

METROPOLITAN EDUCATION DISTRICT
Board Meeting
November 9, 2005

MEETING MINUTES

REGULAR MEETING

The open session of the regular meeting of the Governing Board of the Metropolitan Education District was called to order by Vice President, Cynthia Chang at 6:10 p.m., Room 810 at the Central County Occupational Center, 760 Hillsdale Avenue, San Jose, CA 95136. President Rich Garcia joined the meeting at 6:25 p.m.

CALL TO ORDER

1. ROLL CALL

All Members present, except where noted.

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
Craig Mann, East Side Union High School District
Nicholas Valadao--CCOC Student Board Member
Minerva Brand--MAEP Student Board Member

2. **ADJOURN TO BOARD STUDY SESSION (REGULAR MEETING)**

The meeting adjourned immediately to the Board Study Session on CCOC Program Quality Assessment.

Superintendent Hallett noted that CCOC Director John Fox will present the Performance Quality Assessment instrument: what it is, what indicators we are looking at, and the frequency of administering is on a biennial basis (every 2 years). The Board needs to give input on the criteria to be used in judging whether a class is relevant or not, and if not, should it be discontinued.

John Fox walked the Members through the instrument and asked them to consider: are we asking the right questions, are we using the correct standards, and what criteria should be used to close a program.

Craig Mann: I don't hear the voice of the customer. Without input from the customer we cannot get at quality indicators. It is not possible to perform the continuous improvement cycle of Plan, Do, Study, Act, the Deming and Baldrige models without the customer input.

John Fox: The place that we do have that data is in the follow-up student survey.

Tim Hallett: As long as we are doing the required follow-up survey, we could ask additional questions to get at information that we can use.

Jan Dreier: We might want to look at retention rates.

John Fox: Using the School House data we can get at the retention rates, and we are rewarding our teachers who have the higher student retention rates.

Tim Hallett: We do need to know who are customers are; we have several: students, employers, parents, six districts, advisory committees, etc.

10.0 CONSENT CALENDAR

Motion to approve consent calendar items 10.1.1 through 10.3.3: Mann, Second: Chang, Vote: unanimous

10.1 BUSINESS AND FINANCIAL FUNCTIONS

10.1.1 Action Item: Approve August Board Warrant Approval List

10.1.2 Action Item: Accept Donations

10.1.3 Action Item: Approve Master Contract with CSS Associates Architects for On-Going Professional Services, Effective 11/9/05

10.2 PERSONNEL

10.2.1 Reclassification of Assistant Principal and Dean Positions

10.2.2 Certificated Personnel

10.2.3 Classified Personnel

10.2.4 Administrative Personnel

10.3 INSTRUCTIONAL AND STUDENT FUNCTIONS

10.3.1 Community Classroom Agreement for Surgical Technology

10.3.2 CCOC Course Certification

10.3.3 ROP Satellite Course Certification

11.0 INFORMATION ITEMS

No items.

12.0 ACTION ITEMS AND REPORTS

12.1 BOARD AND ADMINISTRATIVE FUNCTIONS

12.1.1 Revision to Board Bylaw 9100: Annual Board Organization Meeting

Motion to approve revision to Board Bylaw 9100: Chang, Second: Mann, Vote: unanimous

12.1.2 Governing Board Retreat

Discussion: Rich Garcia mentioned that since we have items that require more thought and in-depth discussion than is possible at our study sessions, I would highly encourage that we have a Board retreat.

Cynthia Chang: Perhaps we could consider having our retreat from 4:00 – 6:00 on December 14 prior to our December 14 Board meeting. All members seemed to agree that having the retreat prior to a Board meeting was a good idea. Superintendent Hallett said that at this time we do not know whether there will be need for a closed session, so the time will be adjusted according to whether or not there is a closed session.

Tim Hallett: Said that he would like some guidance from the Board as to how they would like to spend their time at the retreat. Superintendent Hallett handed out possible topics of discussion.

Rich Garcia: He and Tim will consider the possible topics, make some decisions and get back to the Members for their approval. The Board agreed to that procedure.

Motion to approve the Board retreat on 12/14 from 4:00 – 6:00: Chang, Second: Gordon, Vote: unanimous.

12.2 BUSINESS AND FINANCIAL FUNCTIONS

12.2.1 Monthly Budget Update

CBO, Paul Hay noted that there were only minor adjustments made to the monthly budget update as noted in the Members' packets of information.

