

METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes
February 13, 2013

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 Garcia 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
Matthew Dean	Campbell Union High School District
Richard Garcia	San Jose Unified 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 Garcia at 7:05 p.m., in CCOC Room 201, auditorium, San Jose, California.

III. REPORT OF CLOSED SESSION ACTIONS

President Garcia reported the Governing Board took no action in closed session.

IV. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice President Bobay.

V. ADOPT AGENDA

MOTION: It was moved to adopt the agenda. M/Chang, S/Dean; Vote: 6 Ayes, 0 No

VI. RECOGNITIONS/VISITORS

- A. Acknowledgement of Visitors - None
- B. Acknowledgement of Honors and Awards - None

VII. STUDENT REPORTS

- A. CCOC - None
- B. MAEP – Jo Ann Van Ballegooijen, MAEP Evening Vice-Principal, introduced Jesse Jaramillo, evening GED instructional aide.

Jesse Jaramillo: He said he recently achieved his AA at West Valley College and he is planning to attend San Jose State. He said he was speaking for the current students he works with as well as those who will be attending in the future. He said the GED program has had an impact on himself as well as those around him. He said he overcame many obstacles; however, coming to class every day helped him stay focused. He achieved his GED and he now has the pleasure of seeing the program as an employee. He provides physical proof to students that the program does work and can change their lives. He said the teachers took their time to be there for him and the other students and it provided him with the strength to do better in school as well as in the community. He said he is not a public speaker; however, getting his GED has given him the

confidence to speak tonight on behalf of himself, family, and friends that still have to overcome challenges in their lives. He said when he is in the classroom and the students know he has gone through the GED program the students become more engaged and appreciative of his assistance.

President Garcia: He thanked Mr. Jaramillo for his comments and congratulated him on getting his AA.

Member Dean: He asked Mr. Jaramillo what he wanted to do next in his life.

Jesse Jaramillo: He said he is currently trying to get a Bachelor's Degree in Business Management and he has started his own company with a friend last year. He said the kickoff date is in May and without the classes he has taken, he would not have been prepared to write a business plan and proposals.

Jo Ann Van Ballegooijen: She said Jesse has only been in the position since January 2013 and the class was very excited when they found out he had been in the same class.

VIII. SPECIAL ORDER OF BUSINESS

None

IX. PUBLIC COMMENTS

President Garcia: He noted there were no requests to speak except for under Consent Item # 10 and he will pull the item from consent so Ms. Betters may speak to the item.

X. APPROVAL OF MINUTES

1. Action Item: Approval of Minutes from the Regular Board Meetings of January 23, 2013.

MOTION: It was moved to approve the Minutes of the Organizational Board Meeting of January 23, 2013. M/Dean, S/Bobay; Vote: 6 Ayes, 0 No

XI. CONSENT CALENDAR

President Garcia: He asked if any member of the Governing Board wanted to remove an item. He removed Item # 10, Approve the Seniority Lists for Certificated Teachers and Classified Employees.

MOTION: It was moved to approve consent items # 2 through # 12 with the removal of Item # 10 from consent. M/Dean, S/Herrera; Vote: 6 Ayes, 0 No

BUSINESS AND FINANCIAL FUNCTIONS

***2. Action Item: Approve the January Monthly Warrant Approval List**

The Governing Board approved the January Warrants.

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

The Governing Board approved the budget changes included in the monthly budget update for the period ended 1/31/2013.

***4. Action Item: Donations Offered to the District**

The Governing Board accepted the donations on behalf of the District.

***5. Action Item: Surplus Items**

The Governing Board approved the surplus list as provided in the agenda packet.

***6. Action Item: Change Order #002, Fire Tower Prop Installation-Calstate Construction, Inc. - \$2,215.81**

The Governing Board approved change order #002 for the Fire Tower Prop Installation in the amount of \$2,215.81 to Calstate Construction, Inc.

***7. Action Item: Master Vendor Training Agreement with City of San Jose-work2future**

The Governing Board approved the Master Vendor Training Agreement with the City of San Jose, Office of Economic Development/work2future Department.

PERSONNEL FUNCTIONS

***8. Action Item: Administrative Personnel**

The Governing Board approved hiring Debbie Fry as CBO effective 2/14/2013 and accepted the resignation of Jennifer Smith, CalWORKs representative effective 2/8/2013.

