

METROPOLITAN EDUCATION DISTRICT

**Governing Board Meeting Minutes  
October 11, 2006**

**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 Chang at 6:15 p.m., Room 819 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  
Craig Mann, 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 819 at 6:17 p.m.

**IV. REGULAR MEETING (continued)**

Regular session of the Board meeting reconvened in the CCOC Auditorium at 7:10 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 agenda. Motion/Garcia; Second/Gordon; Vote/Unanimous  
Superintendent Hallett noted that Items #5 and #13 had been amended and that amended items had been provided to Members and the public. President Chang asked for a motion to adopt the amended agenda. Motion/Garcia; Second/Mann; Vote/Unanimous.

**VIII. SPECIAL ORDER OF BUSINESS**

Gloria Guzman Walker, Adult Education Consultant, California Department of Education presented the Programs of Excellence award to Board President, Cynthia Chang for the MAEP Adult Basic Education (ABE) program.

**IX. PUBLIC PRESENTATIONS & REPORTS**

Superintendent Bob Nunez spoke to the Equalization agenda information item #13. Mr. Nunez said that he has appreciated the lunch meetings that he and Superintendent Hallett have had on a regular basis and that the meetings have been very educational. Regarding the capital improvement reserves, he had just recently learned that this fund existed and he believes that we should look at it as a funding source for equalization.

Mr. Nunez also commented on item #6, passed by the Board on the Consent Calendar. He said that he would hope that the District not move ahead on the capital reserve item.

Superintendent Farber commented that she was disappointed to learn that Superintendent Hallett and Superintendent Nunez have been meeting separately when

there are six districts in the JPA. Dr. Farber introduced Pat Gaffney, CBO Campbell UHSD. Mr. Gaffney commented that MetroED needs to look at the possibility of modernizing this facility through a bond rather than utilizing operational funds for modernizing.

Superintendent Hallett commented that both of the items discussed in public comments are on the CBO and Superintendent meetings. Also, the meetings that he and Superintendent Nunez have had are not for the purpose of negotiating, but rather more an educational purpose. Relative to the comments that have been made about the capital reserves, Superintendent Hallett said that he would like the equalization process to continue as we have begun. Hallett asked Paul Hay to address the capital reserves. Hay responded that these dollars are one-time dollars and were set aside, with Board approval, in a capital outlay reserve fund. We do not qualify for modernization funds at CCOC. We have worked 5-6 years with the legislature to get legislation to qualify CCOC for modernization funds. Last year's bill was vetoed by the Governor. I have major concerns about serious maintenance needs in our facility.

**X. APPROVAL OF MINUTES**

The minutes of Regular Board Meeting, September 13, 2006 and the Special Board Meeting, September 18, 2006 were approved in one motion. Motion/Grilli; Second/Mann; Vote/Unanimous.

**XI. CONSENT CALENDAR**

Motion to approve consent calendar items \*3 through \*12, Mann, second Dossa, vote unanimous.

**BUSINESS AND FINANCIAL FUNCTIONS**

- \*3. Approved September Board Warrant Approval List
- \*4. Approved Surplus Items
- \*5. Approved authorization to file amended Extreme Hardship Funding Application for transformer replacement project -- Amended
- \*6. Adopted Budget Calendar & Budget Guidelines for 2007-08

**PERSONNEL**

- \*7. Approved Certificated Personnel Changes
- \*8. Approved Classified Personnel Changes

**INSTRUCTIONAL AND STUDENT FUNCTIONS**

- \*9. Approved Medical Apprenticeship Agreement: Kaiser Permanente
- \*10. Approved Community Classroom Agreement: Dr. Ricardo Perez
- \*11. Approved Williams Uniform Complaint Procedures Report
- \*12. Approved CCOC Textbooks

**XII. INFORMATION ITEMS**

- 13. Information Item: Review of Proposed Reorganization of District Office Administration -- Amended

Discussion: Superintendent Hallett said that the organization chart in the Board packet is a work in progress and is intended to be on an interim basis from January 1, 2007 through June 30, 2007. This chart may change with the Board's decision regarding the Superintendent position.

Superintendent Nunez commented that he had hoped for an open discussion between all of the partners. East Side would like to see a total review of the MetroED costs with an opportunity to look at the administrative structure with all of the JPA Superintendents present.

Hallett said that this item is on the agenda of the next Superintendents' meeting on October 23.

Member Mann said that he would ditto all of Nunez' comments that we need to include the superintendents in the discussion. We need to open the process to include all of the stakeholders, and customers. He said that he was disappointed to see the organization chart put in the Board packet; people are already nervous and this just adds to it. East Side opened the process when they were in jeopardy of being taken over by the state. He continued to say that it seems like too many of the decisions are being made behind closed doors – keep the process transparent.

