

METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes
January 21, 2009

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 Gordon at 6:00 p.m., Room 810 at the Central County Occupational Center, 760 Hillsdale Avenue, San Jose, CA 95136.

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

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

III. PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS

None

IV. ADJOURN TO CLOSED SESSION

Board adjourned to closed session in Room 810 at 6:02 p.m.

V. REGULAR MEETING (continued)

Regular session of the Board meeting reconvened in the CCOC Auditorium at 7:00 p.m.

VI. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Gordon

VII. REPORT OF CLOSED SESSION ACTIONS

None

VIII. ADOPT AGENDA

MOTION: It was moved to adopt the agenda as submitted. M/Grilli, S/Biehl, Vote: 6 Ayes

IX. ORGANIZATIONAL MEETING

1A. Election of Officers: President, Vice President, and Clerk

MOTION: It was moved to elect Rich Garcia President. M/Grilli, S/Biehl, Vote: 6 Ayes

MOTION: It was moved to elect Frank Biehl Vice President. M/Chang, S/Grilli, Vote: 6 Ayes

MOTION: It was moved to elect Jim Canova Clerk. M/Gordon, S/Garcia, Vote: 6 Ayes

1B. Choose a representative for the County School Boards Association. Current representative for MetroED is Marsha Grilli.

MOTION: It was moved to appoint Marsha Grilli as representative. M/Biehl, S/Gordon, Vote: 6 Ayes

1C. Approval of Calendar of Regular Board Meetings for February 2009-January 2010.

MOTION: It was moved to approve the calendar of regular board meetings. M/Chang, S/Gordon, Vote: 6 Ayes

X. RECOGNITIONS

1. Acknowledgement of Visitors
 - Vice President Biehl introduced Patricia Martinez-Roach, newly elected member and President of the East Side UHSD Board, who was also selected as alternate to the MetroED Governing Board. Biehl also introduced ESUHSD Superintendent Bob Nunez and ESUHSD Associate Superintendent of Student Services and Facilities Alan Garofalo.
2. Acknowledgement of Honors and Awards
 - Recognition of Retirements – Sam Ramirez
 - Superintendent Hay thanked Sam Ramirez for his dedicated years of service to MetroED working as a campus assistant for the Metropolitan Adult Education Program. President Garcia thanked Mr. Ramirez for his service to the districts and students.
 - Recognition of Individuals who have “Raised the Bar!”
 - Superintendent Hay presented a plaque and pin to Bob Beaulieu, Director of IT, for his leadership role in upgrading CCOC technology curriculum by assisting the CCOC Computer Technology class. Bob has provided IT expertise and equipment to develop a classroom-based network system that can be used by both the students and as a backup to the district’s primary network system. Bob has advised in the upgrade of course curriculum and arranged the involvement of Cisco Systems, Sun Microsystems, Hewlett Packard and Apple as partners in the network development efforts.

XI. STUDENT REPORTS

- A. CCOC Students: CCOC Director John Fox introduced Ruby Esconmilla. Ms. Esconmilla attends Silver Creek High School in the ESUHSD in the morning and is enrolled in the Probation and Legal Careers at CCOC in the afternoon. Ruby shared that she is interested in becoming a counselor for juveniles incarcerated in jail. Ruby is also the Vice President of the Student Council and heads up the Recycling Committee. Vice President Biehl asked if Ruby enjoyed her classes at CCOC and if she was planning to return next year. Ruby shared that she is interested in taking the Law Enforcement class next year and enjoys her class.
- B. MAEP Student: None

XII. SPECIAL ORDER OF BUSINESS

Superintendent Hay requested Action Item # 16, Fiscal Year 2007-08 Audit Report moved up on the agenda as a representative from Vavrinek, Trine, Day & Co., LLP was present to give the report.

