the revisions to the MetroED Conflict of Interest Code and noted the County of Santa Clara , Office of County Counsel approved the code on September 14, 2010.

15. **Information Item: Physical Equipment Inventory Update**

Keiko Mizuno: She shared the process used in doing the physical inventory of equipment for MetroED. The work was done in-house using the services of instructors and staff. The inventory is now integrated in the QSS system with the Santa Clara County Office of Education and by using the process of purchase orders, the equipment will be tagged and the list kept current. The donated items to MetroED were not always tagged and added to the inventory list.

Member Garcia: He asked how the investment of equipment is reviewed for the different programs and how a determination may be made if too much money is being spent in one area or another.

Superintendent Hay: He said every program is unique within the classes offered at CCOC. For instance, the equipment for welding or precision machining may last 20 years where the equipment used in video production may only be useful for two or three years. Other classes such as probation and legal careers do not require a lot of equipment. New technology will impact the decisions and it can be difficult to stay current with the funding available.

Member Garcia: He asked if the instructors make recommendations and requests.

Superintendent Hay: He said the instructors do make recommendations and requests and the Employer Advisory Boards also have input into the needs for the different programs.

President Biehl: He said the control mechanism is the budget. He asked if the inventory list included donations.

Member Gordon: She said it can be difficult to track donations in her home district with multiple high schools and asked if it was the same at MetroED and what process is in place to track donations.

Keiko Mizuno: She said she was reviewing the existing procedures currently in place. There is a board policy that all donations need to be accepted by the Governing Board. After Board approval, the information is sent to the Fiscal Services Department to tag the equipment and place it on the inventory list.

Member Gordon: She said it appeared there was a good process in place.

President Biehl: He said it was important for the board to accept all donations. He thanked Ms. Mizuno and staff for undertaking a major task for the district. There is a significant change

in the total value of the inventory and there is now a clear record of what would need to be replaced if something happened. He asked how often the physical inventory would be done.

Keiko Mizuno: She said a complete count is done every two years.

Clerk Chang: She asked if the process was expensive.

Keiko Mizuno: She said it can be very expensive; however, since MetroED did it in-house and she received approval to get additional assistance, it cost approximately \$13,000.

President Biehl: He said it was a worthwhile task and the procedures are in place to ensure the process is less cumbersome in the future.

Vice President Canova: He said it was a huge undertaking and it was interesting to see the different equipment in the district.

**16. Information Item: Quarterly Investment Report as of 3/31/10**

The Governing Board reviewed the MetroED Board Investment report.

**17. Information Item: 2010 Legislative Update**

Superintendent Hay: He said the legislative session ended with the approval of the state budget and he provided an update in last week's Friday Update Letter as well on the bills still being traced and the bills vetoed by the governor as well as his message for vetoing a bill.

Member Gordon: She asked what SB 1354 is referring to as Partnership Academies.

Superintendent Hay: He asked Cari Vaeth, East Side UHSD, if she would like to share information as they had several academies in her district.

Cari Vaeth: She said ESUHSD has 15 academies which are all CTE based. The academies are a school within a school where students follow a path from 10<sup>th</sup> through 12<sup>th</sup> grade. The students take three core academic subjects as well as a CTE course. It begins with a cohort of 30 students that share the same core classes and attend a CTE course. ESHUSD has academies in construction and green technology.

**18. Information Item: Students Succeed Honoree**

Director Karp: At the ACSA Adult Education in Sacramento, one of the highlights was the recognition of three individuals who were selected a "Students Succeed" in the state on September 30. Frank Ganz, MAEP's 84-year old graduate, was honored. He dropped out of school at age 13 and altered his birth certificate at 16 to serve in World War II. In August 2004, he began classes at the Erikson Adult Education Center in the Independent Study Program to get his high school diploma. It took Mr. Ganz four years with the assistance of several MAEP instructors and volunteer tutors. She shared Frank will be a motivational speaker in the high school program and showed the video that was presented at the conference.

**19. Information Item: Multiple Pathways Report Update**

Superintendent Hay: He shared the CAROCP response to the California Department of Education (CDE) as the District develops its positions to the Multiple Pathways report. CAROCP has the same concerns as the board expressed during the July Board Retreat. There is still a long way to go in the process.

Member Garcia: He asked what happens next in the process and what will be the outcomes.

Superintendent Hay: He said there are many groups supporting the reforms, including Connect Ed, and there is millions going into pushing the process. The leadership of CAROCP has met with the Office of Public Instruction and communication is still open on the process. There is a strong push for Career Technical Education (CTE) to be integrated with the core curriculum. He said we will continue to be part of the process.

20. **Information Item: IT Status Update**

IT Director Bob Beaulieu: He shared a PowerPoint of the needs in the District relative to technology and provided an update on progress to date including new Apple 27" Imacs for the Animation and Video Production classes, AutoCAD has new HP all-in-one units, Multimedia has new HP Power PCs, Law Enforcement class as new HP Netbooks, and the adult education program has received 100 plus PCs to replace aging systems at the sites. He explained there are needs for email services, e-Discovery risks, storage needs, archiving of student records, updating the telephone system, etc.