***9. Action Item: Revised Administrative/Confidential Job Descriptions: Director of Information Technology; Senior Executive Assistant/HR; and Senior Executive Assistant/Superintendent**

The Governing Board approved the revised Administrative/Confidential job descriptions for the positions of Director of Information Technology, Senior Executive Assistant/HR, and Senior Executive Assistant/Superintendent.

10. Action Item: Approve the Seniority Lists for Certificated Teachers and Classified Employees

President Garcia: He noted this item had been removed from consent and CTA President Collette Betters wished to speak. He asked for a motion to approve.

Member Herrera: He asked if the item could be tabled versus making a motion for approval as he understood there were apparent inconsistencies in the report.

President Garcia: He noted that he usually requests a motion on the table prior to discussion and he asked Ms. Betters to speak at this time.

Member Herrera: He said he is aware there are concerns about the seniority lists and that there may be significant errors and omissions. He said if there is no deadline and it doesn't have to be acted on this evening, he thought it would be prudent to carry it over to the next meeting.

President Garcia: He said he would like to hear from Ms. Betters prior to hearing from staff on continuing this item.

Collette Betters: As the CTA President, she was requesting that since the item was routine, she did not see the urgency and she would like it tabled. She noted that she had not seen a seniority list for approval in the past. She noted that she had talked with the HR Director and the Superintendent during the union presidents meeting on February 12, 2013. She said there were some inconsistencies in the list that might seem minor; however, she felt they should be corrected prior to approval.

Member Herrera: He moved to table the item until the next meeting.

Member Chang: She said unless there is a special board meeting to specifically deal with this item, it would not be brought back until the March 13 meeting.

Superintendent Hay: He said that is correct and HR Director Mullin would like to speak.

Tom Mullin: He said with respect to the acceptance of the seniority lists, the enclosed document is not the end product. He said his department has talked with each union and actually each member that is on the list signed a piece of paper that the information was accurate. He said this document will be updated and reviewed and he has talked with Ms. Betters and some of the assumptions that have been made are incorrect. He said this is as accurate as the data we had at the time and staff is working with each of the unions to ensure the accuracy of the lists. He said if administration has to come to the Governing Board with layoffs, the document will be as accurate as possible. He said if the Governing Board tables the item; it will be brought back to the next meeting with any corrections needed.

MOTION: The Governing Board moved to table the item until the March 13 board meeting. M/Herrera, S/Dean; Vote: 6 Ayes, 0 No

INSTRUCTIONAL AND STUDENT FUNCTIONS

***11. Action Item: CCOC New Course Approval, Fashion Design and Production**

The Governing Board approved the ROC/P course outline for Fashion Design and Production.

***12. Action Item: CCOC New Course Approval, Architectural Design Level I and II**

The Governing Board approved the ROC/P course outline for Architectural Design Level I and II.

XII INFORMATION ITEMS

13. Information Item: MetroED's 10/26/12 Organizational Review: Administration's Response to Recommendations.

Superintendent Hay: He showed a PowerPoint presentation on the administration's responses to the recommendations made by School Services of California (SSC). He noted the scope of the review included the Superintendent's office, Human Resources, Information Technology, Fiscal Services, Maintenance, Operations & Facilities, Credentials, CCOC administration and MAEP administration. SSC reviewed and analyzed the primary functions of personnel in each department, the workload, relationship to other positions and departments, reporting structure, processes and technology used, as well as other characteristics. He said there were 25 recommendations by SSC and he noted those which had already been implemented or being reviewed. He said recommendations # 23, 24, and 25 have merit, but would involve a major reorganization of the CCOC, MAEP, and Credentialing intake programs. He said administration is recommending delaying action on these three items until the Local Control Funding Formula proposal is resolved and the new superintendent and CBO are on-board. He asked if there were any questions.

Member Dean: He noted on recommendation # 21 it might be easier to come up with a list of items that the computer technology students could not do versus working with the instructor to come up with a list of things they could do to help the IT Department.

Member Chang: She said earlier in the meeting under the consent agenda, the Governing Board approved the new CBO to begin on Thursday, February 14. She said the timeline for having the new superintendent on board is May 1.

Member Dean: He said he understood that we are developing something and he asked if it was MetroED or a vendor for the TSRs under recommendation # 16.

