

## METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes  
February 14, 2007

### I. CALL TO ORDER/ROLL CALL

The open session of the regular meeting of the Governing Board of the Metropolitan Education District was called to order by President Grilli at 6:30 pm, Room 810 at the Central County Occupational Center, 760 Hillsdale Avenue, San Jose, CA 95136.

#### **All Members present, except when noted "absent".**

Cynthia Chang, Los Gatos-Saratoga Union High School District  
Ernie Dossa, Santa Clara Unified School District  
Richard Garcia, San Jose Unified School District  
Diane Gordon, Campbell Union High School District  
Marsha Grilli, Milpitas Unified School District  
J. Manuel Herrera, East Side Union High School District

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

Items to be discussed in closed session are disclosed on the Board meeting agenda.

### III. ADJOURN TO CLOSED SESSION

Board adjourned to closed session in Room 810 at 6:32 p.m.

### IV. REGULAR MEETING (continued)

Regular session of the Board meeting reconvened in the CCOC Auditorium at 7:08 p.m.

### V. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Gordon.

### VI. REPORT OF CLOSED SESSION ACTIONS

No actions were taken in closed session.

### VII. ADOPT AGENDA

Motion to adopt the agenda as written. Motion/Gordon; Second/Chang; Vote/Unanimous

### VIII. STUDENT REPORTS

#### **CCOC**

Director John Fox introduced a new employee, Farah Ubaidullah. Farah told the Board that she went to school at CCOC and is happy to be working here.

John Fox introduced two Skills USA medal winners: Andrew Hovorka, Air Conditioning/Refrigeration and Dwight Wheeler, Truck Engines. Both were gold medal winners at the Skills USA regional competition in Salinas this month. They both talked about the excellent career opportunities, leadership skills, and job skills that come out of participating in Skills USA. Both students will be going to the State competition in Riverside in April.

#### **MAEP**

Director Suzi Glass introduced Michelle Sklar, Community Giving manager from Second Harvest. She worked with and supported MAEP through the canned food drive. Michelle stated that she was very impressed with their level of professionalism, the many activities that they performed and their improvement in going from the bronze last year (1,000 pounds of food) to gold this year (10,000 pounds of food). They exceeded the 10,000 points and out of 1500 groups received the Special Recognition Award. MAEP students

Angelina Rojas and Cindy Hernandez talked about their participation in the food drive and how committed they were to making their goal. They expressed how they understood the importance of the program, since they had once been in a place where they needed help. This gave them an opportunity to give back.

Board Member Diane Gordon expressed how we are always talking how best to market MetroED, and though this was not the goal when entering the competition, the MetroED name is right up there with major corporations. She said that she could not be more proud.

**IX. SPECIAL ORDER OF BUSINESS**

There were no special order of business items.

**X. PUBLIC PRESENTATIONS & REPORTS**

**A. Public Comments**

Barbara Barfield, CSEA President and Cathy Jasper, AFT President wished the Board a Happy Valentines Day.

**XI. APPROVAL OF MINUTES**

1. Approval of Minutes of Regular Board Meeting. Motion/Gordon; Second/Chang; Vote/Unanimous

**XII. CONSENT CALENDAR (ACTION)**

Approval of Consent Calendar items #3 through #8. Motion/Herrera; Second/Dossa; Vote/ Unanimous.

**BUSINESS AND FINANCIAL FUNCTIONS**

Consent Items Approved:

- \*2. December Board Warrant Approval List
- \*3. Donations

**PERSONNEL**

- \*4. Certificated Personnel
- \*5. Classified Personnel
- \*6. New CSEA Job Description: Lead Painter

**INSTRUCTIONAL AND STUDENT FUNCTIONS**

- \*7. MAEP Mission Statement

**XIII. INFORMATION ITEMS**

**8. Information Item: 2006 Staff Survey Report**

Dan Gilbertson, Director of Human Resources presented the results of the employee survey. Mr. Gilbertson noted that we periodically survey employee attitudes, morale and feelings about the work environment. There were 128 respondents. Gilbertson said that we have about 400 people (25%) on the payroll, however, that number includes many people who are not regular full-time employees. There are more like 225 in our core employee group (60%).