Member Gordon said that under the current governance we don't seem to get agreement on anything. We can have a partnership or we can draw a line in the sand. Frankly, Mr. Nunez' statement appears to be a line drawn in the sand.

Member Garcia said I want us to be absolutely clear about who is responsible for making the decisions for this organization.

Member Chang commented that this is a JPA, but I need to remind you that the six superintendents are not at a higher level than this organization's superintendent. I believe, too, that the statement about the lack of transparency is a very strong accusation.

Member Dossa said that he disagreed about the lack of transparency. Since Tim has been here the process here has been very open.

Member Grilli said that we are discussing these issues in open session. On the one hand you (Mann) are upset about the organization chart that was put in the packets, yet you are saying that decisions are being made behind closed doors. You cannot have it both ways.

Superintendent Hallett said that the item will come back to the Board in November.

14. Information Item: Review the Equalization Update

Discussion: Hallett said that the Proposition 1D bond is for \$500 million for CTE in the entire state. We need to be ready to apply as soon as the funds are available. Going out for a bond measure on our own is problematic since we would need to go to all six communities.

Mr. Hay said that the Board has been consistent in setting aside one-time money in a reserve fund that can be used for CCOC modernization. We have worked with the legislature for five years to get modernization funding. We came close last year but the Governor vetoed the bill. This has been a major concern and

struggle for us. Actually the Governor's veto worked in our favor in that now ROCs, CCOC and SCROC, have been included in the Measure 1D Bond on the ballot. This requires a 50% match from us.

Member Gordon asked for more information on the capital outlay funds. Hay said that we have about \$3 million in the capital outlay fund. The bond will allow up to grants of up to \$1.5 million and our match would be \$1.5 million for a \$3 million project. There is another way to do this and that is to borrow to cover the matching funds; however, this would obligate our operations funds for a period of thirty years.

Member Chang said I think we will need to wait to see what happens in the Superintendents' meeting in October.

### **XIII. ACTION ITEMS AND REPORTS**

#### **BOARD AND ADMINISTRATIVE FUNCTIONS**

15. Action Item: Student Board Member Procedure

Discussion:

Superintendent Hallett said that over the years since he has been here that we have not been successful in finding student board members who are able to stay for the entire year. Last year we had an excellent CCOC student who had the opportunity of attending community college in the evenings and the MAEP student member got an evening job. These are things that we want our students to do, so we don't want to stop them. We are questioning the value of our current way of using students at board meetings. We could look at another way of using students by having students rotate or we could dedicate certain Board meetings to be focused on student achievement; or we can leave it as it is.

Member Garcia said that when students sign-on, they are aware of the criteria. He suggested that we might open the positions up to students and have the board interview them; also we might consider including them more in board discussions.

Superintendent Hallett said that we do currently take them through an application and interview process, although we have not included the Board in the interviews; perhaps this would take the application to a new level.

Member Dossa said that we could have students each month representing each of the six CCOC clusters and have them report on their cluster. Director Fox said that he felt that this model would work well. Mr. Hallett asked Director Glass if that model would work well for MAEP. Ms. Glass said that she thought it would work because this would allow representatives from different programs to make reports. One of the difficulties that they have had is to be able to have one person report on programs all across the many adult programs.

Superintendent Hallett said that if there are no objections we could try it for a year to see how it works. The Board by consensus agreed to try this model and that the administration would come back to the Board with a Board policy revision after we figure out the best way to do this.

16. Action Item: Approve amended Administrative Regulation 5116.1 relating to student enrollment at CCOC; Approve Contract with North Santa Clara County Regional Occupational Program for student enrollment at CCOC

Motion: That the Governing Board approve the revised Administrative Regulation 116.1, and approve the Memorandum of Understanding with the North (Santa Clara) County Regional Occupational Program. Motion/Mann; Second/Garcia; Vote/Unanimous.

Assistant Superintendent, Paul Hay, thanked Alyssa Lynch, Director, North County ROP for attending the meeting. Ms. Lynch thanked the board for passing the item and said that the ROP would be sending about ten students to CCOC to take classes that are not available in their ROP.