Superintendent Hay: He said the TSR system was developed in-house and we are writing the code. He said at this time we are just improving some of the functions of the TSR system.

President Garcia: He said this was a great study with some great ideas and many of the recommendations have already been implemented or are in process. He asked what the estimated cost would be if all of the recommendations were implemented for instance a centralized intake center.

Superintendent Hay: He said there is not a full cost as part of the analysis. He said it would be need to include where the intake center would be located. He said it could be located in the current CCOC registration area or in building 400 where the superintendent's office is located. He said those are questions left for the new administration.

Member Chang: She said she wanted to comment that under Superintendent Hay's leadership, and others in the organization, it is commendable to have the courage and vision to ask SSC to conduct this review. She said she had extra copies she provided to the entire board at Los Gatos-Saratoga as well as their district administration. She asked them to review the study as there were recommendations and observations that could be applicable to the home school districts, such as customer service. She said she appreciated the report.

Superintendent Hay: He said the study was actually requested by the previous CBO, Lynn Orong, when she started. He said when he started as CBO approximately 10 years ago an extensive management study had recently been completed by SSC and virtually all of the recommendations have since been implemented. He said from a new CBO's perspective, this type of study is very helpful to provide an independent review of the organization and how it operates. He said he was very pleased that there were a number of areas they didn't find issues with, which indicates there have been many improvements over the past several years.

14. Information Item: 2012-13 District Goals: Progress Report

Superintendent Hay: He prepared a brief PowerPoint presentation on the progress of the 2012-13 district goals. He said several of the goals he had reviewed with the Governing Board during his evaluation touch on building the organization for the future. One of the goals has been to increase high school enrollment at CCOC and it has included discussions with the Executive and Instructional Council; the development of a new CCOC brochure; development of a new CCOC webpage (80% complete); and re-focusing the CCOC Program Representatives to the high school campuses. He said there has been an emphasis on teachers recruiting through their current students. Another goal has been to raise student achievement through implementation of the WASC action plan and re-evaluate existing programs for industry relevance. He noted that it is important to secure state funding for the future of MetroED through legislative advocacy, and to continue working with CAROCP in developing legislative action plans for the future. He said MetroED is developing new funding sources and financial aid programs for students through Title IV accreditation, the G.I. Bill, Calgrants and other sources. He provided information on the status of the modernization projects including building 600, 100, 500, and the Fire Training Tower Prop as well as auditorium renovations and classroom equipment upgrades. He said the campus solar project was put on hold until the new CBO started.

Member Dean: He said Campbell UHSD owns the design to their solar project and they have an agreement with the architect and designer that they can sell the designs to other districts with the funds going into a scholarship fund.

Superintendent Hay: He said the Campbell UHSD project is at the top of the list to pursue. He said there has been a lot of progress on the goals.

Vice President Bobay: He said there are a lot of goals and there has been good progress made to date.

Member Chang: She said she wanted to thank Superintendent Hay on the great job done on the goals and the accomplishments.

15. Information Item: Employability Skills

CCOC Director Fox: He said Employability Skills are a required part of any Vocational or CTE program. He said the Employability Skills, Soft Skills, or SCAN Skills are taught in all the programs at CCOC. As educators we are not only interested in teaching the student the skills to gain employment but also to instill in the student the characteristics that are important to maintain employment and to be successful. He said few if any college programs provide any training in this area, including how to develop a resume. He said this is another area of training that we are providing for our students. He said the framework of skills include systems thinking, technology use, interpersonal skills, critical thinking skills, communication skills, applied academic skills, information literacy, resources management, and personal qualities. He said nationally this adopted framework has been developed with the help of business and industry partners. He said the CCOC teachers have been successful in the world of work and understand the specific expectations of particular trades or business. He said the classes operate in many instances like a business, including time clocks, expectations of working collaboratively with others, and developing a work ethic suitable for any general work experience. He said the CCOC students are successfully placed in professional environments at hospitals, clinics, and other professional settings and they are developing the skills that will last them a lifetime both at CCOC and in the community.

Member Dean: He said he appreciates where staff models the skills they will need and he said the soft skills can be more important in the workplace than other skills. He said when he was an engineering student his professor said that just because you are right doesn't mean you win. He said it was one of the two most critical things he learned in college. He said the other was that you own your attitude and you get to choose it when you get up in the morning. He said those things are huge and staff modeling and the students learning will make a world of difference in the success of their futures.