XIII. PUBLIC COMMENTS

None

XIV. APPROVAL OF MINUTES

1. **MOTION:** Approve Minutes of the Board Meeting of December 10, 2008. M/Gordon, S/Biehl, Vote: 6 Ayes

XV. CONSENT CALENDAR

MOTION: It was moved to approve Consent Items *3 through *8. M/Biehl, S/Chang, Vote: 6 Ayes

BUSINESS AND FINANCIAL FUNCTIONS

***3. Consent Item: Approve December Warrant Approval List**

Recommendation: That the Governing Board approve the following warrant registers: #62000395-#62000430, dated December 1, 2008; #62000431-#62000465, dated December 3, 2008; #62000466-#62000503, dated December 5, 2008; #62000504-#62000544, dated December 10, 2008; #62000545-#62000573, dated December 12, 2008; #62000574-#62000610, dated December 15, 2008; #62000611-#62000661, dated December 17, 2008; #62000662-#62000674, dated December 18, 2008.

***4. Consent Item: MetroED Investment Portfolio as of 9/30/2008**

Recommendation: That the Governing Board review the MetroED Board Investment Report.

PERSONNEL FUNCTIONS

***5. Consent Item: Classified Personnel**

Recommendation: That the Governing Board approve the one regular election and two assignment resignation elections being recommended.

***6. Consent Item: Amendment to SBASIA Joint Power Agreement**

Recommendation: That the Governing Board approve the South Bay School Insurance Authority (SBASIA) JPA amendment and authorize the Superintendent to sign the amended agreement.

INSTRUCTIONAL AND STUDENT FUNCTIONS

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

Recommendation: That the Governing Board approves the quarterly report on the Williams Uniform Complaint Procedures.

***8. Consent Item: ROCP Course Review and Recertification**

Recommendation: That the Governing Board approve the ROCP course recertification for Electrical Maintenance, Year One and Year Two; Small Business Management; and Metals Technology, Year One and Year Two.

XVI. INFORMATION ITEMS

9. Information Item: Progress Report: 2008-09 Long Term Goals & Current Year Objectives

Pamela Watson, Director of Instruction & Accountability, did a PowerPoint presentation reviewing the progress and highlights of the district goals and objectives. Vice President Biehl thanked Ms. Watson for the report and has been impressed with the strategic planning and follow through done by the staff at MetroED. Member Chang expressed that the attachment included in the board packet showing the detail was very professionally presented.

10. **Information Item: Report of 2008 GASB 45 Study Valuation of Retiree Health & Welfare Benefits**

Jing-Jing Wang, CBO, provided information regarding the assumption of costs for retirees over the next 10 to 20 years. Based on an average for all anticipated retirees, the amount is \$2.3 million and it is recommended to set aside in reserves \$210,000 to \$300,000. The GASB 45 Study is provided for the Governing Board to acknowledge the liability. Member Chang noted that Los Gatos Saratoga UHSD Board has set aside a percentage each year for this liability and asked if there was a plan to set aside some reserves for MetroED. Wang said it is up to the Governing Board; however, staff feels the liability is minimal now and the Governing Board could review after the state budget has improved. Superintendent Hay shared it is a difficult time to set aside reserves. MetroED has frozen funds, laid off positions, and cut a program to deal with the budget crisis for this year and next. When the time is appropriate, staff will bring back a funding recommendation for board action.

11. **Information Item: New Courses for CCOC**

CCOC Director John Fox provided information the advisor's handbook related to two new courses for next year for Automotive Careers and Computerized CAD Design and Machining. The four automotive classes will be combined to provide students 36 weeks of instruction in nine-week sections to provide a stronger program and more comprehensive instruction on working with an automobile. Currently staff is working with Evergreen Community College on articulation agreements. There will be no additional staffing required. Alternate fuels, hybrids, etc. will be included in the curriculum as well.

Vice President Biehl asked how a sophomore (10th grade) could take the class. Director Fox stated if a 10th grader had a comprehensive 4-year plan in place, they could take the course if there are openings. A 10th grader cannot displace a junior or senior.

Member Canova shared automotive shops may not always provide as many aspects of working with automobiles as the class will in the real world. How will this new class provide students the 'real world' setting? Fox shared the students will have the opportunity to work in all areas, work as teams and completely take apart an engine and have it rebuilt to understand how it works. This will provide them a more comprehensive understanding of how an automobile works if they choose this field upon graduation from their home high school.