The lowest ranking item on the survey was the item that dealt with communication between MAEP and CCOC. Dan said that he would probably re-word the question next time.

There were two items dealing with employee morale: one asked about general employee morale and the second dealt with the employee's own morale. The item about general employee morale is significantly lower than the employee's own morale. Dan also noted that if the survey were taken today, the morale would likely be lower because classes have been closed and there is talk of enrollments being reduced at CCOC. These are of concern to employees.

Gilbertson went through the action plan that was developed by the administrative team in trying to respond to employees' needs and concerns. He said that we do take the results of the survey seriously and are taking action in responding to the employee needs and concerns. The bargaining groups have been of great help in bringing concerns to management before taking them to the board.

Member Garcia said that a survey is only as good as the action taken. In terms of communication you might want to do an update with employees regarding the steps taken, an example might be to let them know that they have been heard and here is what is being done.

Member Chang asked who put the survey together. Dan said that a team of people worked with him on the survey questions.

**9. Information Item: P-1 Attendance Update & Annual Projections**

Discussion: Wendy Zhang, Director of Fiscal Services gave the P-1 report and reported that as of the January 31<sup>st</sup> date, both organizations are slightly over cap. However, the P-2 report will have more accurate projections.

**10. Information Item: MAEP Budget Reductions**

MAEP Director, Suzi Glass, described the areas where the \$195,000 budget reductions were made. The goal was to make the cuts as far away from the classroom as possible. The reductions fell within the following areas

- Materials & supplies
- Copy machine use
- WIA grant site supervisors will finish their work year one week early
- Use of student helpers

Ms. Glass also said that last year MAEP did not make all of their pay points. This year emphasis is being put on tracking the pay points so that we know where we are at any given time; a team has been put in place to do this. Also, Pamela Watson, Director of Instruction and Accountability and Judy Gehman, Accountability Coordinator, are doing multiple day and evening teacher-training sessions on how to control the pay points.

Superintendent Hay said that we are taking action in several areas: Closing classes with inadequate enrollment; reorganizing to reduce costs, and focusing on work that needs to be done in the next two years. This year MAEP did not make their pay point goal, so they received less money. In addition, the dollar amount per pay point was also reduced. We do have control over making the pay points; however, we do not have any control over the amount of money we get for each pay point. This year there were more people chasing a fixed amount of dollars.

Member Chang asked what the average class size is for MAEP classes. Director Glass responded that the average class size is 21-23. The classes we closed were those that were at 15 and below.

11. **Information Item: MetroED Investment Portfolio as of 12/31/06**  
Fiscal Director Wendy Zhang, reported that the majority of MetroED's investments are with the County Treasurer and the interest rate has gone up this year to 5.03% from 3.92% last year.

#### XIV. ACTION ITEMS AND REPORTS

##### BOARD AND ADMINISTRATIVE FUNCTIONS

None

##### BUSINESS AND FINANCIAL FUNCTIONS

12. **Action Item: Monthly Budget Update**  
Motion: That the Board approve the monthly budget update.  
Motion/Dossa; Second/Chang; Vote/Unanimous  
Fiscal Director Chang reported that there are no major adjustments to the budget except the MAEP reductions.
13. **Action Item: Appoint Board Audit Review Committee for 2006-07**  
Motion: That the Governing Board appoint members Gordon and Chang to serve as a committee to review the annual independent audit of the 2006-07 fiscal year. The committee term shall be 3/1/07 to 2/28/08. Motion/Dossa;  
Second/Garcia; Vote/Unanimous

Superintendent Hay thanked Members Chang and Gordon for their help on the ad hoc Audit Review Committee. They recommended that the committee be appointed before the audit is performed so that they can pass information on to the auditors if required. Members Gordon and Chang volunteered to be members of the committee again this year. The committee will meet two times; once at the beginning of the audit and a second time at the end of the audit.

