

# METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes  
January 18, 2012

## 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 Canova at 6:00 p.m., in CCOC Room 819, San Jose, California, for closed session.

All Members present, except when noted "absent:

Daniel Bobay	Milpitas Unified 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
J. Manuel Herrera	East Side Union High School District

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

The meeting of the Governing Board of the Metropolitan Education District was called to order by President Canova at 7:05 p.m., in CCOC Room 201, auditorium, San Jose, California.

## III. REPORT OF CLOSED SESSION ACTIONS

President Canova reported no action was taken in closed session regarding the Superintendent's Evaluation; Pursuant to Government Code: 54957.

## IV. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Bobay.

Superintendent Hay introduced Board Member J. Manuel Herrera who had been elected by the East Side Union HSD Board to replace Frank Biehl. He noted Member Herrera had served on the MetroED Board previously.

## V. ORGANIZATIONAL MEETING

President Canova turned the meeting over to Superintendent Paul Hay for the Governing Board to elect from its regular membership a president, vice-president and clerk.

### 1A. Election of Officers

Superintendent Hay opened nominations for the President of the Governing Board; Vice President, and Clerk respectively.

Member Canova nominated Member Chang as President, seconded by Member Herrera. There were no additional nominations and Member Chang was elected President by unanimous vote.

Member Gordon nominated Member Bobay as Vice President, seconded by President Chang. There were no additional nominations and Member Bobay was elected Vice-President by unanimous vote.

**XI. APPROVAL OF MINUTES**

**2. Action Item: Approval of Minutes of Regular Board Meeting of December 14, 2011.**

**MOTION:** It was moved to approve the Minutes of the Regular Board Meeting of December 14, 2011. M/Gordon, S/Garcia, Votes: 6 Ayes, 0 No

**XI. CONSENT CALENDAR**

**MOTION:** It was moved to approve consent items # 3 through # 7. M/Gordon, S/Bobay; Vote: 6 Ayes, 0 No

**BUSINESS AND FINANCIAL FUNCTIONS**

**\*3. Action Item: Approve Monthly Warrant Approval List**

The Governing Board approved warrant registers #62012064-#62012088, dated December 5, 2011; #62012089-#62012110, dated December 7, 2011; #62012111-#620122154, December 8, 2011; #62012155-#62012167, dated December 9, 2011; #62012168-#62012188, dated December 13, 2011; #62012189-#62012195, dated December 15, 2011.

**\*4. Action Item: C & S Enterprises**

The Governing Board approved the service agreement for vending machine services with C & S Enterprises.

**PERSONNEL FUNCTIONS**

**\*5. Action Item: Classified Personnel**

The Governing Board approved the one (1) new hire for the position of accountant.

**\*6. Action Item: Administrative Personnel**

The Governing Board approved the one retirement, one temporary part-time assignment and one new hire for the position of Chief Business Officer.

**INSTRUCTIONAL AND STUDENT FUNCTIONS**

**\*7. Action Item: Williams Uniform Complaint Procedures Report**

The Governing Board approved the quarterly report on the Williams Uniform Complaint Procedures for the period of October 1 through December 31, 2011.

**XII. INFORMATION ITEMS**

**8. Information Item: CCOC Course Review Process**

Director Fox: He reviewed the course summary for Accounting and Finance and the processes that are used in developing the courses, getting articulations with the community colleges. He shared how the hours for the courses are done, including the hours for various items to be reviewed with the students.

**MOTION:** It was moved the Governing Board approve the agreement between MetroED and Linda "Lynn" Orong as Chief Business Officer for a term to commence on January 19, 2012 and terminate on January 17, 2013. M/Garcia, S/Herrera; Vote: 6 Ayes, 0 No

**12. Action Item: Superintendent's Employment Contract; One Year-Extension**

**MOTION:** It was moved the Governing Board approve the Addendum to the agreement between MetroED and Superintendent Paul Hay for one additional year through December 31, 2014. M/Gordon, S/Garcia; Vote: 6 Ayes, 0 No

**BUSINESS AND FINANCIAL FUNCTIONS**

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

**MOTION:** The Governing Board approved the budget changes included in the Monthly Budget Update for the period ended 12/31/11. M/Gordon, S/Garcia; Vote: 6 Ayes, 0 No

**14. Action Item: Ratify Bid Award, and Contract Approval for CCOC Building 600; Proposition 1D Modernization and Sewer Line Replacement**

Superintendent Hay: He noted there was an addendum to Item # 14. It now included the contract which we did not have at the time the agenda was distributed.

Clerk Garcia: He said in reviewing the bids, it was amazing to see how close all of the bids were together for this project.