Vice President Biehl noted it is possible for a student to complete the program here and receive 10 units with Evergreen Community College through the articulation agreements.

In the Computerized CAD Design and Machining, students will alternate between Computer Aided Drafting (CAD) lab and the machine lab. Students will do 6-week rotations for a total of 36 weeks and looking at getting 5 new machines for hands-on opportunities. Staff is working with De Anza Community College on the curriculum. The program will be geared to a machine shop and doing projects together. Member Chang noted there are six local community colleges with articulation agreements for this course. Fox shared the articulation agreements that were in place will continue.

Member Chang said she was very impressed, a lot of hard work has gone into putting these courses together and that is was good students will be exposed to these programs here. Director Fox said the second leading area for employment in Santa Clara County is manufacturing. President Garcia asked about budget impacts for these new programs.

Fox is reviewing current budget and seeking donations to ensure the courses have the materials needed to begin in the fall.

Vice President Biehl asked Director Fox about the process for reviewing programs and if it is done on a regular basis. Director Fox said staff is continually reviewing programs and the relevance for students and the job market, looking at trends and programs that are not being utilized effectively to provide the best programs for students. The programs are also reviewed by the Instructional Council. Superintendent Hay shared that new courses go to the Instructional Council, comprised of instructional representatives from each of the participating school districts, the Operating Committee, Employer Advisory Boards and then to the MetroED Governing Board for final approval (and ultimately to the Department of Education for final approval). These courses were redesigned to give students a more comprehensive skill set.

12. **Information Item: P-1 Attendance Report & Annual Projections**

President Garcia asked if there were any questions from the Governing Board. There were no questions.

13. **Information Item: Update on Governor's Budget for 2008-09 Mid-Year Reduction and 2009-10 Proposals**

Jing-Jing Wang provided an update on the information received from School Services regarding the Governor's proposal for flexibility for school districts relative to categorical program funds. ROCP and adult education are categorical. It is anticipated COLA for the next three years will be in the deficit and no growth ADA. Superintendent Hay shared it was very uncertain what will happen with the state budget. MetroED has been very conservative preparing for possible mid-year cuts. The restoration of the 6.5% cuts made at the end of last year have been frozen in anticipation of what may happen with the budget. MetroED will be deficit spending for the next three years which has been planned; however, at the end of the three years if state funding has not improved, something will have to be done to balance our local budgets. We can't deficit spend for more than three consecutive years. There are no COLA increases built into the budget.

14. **Information Item: Update: CCOC Funding Equalization; Renewal of the Master Business Relationship Agreements**

President Garcia asked if there were any questions regarding the enclosed report on equalization. There were no questions.

XVI. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

15. **Action Item: Governing Board Spring Retreat**

Superintendent Hay shared the Governing Board had expressed a desire to discuss instructional and academic areas in more detail and provided several possible areas of discussion for a retreat in the spring.

President Garcia expressed there were a number of areas for discussion and requested Governing Board Members provide him with recommended discussion topics via e-mail. President Garcia will prepare a tentative agenda for discussion at the February Board meeting. The retreat will provide the board the opportunity to discuss philosophy ask questions and go into more detail. There was discussion regarding possible dates and

times for the retreat based on board members schedules and availability. It was also discussed board members wanted to have enough time to have in depth discussions.

MOTION: It was moved to schedule the retreat for early May and bring a tentative agenda and dates to the February meeting. M/Gordon, S/Biehl, Votes: 6 Ayes

BUSINESS AND FINANCIAL FUNCTIONS

16. Action Item: Fiscal Year 2007-08 Audit Report (Jing-Jing Wang)

Joyce Peters, Vavrinek, Trine, Day & Co. provided copies of the Metropolitan Education District 2008 Audit Report Summary and letter as required. The audit was performed in accordance with generally accepted auditing standards, governmental auditing standards and the standards prescribed in Title V of the California code of regulations. It was a clean audit and there were no recommendations for the current year.