Superintendent Hay asked the board how they felt about making the committee a standing committee. This would mean a change of board policy and the meeting would need to be noticed. The Board agreed that they felt the committee ought to be a standing committee. Hay said that we will come to the board with the policy change.

14. **Action Item: Approve Contract with School Services of California, Inc. for Legislative Advocacy 2006-07 (\$26,754)**  
Motion: That the Governing Board approve a contract for legislative advocacy with School Services of California from January 1, 2007 through December 31, 2007 for an annual fee of \$25,480 plus expenses. Motion/Chang;  
Second/Herrera; Vote/Unanimous
- Superintendent Hay said that School Services has worked tirelessly establishing relationships and opening doors for us. They were very effective in getting our facilities modernization bill through the legislature and helping us to become eligible for the bond 1D. Hay said that Member Chang had asked him an interesting question about what their hourly charge was for last year and it turned out to be about \$80 per hour.
15. **Action Item: Appoint District Architect**  
Motion: That the Governing Board approve the appointment of CSS Architects as its primary architect and BFGC Architects as secondary architect.  
Motion/Chang; Second/Herrera; Vote/Unanimous

Superintendent Hay said that CSS started providing services to MetroED about the time we began having difficulty with the campus transformers. At that time we did an informal review of 4-5 architects because the current district architect was not helping us very much. This year we put the architectural services out to bid and received responses from five firms. All of the firms are well-regarded and do work with most of your districts. However there were only two who came out to visit and the same two said that they would be able to provide the specialized types of services that we require – small projects with unique circumstances. Those two were CSS and BFGC. Our recommendation is to appoint CSS as our primary architect and BFGC as the secondary (which is okay with BFGC).

**16. Action Item: Approve Authorization to proceed for architectural services**

Motion: That the Governing Board approve the Authorization to Proceed: Architectural and Project Management Services with CSS Architects in the amount of \$10,000, plus reimbursable expenses, for a project to repave selected areas on the CCOC Campus. Motion/Herrera; Second/Garcia; Vote/Unanimous

**17. Action Item: Call for Bids: Building 400 Transformer Replacement**

Motion: That the Governing Board call for bids to replace the building 400 transformer. Motion/Herrera; Second/Garcia; Vote/Unanimous

Member Gordon commented that for architectural services, there is probably none better than CSS. She said that she becomes a little concerned with combining the architectural and project management services with one architect. There can become conflict of interest issues. She said that she had talked to Paul about this and he believes that this will not be an issue so she will be voting “yes”. She said that she felt obligated to express her concerns so that if in the future she needs to come back and vote otherwise that the board will understand.

Superintendent Hay said that our project management includes a team of 5 (architects, superintendent, facilities manager, and CCOC assistant principal) therefore there is no one person making independent decisions.

Mark Bartos from CSS expressed that his firm would like to meet with Member Gordon to go through any concerns that she may have.

**PERSONNEL FUNCTIONS**

None

**INSTRUCTIONAL AND STUDENT FUNCTIONS**

**18. Action Item: Adopt Resolution #04-02-14-07, Adult Education Week**

Motion: That the Governing Board adopt resolution #04-02-14-07 and recognize adult education for its many years of service to adults, and that MAEP Students, teachers and administrators be recognized during Adult Education Week, March 12-16, 2007. Ayes/6; Noes/0; Abstentions/0; Absent/0

**19. Action Item: Adopt Resolution #05-02-14-07, Week of the School Administrator, March 4-10, 2007**

Motion: That the Governing Board approve Resolution #05-02-14-07, and proclaim March 4-10, 2007 as “Week of the School Administrator.” Ayes/6; Noes/0; Abstentions/0; Absent/0