President Biehl: He thanked Mr. Beaulieu for the impressive report and keeping up with the software needs for the District.

**XV. ACTION ITEMS AND REPORTS**

**BOARD AND ADMINISTRATIVE FUNCTIONS**

21. **Action Item: Annual CALCP/CAROCP Conference (Paul Hay)**

Superintendent Hay: He shared the two agencies come together one a year to provide a joint conference for networking. He said the emphasis this year will be on the Multiple Pathways Report and CTE and its role in the high school curriculum. He said the Board needs to approve members to attend and he would recommend as many board members as possible attend.

Member Garcia: He said he would like to attend the conference.

President Biehl: He asked if Member Garcia would provide a report to the board after the conference.

Member Garcia: He said he attended the conference last year and it was very informative and he is pleased the superintendent will be attending. He recently went to the Hispanic Conference for board members and he would like to see more legislators attending these conferences.

Superintendent Hay: He asked the board members to coordinate their attendance with Althea Polanski.

Member Gordon: She said it was difficult for many board members to attend during the week and asked the superintendent to share with the organizers of the conference the possibility of holding the event later in the week.

**MOTION**: It was moved to authorize reimbursement of expenses as noted in the District's Travel & Conference Procedures for as many MetroED Governing Board Members who attend the annual CALCP/CAROCP conference on November 17-19, 2010. M/Grilli, S/Chang; Vote: Unanimous

22. **Action Item: Monthly Budget Update**

Keiko Mizuno: She provided an overview of the changes reflected in the monthly budget update as well as the requests for budget transfers.

Superintendent Hay: He said the state budget passed on October 8 and it is required the District return within 45 days with an adjusted budget. It will be presented at the November board meeting.

**MOTION**: It was moved the Governing Board approve the budget changes included in the Monthly Budget Update for the period ended 9/30/10. M/Gordon, S/Garcia; Vote: Unanimous

23. **Action Item: SSC Committee on School District Organization**

President Biehl: He shared he had served on the committee in the past and asked if there were any nominations for the Committee on School District Organization.

The Governing Board chose not to nominate anyone for the Committee on School District Organization

**PERSONNEL FUNCTIONS**

24. **Action Item: Approve Resolution #03-10-13-10, to provide workers compensation coverage for MetroED volunteers**

Dan Gilbertson: He shared volunteers have been covered through the District's workers compensation; however, to continue the coverage it requires a current resolution to be in place approved by the Board.

**MOTION**: It was moved the Governing Board approve Resolution #03-10-13-10, to provide workers compensation coverage for MetroED volunteers. M/Chang, S/Garcia; Roll Call Vote: Unanimous

**XVI. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS**

CCOC Director John Fox:

- None

MAEP Director Sylvia Karp:

- She shared at the ACSA Adult Education Conference she won the grand prize of a digital microscope which will be donated to the MAEP Medical Assisting class.
- Two of MAEP's curriculum specialists will be offering a regional training through CalPRO, Integrating Workforce Skills, and currently 46 are enrolled from districts throughout the county at no cost.
- She thanked San Jose USD's Maintenance and Facilities staff for working with MAEP during the furlough week as class was still in session for MAEP.
- She has been visiting the main MAEP sites with Superintendent Hay and they have been visiting classrooms and attending their staff meetings.

CBO Gilbertson:

- He said even though the budget did pass and it has been stated it is better for education that expected, it is still not a good budget.
- He shared that MetroED will not be getting a negative COLA; however, the COLA will be zero and the state did not drop the CalWORKS program.

- He shared Keiko Mizuno and he attended a budget presentation and California is 44<sup>th</sup> in the nation in the student/teacher ratio for K-12 schools and 46<sup>th</sup> in the student/administrator ratio.

Superintendent Hay:

- He said the budget again deferred money to next year which impacts all of the districts in the state in terms of cash. Even the state legislators said they would never suspend Proposition 98 again; they did so in this budget.
- He shared copies of the 2009-10 Annual Report with the board members and said it was sent via mail or electronically to approximately 4,000 individuals. He said it was an extensive report and thanked Althea Polanski.
- He said now that the budget has passed, he will be sending the Master Business Relationship Agreements out to the participating district superintendents this week.

**XVII. BOARD COMMENTS**

Member Gordon

- She said it was kind to say that the state has a budget.

Vice President Canova:

- He said he would be visiting Washington, D.C. and noted one of the candidates for governor in California could translate into further cuts to education.

President Biehl:

- He said there is a proposition on the ballot that would change the two-thirds vote needed to approve a budget to a simple majority.

**XVIII. OTHER MEETINGS**

Regular Meeting, November 10, 2010	Closed Session	6:00 pm
	Open Session	7:00 pm

**XIX. ADJOURNMENT**

**MOTION:** It was moved to adjourn the meeting. M/Garcia, S/Chang; Vote: Unanimous

President Biehl adjourned the meeting at 9:00 p.m.

---

Cynthia Chang, Clerk of the Board