Motion to approve the monthly budget update: Mann, Second: Chang, Vote: unanimous

12.3 PERSONNEL FUNCTIONS

12.4 INSTRUCTIONAL AND STUDENT FUNCTIONS

13.0 EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

Oral Report: Assistant Superintendent Jan Dreier reported to the Board on departmental items of significance:

- MAEP held its first-ever Medical Assistant graduation; Jan thanked Rich Garcia for participating. She also expressed appreciation to instructor, Dr. Nazila Safari. Due also to Dr. Safari's efforts, MAEP has been designated as an official test center to provide the California Medical Assistant examination. The first exams will be given in December.
- The MAEP World Garden has become an active center for students and recently had a school-wide event where a Friendship salad was prepared from lettuce grown in the garden.
- Donna Henderson, CCOC Assistant Principal, took 3 students (Law Enforcement, Forensic Investigation and Medical Assisting) to the Downtown Rotary meeting last week.
- Program Representatives and Director, John Fox have been visiting high school students and administrators regarding the CCOC program. They are also in the midst of conducting a student interest survey of potential new 2005-06 classes at CCOC. The survey is being conducted at CCOC and in the six district high schools.
- Jan Dreier and other administrators went to Monterey to hear Dr. Willard Daggett speak. He was very inspirational and did provide a wake-up call to educators, too. Daggett commented that educators first need to consider themselves part of the problem before they can become part of the solution. Comments: Chang said that she would consider that we as educators need to be willing to take on the challenges, but not necessarily consider ourselves the problem. Garcia said that he has also heard Dr. Daggett and he emphasizes how education needs to include more applied learning, hands-on, as well as theory. Daggett's premise supports what we do at CCOC where applied is melded with the theoretical.

Oral Report: Superintendent Tim Hallett reported recent significant information to the Governing Board on topics not on the agenda:

- Noted that the auditorium had been recently painted by an adult evening class. Next to go is the pea green carpet.
- A draft of legislative priorities was discussed, and included the following topics: Staff Development funds for MetroED looks positive at this time, however, could change; inclusion of CCOC into the statewide bond issue – the Governor's Office has not supported the modernization funding, however there seems to be more interest in the bond; direct funding would assist us as currently the Department of Finance looks on the modernization funding as double counting; whereas, if we were to be direct funded this

may alleviate the issue; CAROCP Organizational Support, CAROCP will be proposing legislations, either as a single or combination bill to include: equalization, accountability, and adults in ROCP; granting academic credit; monitoring legislative bills, there are many bills that go through the legislature that could benefit us if we are mentioned in the bill, however, if we are not, the DOF will not fund us. MAEP legislative priorities: there has been an eleven-year adult ed enrollment audit dispute and all of the adult ed organizations have been held hostage, now that the dispute has been settled we are going after the 5-6% that has been withheld over the 11 years. Mandated costs; we get none, even though we are mandated to offer the programs; over-cap ADA, we need more revenue, not more ADA; funding for adult facilities; CAHSEE test administration, adult ed needs the flexibility to administer the test at times more convenient to adult students.

- Friday Letter highlights: Expanded School Accountability Report Card (SARC) requirements for identifying CTE program sequences for classes offered by the districts – we can help by assisting the districts; I have been visiting our various sites for the past two weeks – next year we will likely change this practice and I will instead visit more classes, the objective in having these visits is to give more accessibility to the Superintendent; Henri Zander invited me to a panel discussion hosted by Joe Simitian, this was a good discussion of where we are in education and how we can be better. I would like to host a panel in the spring to discuss *what expectations do we as educators have of students entering the workforce* – this is a discussion that has not been addressed by the state and needs to be. The Instructional Council is the other item from the Friday Letter that Superintendent Hallett reported to the Board: we discussed the importance of instruction; support of students; integration of academics. This year the Instructional Council will be dedicated to academics. I have also asked the district superintendents to appoint people who will attend the meetings each time; when we get different people, we are constantly retraining.

14.0 BOARD COMMENTS

Mann: Our Board this month is voting on the Member who will represent East Side on the MetroED Board.

Gordon: She has been attending the Masters in Governance program and related a meaningful quote: the definition of school, “Four walls with a future”.

Garcia: Expressed his appreciation of the Medical Assisting graduation, of Jan Dreier, Suzi Glass and Dr. Safari. At the reception several students expressed how much they appreciated the time and effort that Dr. Safari put into the class. The students were excited about their future careers, and most of them had placements already. However, I think we need some men in the class.

15.0 Advanced Planning

16.0 Other Meetings

Regular Meeting, December 14, 2005	Closed Session	6:00 p.m.
	Open Session	7:00 p.m.

17.0 ADJOURNMENT

Motion to adjourn: Mann, Second: Gordon, Vote: unanimous

Meeting adjourned at 7:50 p.m.

Diane Gordon, Clerk, Date