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

### **CCOC Director John Fox:**

- CCOC Open House preview day is 3/15; brunch 8:30, tours 9-10
- CCOC Open House is 3/16
- Teachers, students and program representatives are continuing to recruit and are making presentations at all district high schools.
- One-hundred students attended a financial aid workshop on 2/6
- Working out a process with community college articulations to better follow CCOC grads. At this time Evergreen and San Jose City College are able to provide this feedback.
- Middle school students from three participating district schools are receiving career exploration projects, and this will be ongoing.
- Teachers teaching teachers are using their lunchtime to learn how to create web-based curriculum. This is being taught by Dale Poor.
- Student Council has a Black History Month display in the Cafeteria.
- Student Council and students from the Small Business class were busy selling balloons and candy today.
- The graphics class has completed the logos from all six districts. These will all be displayed in the Cafeteria.
- Ground Hog Day was celebrated by Collette Betters' Health Occupations class by taking part in job shadowing day.

### **MAEP Director, Suzi Glass**

- Holiday packets are being given to ESL students so that they can practice their English while they are on holiday; 680 students have taken packets and their English skills have improved by 35% as a result of the extra practice.
- Suzi thanked the board for the Adult Education Week resolution. Next week the sites will celebrate with a Friendship salad. MAEP provides the lettuce and people bring ingredients to put in the salad.
- MAEP will celebrate Adult Ed Week by "Bring a Friend to Class Day"; this will hopefully provide more awareness of our classes and increase enrollments.
- Del Mar will have a tour and information for employees on 3/16
- There will be an open house at the Willows Senior Center on 3/16 from 2-5pm. MAEP offers about 75 classes at Willows and there are other providers.
- We are beginning our self-study for WASC: what students learn, how students learn and assessment of learning. This information will be fed to focus groups.

### **Director of Instruction & Accountability, Pamela Watson**

- February 26 the MAEP CASAS professional development training will be held both mornings and evenings.
- Attending a special standards & assessments session with representatives from Education Data Systems, ETS and School Plan will be sharing new enhancements and data analysis and presentation methods.
- Working with the County Office of Education in the areas of literacy and professional development
- Attended a training session on Carl Perkins reauthorization and requirements for ROC/P and Adult education. Watson told the board that they would be hearing more about the alignment with No Child Left Behind.
- Judy Gehman, Accountability Coordinator will be chairing a data summit for adult education programs in ACSA regions 8, 9 and 10.

### **Superintendent, Paul Hay**

- The Budget Advisory held its first meeting on February 13. The committee recommended that all students who come to CCOC need to pay the full amount

of what it costs to send a student here; we have students from private schools, county schools, alternative schools, etc.

- Congressman Michael Honda has given CCOC an opportunity to apply for a grant for up to \$100,000. Meri Maben, Honda's District Director visited CCOC and was very impressed; she shared his impressions with the Congress member. Honda was appointed to the Appropriations committee which gives his an opportunity of provide some discretionary grants in his district.
- There will be a CTE forum on 2/21 sponsored by the San Jose Education Foundation. This was going to originally be a Senate Select hearing, but it did not meet with committee rules, so it has now become a forum. Senator Torlakson and San Jose Mercury News reporter, John Fensterwald will moderate the panel. Hay will be on a panel with Neil Struthers from the Building & Trades Association and Hermelinda Sapien from CET. Hay invited the Board to attend.

**XVI. BOARD COMMENTS**

Member Garcia wished everyone a Happy Valentines Day

Member Chang wish everyone a Happy Valentines Day and a Happy Lunar New Year – this is a year for abundance, so maybe we will get more money for our school district.

**XVII. OTHER MEETINGS**

Regular Meeting,	March 14, 2007	Closed Session	6:00 pm
		Open Session	7:00 pm

**XVIII. ADJOURNMENT**

Meeting adjourned at 8:20pm

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Ernie Dossa, Clerk