**MOTION:** The Governing Board 1) ratified the Superintendent's bid award to Swenson & Associates as the lowest responsible bidder, 2) ratified the construction contract between MetroED and Swenson & Associates in the amount of \$2,567,936 for the CCOC building 600 modernization project, and 3) authorized the Superintendent to take any related necessary actions. M/Herrera, S/Gordon; Vote: 6 Ayes, 0 No

**15. Action Item: Call for Bids: Building 100 Modernization and Program Reconfiguration-Proposition 1D projects 9504, 9505, & 9514, Deferred Maintenance Sewer Line Replacement**

Superintendent Hay: He said the item includes five projects into one bid and it will finish off the last of the Prop 1D modernization projects.

President Chang: She said she was impressed how complete the package was and she appreciated the architect was in attendance this evening.

**MOTION:** The Governing Board authorized the Superintendent to Call for Bids for the CCOC building 100 reconfiguration and modernization projects 9504, 9505, 9514, Sewer Line Replacement and construction of a classroom & lab on the southwest corner of the building; award the bid, and; enter into a construction contract with the lowest responsible bidder, subject to ratification by the Governing Board. M/Herrera, S/Gordon; Vote: 6 Ayes, 0 No

**16. Action Item: Adopt Resolution #03-01-18-12 Authorizing Designated Management Personnel to Sign Orders Drawn Upon the Funds of the District for the Fiscal Year 11-12**

**MOTION:** The Governing Board approved Resolution #03-01-18-12 authorizing the designated District employees to sign orders drawn upon the funds of the District effective January 18, 2012. M/Gordon, S/Bobay; Roll Call Vote: 6 Ayes, 0 No

discussing with the Veterans Administration in Palo Alto and they are excited about partnering regarding transition issues and are willing to help with case management.

Vice President Bobay: He asked how the veterans would be selected and how often would they go through the program.

Superintendent Hay: He said the number of veterans to be served is flexible depending on the number of seats available in the programs. He said the veterans would go through the One Stop Centers for assessment and referral to MetroED.

President Chang: She said the 100 number is not a binding number for the number of veterans served.

Vice President Bobay: He asked if there was a plan for the work2future counselors to sending veterans to MetroED.

Superintendent Hay: He shared an email from work2future regarding their commitment to supportive services for the veterans up to \$1,500 as well as discussions with EDD on wanting to be a partner in the initiative.

Clerk Garcia: He said he wanted to move approval and thanked all of the community partners for their commitment to this initiative. He said it was a 'no brainer' and as a former veteran, he wanted to thank everyone for making this commitment to our veterans. He said we certainly owe them all a debt of gratitude for all they have done for our country.

Member Gordon: She said she fully support the program. She said for those who have been on the Board for a while, MetroED found some bound books with information on the organization that went back many years. The book she had was on World War II and the issues were the same then as now. She said we are in one of the worst economies we have ever seen, we have resource rationing, unskilled workers for the jobs we have, and people who have served our country that need some help. She said this type of program is exactly what she would hope for as a board member. She said the Board continually talks to the Superintendent about being out in the community, about building partnerships, and this is an example of how those partnerships can be built and what can be done when we are talking about what we have and what we can offer and put together. She said the empty seats are wasted opportunity and at no expense to us, we are doing a very small thing for people who have done very big things for us. She said she supports this whole heartedly and it is an absolutely brilliant idea and she commended everyone who is involved in putting it together and it is not just mom and apple pie, it is the right thing to do.

Vice President Bobay: He asked if we would be considering disabled veterans.

Cindy Stahl: She said as far as they were concerned at NOVA, they would. She said they have a Disability Navigator that is focused on assisting a veteran with whatever disabilities they may have.

Superintendent Hay: He said as long as the veteran can function, they would be served as well.

Director Fox: He said it would be job appropriate for any veteran that is assessed and goes through case management.

President Chang: She said the duration is 30 months and will we be ready to start. The superintendent said we are ready now. She said she fully supports this program and she wants to make sure our regular students will not be displaced.

## XV. BOARD COMMENTS

### Board Member Garcia:

- He wished everyone a Happy New Year and he said he would be seeing his father the next day who was a World War II veteran and he use the GI Bill to get training as a carpenter. He said he is very glad to see the veterans initiative and he is very excited about the program.

### Board Member Herrera:

- He said it was good to be back and he knew East Side was well represented by Frank Biehl.

### Member Canova:

- He wished everyone a Happy New Year and congratulated the new leadership team and he said it will be a new and exciting year. He said his home board did approve him continuing for another year with his alternate being Dr. Bendis.

### President Chang

- She wished everyone a Happy New Year and noted for Asians the New Year will be on January 23. She said the Saratoga Community Center would be hosting a celebration on January 28 from 11:00 AM-3:00 PM. She said the program is free and donations will go towards the Friends of the Saratoga libraries. She said it is the Year of Dragon and it is a good symbol and means prosperity and she is a dragon.

## XVI. OTHER MEETINGS

The next regular meeting is for February 8, 2012 at 7:00 PM with closed session at 6:00 PM.

## XVII. ADJOURNMENT

President Chang adjourned the meeting at 9:00 PM.



Richard Garcia, Clerk of the Board