## **BUSINESS AND FINANCIAL FUNCTIONS**

17. Action Item: Approve Resolution #03-10-11-06 to establish Special Reserve Fund 170  
Discussion: Assistant Superintendent Hay explained that the fund was being set-up on the recommendation of the Santa Clara County Office of Education pending the results of audit and/or final outcomes of the litigation against the State Controllers Office regarding mandated claims audits.  
Motion: That the Governing Board adopt Resolution #03-10-11-06 authorizing MetroED to establish Special Reserve Fund 170 to receive mandated cost funding by Garcia; second, Gordon. Roll Call: all Members voted "aye", no abstentions, no absences.
18. Action Item: Monthly Budget Update  
Discussion: Fiscal Director, Wendy Zhang presented the Monthly Budget Update.  
Motion: That the Governing Board approve the budget changes included in the Monthly Budget Update for the period ended 9/30/06. Motion/Garcia; Second/Gordon; Vote/Unanimous.

## **PERSONNEL FUNCTIONS**

No items

## **INSTRUCTIONAL AND STUDENT FUNCTIONS**

No items

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

### Superintendent Report (Tim Hallett)

AB2448 was signed into law by the Governor. The adult cap that we can have in our CCOC classes has been reduced to 10%, with an additional 5% for Job Corps and CalWORKs. We currently have about 25% adults and are looking at our Job Corps students to be sure we have them counted in the right place. Another part of the bill addresses sequencing of career technical courses from middle school through community college. We no longer need age waivers for students under age 16 as we can now serve high school sophomores. A third portion of the bill asks for ROCPs to have compliance reviews, which have not been done in many years. Hallett said that he believes this to be a good thing and important for our programs to be in compliance. Superintendent Hallett said that no one knows how all of this will be interpreted, there is still a lot up in the air.

Superintendent Hallett said that we are looking at changing the name of CCOC as the name is no longer reflective of our students and of what we do. We will be putting together a process of including stakeholders, and will be bringing recommendations to our partner districts and to the Board.

Instructional Council met last week and discussed how we might help our Districts with their 5<sup>th</sup> year seniors. Another topic of discussion was equivalency credits that students can earn at CCOC; such as, CAD counting for math credits and Forensic Investigation for science credits.

We have a tentative date of November 9 for the Office of Public School Construction, State Allocations Board, etc. to visit CCOC. When the date is firmed up we will put an invitation out to the Board and Superintendents.

Superintendent asked John Fox, CCOC Director and Suzi Glass, MAEP Director to give a short oral report on their programs.

CCOC Director Report (John Fox)

The three new classes: Veterinary Assistant, Probation and Legal Careers and Catering and Baking are full and doing well.

On the 27<sup>th</sup> we will be having a "Hug-a-Horse" day.

The Catering and Baking class has been making cookies for sale in the Cafeteria and they are going fast.

On October 25 we will be hosting a dinner for the Santa Clara County School Boards Association and there are lots of people involved in making this happen.

Student Council election of officers will be on October 25.

Have completed our pre-tests for math and are introducing one math standard per week in our classes.

Building 700 is nearing completion; much of the electrical, plumbing, and construction was done by our students.

The Carpenters Local 262 is holding apprenticeship classes in the evenings at CCOC.

We are holding new teacher meetings two times per month.

MAEP Director Report (Susan Glass)

There has been a big shift in student enrollments; we have decreased the ESL classes which has allowed us to open more sections of Older Adult classes and Career Technical classes where the student demand is.

Capitol High School has selected polo shirts for a uniform look and many of the teachers have commented that the students look much neater, and have become more serious about learning.

Assistant Superintendent Report (Paul Hay)

Mr. Hay reported that he attended the CAROCP conference in San Jose and that he has been appointed to replace Superintendent Hallett on the Legislative committee.

Last week the Office of Public School Construction (OPSC) met and Paul Hay, Mark Bartos, architect, and Nancy LaCasse, lobbyist from School Services attended the meeting which dealt with implementation regulations for the Proposition 1D bond measure. OPSC adopted all but one regulation that we

worked with them to on at a previous meeting. We will continue to attend the OPSC meetings.

**XV. BOARD COMMENTS**

Member Gordon

Expressed her congratulations to everyone in MAEP for their Programs of Excellence award.

She asked if CCOC is exempt from the State nutritional standards (referenced to selling cookies to students in the Cafeteria). Paul Hay will follow-up.

Member Chang

The new Los Gatos-Saratoga JUHSD Superintendent, Cary Matsuoka will be honored at a reception at La Hacienda from 3:30-5:30 on Thursday, October 12, 2006. She extended an invitation to the Board and to Superintendent Hallett and Assistant Superintendent Hay.

She has signed-up for a conference dealing with stress-free methods for students.

She congratulated Marti Rao for being recognized as MetroED's Teacher of the Year.

**XVI. Other Meetings**

Regular Meeting, November 8, 2006; Closed Session 6:00 pm

**XVII. ADJOURNMENT**

Meeting adjourned at 8:20 p.m.

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Marsha Grilli, Clerk/date