President Garcia asked if there were any questions. Member Chang and Member Gordon met with the auditors prior to the last board meeting and reviewed the audit and had the opportunity to ask questions and discuss in detail. Member Chang expressed her appreciation to Joyce Peters for a comprehensive report and congratulated staff on receiving a clean audit. Vice President Biehl acknowledged the subcommittee and asked what their actions were relative to the audit and recommending the auditors. Member Gordon said the subcommittee did not recommend auditors but reviewed the statements and preliminary findings, asked questions and made recommendations to ensure the information presented to the Governing Board was clear. In general, the recommendations back to the auditors were few. Superintendent Hay thanked the subcommittee, staff and the auditors. This was the first time a summary report was provided by the auditors. Hay expressed appreciation to the fiscal staff, site personnel for following the district internal controls. This is the 4th year there has been no findings.

President Garcia thanked the superintendent and staff and shared given the tough financial times facing everyone, a clean audit was great for MetroED.

MOTION: It was moved to approve the audit report for the 2007-08 fiscal year. M/Chang, S/Gordon, Vote: 6 Ayes.

17. Action Item: Monthly Budget Update

Jing-Jing Wang reported the only major change was the addition of Fund 350 which has been assigned by the Santa Clara County Office of Education to account for the state Prop 1 D funds.

MOTION: It was moved to approve the budget changes included in the update for the period ending 12/31/08. M/Biehl, S/Grilli, Vote: 6 Ayes

18. Action Item: Approve MetroED Legislative Priorities for 2009-10

Superintendent Hay provided the legislative priorities for 2009-10 developed with the assistance of School Services and remains consistent with last year's priorities. The last priority regarding deferred maintenance funding-district name change is to correct the Education Code which allows for deferred maintenance for MetroED. Currently, the code refers to the Central County Occupational Center/Program. MetroED changed its district name some time ago, and state funds are actually sent to MetroED. This should be routine and resolved as part of the education technical cleanup bill. Senator Alquist has agreed to carry a separate bill if needed.

President Garcia asked if the priorities reflected the work that was done at the CAROCP conference in November. Superintendent Hay confirmed the CAROCP legislative priorities were included. Some of the priorities are long term and, because there is a cost associated with them, they will not be pursued this year. For example, ROCP cap and revenue limit equalization, which could ultimately mean about \$2 million more revenue limit funding for MetroED. It is important not to lose sight of these as long-term goals.

MOTION: It was moved to approve MetroED's legislative priorities for 2009-10. M/Biehl, S/Chang, Votes; 6 Ayes.

19. **Action Item: Adopt Resolution #05-01-21-09 Authorizing Designated Management Personnel to Sign Orders Drawn Upon the Funds of the District for the FY 08-09**

It was moved to approve Resolution #05-01-21-09, authorizing the designated District employees to sign orders drawn upon the funds of the District effective October 9, 2008.

MOTION: M/Biehl, S/Grilli - Superintendent Hay conducted a roll call vote: Biehl/Yes, Canova/Yes, Chang/Yes, Garcia/Yes, Gordon/Yes, Grilli/Yes; Vote: 6 Ayes

XVII. EXECUTIVE/ADMINISTRATIVE REPORTS

CCOC Director Fox:

- Today was the first day of school for the second semester and it went very smoothly with most programs approaching maximum capacity, the average is 29.9 students per section.
- ADA for first semester at the center was 792.24 for 66 sections; in 2007/08 it was 817.32 with 70 sections and 2006/07 782.88 with 72 sections.
- Enrollment for 2008-2009 (current school year) spring enrollment, term four is High School 1,452; Job Corps 190; CalWORKs 80; Adults 256; for a total of 1,978. The enrollment history for the past four years: 2008/09 = 1,978; 2007-08 = 1,900; 2006-07 = 1,807; 2005-06 = 1,944.
- CCOC now has on-line registration for Job Corps and CalWORKs students.
- The City of San Jose Police Department introduced a new "ride along" program for minors (14 – 17 years) that the on-site police officers are offering to include CCOC into the program. An orientation for students involved in the public services sectors will be held prior to students being able to ride along in an unmarked car.
- CCOC Career/Job Placement Center reports that H&R Block hired 16 CCOC students.
- On January 27, CCOC will host a meeting for ESUHSD principals, the administrators will have a lunch prepared by the Baking and Catering class, and a tour of the campus.
- On Tuesday January 20, staff hosted a resource table at Oak Grove High School, during the lunch break and 6 Oak Grove students currently enrolled in CCOC assisted. There were 23 students interested in touring CCOC.
- On Wednesday January 21, staff hosted a resource table at Evergreen High School and spoke to over 40 students.
- Through the efforts of Seda Otto, Milpitas (MUHSD) and Mt. Pleasant (ESUHSD) have included an article about CCOC in their school newspapers. We are working with Leland (SJUSD) and Leigh (CUHSD) high school students regarding an article in their school papers.
- On January 30th, 6-7 counselors from Berryessa Union School District (middle school in east side of San Jose) will tour the campus on their "in-service" day.
- There are approximately 12 buses provided each day by MetroED to transport students from all the participating district high schools that send students to CCOC.

MAEP Director Sylvia Karp:

- In the Creative Writing class for the 50+ Program, three students have published books including "This Much I Remember" by an 80 year old student.
- The next World Garden Workshop will be held on Saturday, February 7th from 10:00 am to Noon at the Erikson Center; Pruning Ornamental Shrubs and Trees.

- There are several new Community Interest Program (CIP) classes starting the second semester to enrich our minds and bodies; Self Defense, Bridge, Fun with Knitting, You're Hired! The classes can be found in the spring class schedule and on the MetroED web site.
- ESL students at the Metro Center held a mock election in November involving students and staff. On Tuesday, approximately 200 students viewed the inauguration of the new president in the auditorium and followed up with writing activities on the experiences as part of their curriculum.
- Last year, 7 of the 9 pre-schools operated by MAEP were closed due to budgetary concerns. Fee-based classes were offered at Horace Mann; however, in December 2008 MAEP was informed the pre-school would have to move to accommodate a first grade class for SJUSD. The Lowell Elementary Pre-school that was closed last year was offered to MAEP for the displaced students and thanked SJUSD.

MetroED Superintendent Paul Hay:

- Thanked SJUSD for being a good partner and providing a facility to continue the pre-school.
- A copy of the letter from the Santa Clara County Office of Education Superintendent was distributed affirming approval of the first interim report from MetroED.
- A copy of the summary of the Governor's proposed budget provided by School Services was distributed.
- A copy of the book, *Not a Genuine Black Man*, by Brian Copeland was distributed as well as upcoming events for the Silicon Valley Reads program.
- Hay will be attending the CAROCP Board meetings on Thursday and Friday. A new program CAROCP is beginning this year is selecting a legislator of the year. Senator Alquist has been mentioned as the legislator who has assisted CAROCP the most across the state.

XVIII. BOARD COMMENTS

- Member Canova expressed he was pleased to have been selected as a member of the board for MetroED and is looking forward to working with everyone.
- Vice President Biehl welcomed Mr. Canova and thanked Diane Gordon for her year serving as president.
- Member Grilli thanked Diane Gordon for her leadership as president.
- Member Chang concurred with the comments regarding Diane Gordon and wished everyone a Happy Chinese New Year, the Year of the Ox and hoped it would bring prosperity and harmony to the MetroED and the six participating districts.
- President Garcia thanked the board for the opportunity to serve as president. Garcia had the opportunity to visit Kathy Jasper's class at the Metro Center and was delighted to visit with the students and to watch an instructor teach a lesson to students from four different countries who did not speak English and getting them to understand.
- Member Gordon thanked everyone for their assistance during her tenure as president and remarked there are only three states in the nation that require a super majority to pass a budget, one of them is California. Gordon wished the new president of the United States well.

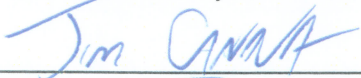
XIX. OTHER MEETINGS

Governing Board Meeting, February 11, 2009	Closed Session	6:00 pm
	Open Session	7:00 pm

XX. ADJOURNMENT

MOTION: It was moved to adjourn the meeting. M/Grilli, S/Biehl, Vote: 6 Ayes.

President Garcia adjourned the meeting at 8:40 p.m.



 Jim Canova, Clerk of the Board