CCOC Director Fox: He said he thinks when you are on campus here at CCOC you have the opportunity to see that each day. He said that is what teachers and staff try to do to make this experience as true to life as we possibly can.

President Garcia: He said it is night and day when he comes on this campus from other high school campuses he visits and the students approach him. He said you can tell the students have a real sense of how important it is to be approachable, introduce yourself, and acknowledge the person. He said it would be really good if we could make sure that on their resumes these soft skills are reflected. He said he hears over and over from employers: why don't you make sure that we can get students that can communicate, think critically, and work as a team.

CCOC Director Fox: He said it is some of things they assess and he said we can tie into some of the 21st Century skills and do something here that when a student leaves they have a piece of paper that really means something.

President Garcia: He thanked CCOC Director Fox for his presentation.

XIII. ACTION ITEMS AND REPORTS

PERSONNEL FUNCTIONS

16. Action Item: Public Hearing: Disclosure of Financial Implications of Collective Bargaining Agreement with Central County Occupational Agency Teachers Association (CTA)

President Garcia: He opened the public hearing and asked if there were any comments from the public; seeing none, he closed the public hearing.

17. Action Item: Ratification of the CTA Agreement for 2011-12

President Garcia: He said this was a ratification of the CTA agreement for 2011-12 and asked for a motion.

MOTION: The Governing Board moved to approve the CTA tentative agreement. M/Herrera, S/Chang; Vote: 6 Ayes, 0 No

INSTRUCTIONAL AND STUDENT FUNCTIONS

18. Action Item: Adopt Resolution #09-02-13-13; Career and Technical Education Month

Member Dean: He noted this was the shortest month of the year picked for CTE month and could not understand the reasoning.

MOTION: It was moved that the Governing Board adopt resolution #09-02-13-13 and recognize the month of February as Career and Technical Education Month. M/Bobay, S/Dean; Roll Call Vote: 6 Ayes, 0 No

19. Action Item: Adopt Resolution #10-02-13-13, Adult Education Week

MOTION: It was moved that the Governing Board recognize adult education for its many years of service to adults, and that students, teachers, and administrators be recognized during Adult Education Week, March 11 to March 15, 2013. M/Dean, S/Bobay; Roll Call Vote: 6 Ayes, 0 No

XIV. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

MAEP Principal Suzi Glass

- There are three GED Preparation classes and already nine students have completed from the morning class.
- The ESL program is working on the EL Civics Health Care assessments which include three assessments; making a doctor appointment, going through a simulation of being at the doctor appointment, and asking questions of the doctor. She said the students have been doing well.
- She thanked the Governing Board for passing the Adult Education Week Resolution and said this is the 130th year (1883) that adult education services have been provided in the San Jose area.

Superintendent Hay:

- He provided an update on Funding for MetroED, 2013-14
 - Los Gatos-Saratoga UHSD has signed their MBRA and will be staying in the JPA through 2013-14
 - A legal opinion provided to the Governing Board by Don Davis from Burke, Williams & Sorensen confirms that the Governor's LCFF proposal overrides the JPA sections that define funding for MetroED and he opined that the 12/11/12 memo from the six participating district superintendents to the MetroED Governing Board is only a recommendation and is not binding on the districts. He said that, absent legally binding agreements from the participating districts, MetroED must move forward with March 15 preliminary layoff notices. He recommended that the participating districts move forward with an amendment to the Master Business Relationship Agreement (MBRA) guaranteeing funding through 2013-14. In order for these agreements to be binding, they must be approved by the participating districts' Boards of Trustees. A copy of legal

opinion is provided for the record. Hay said that he sent the two-year MBRAs to the five districts that have not signed to date.

- He said East Side UHSD will consider the MBRA tomorrow at a 3:55 PM special meeting and their superintendent is recommending approval. The Milpitas USD board members stated at their meeting last night they will continue to support the program. Santa Clara USD will be holding a special meeting on 3/7/13 to consider the MBRA as well as discuss their adult education program.
- He said on March 28 and 29; we will be hosting a CCOC Showcase Event for state legislators and their staff members. The purpose of the event is to educate key staffers and legislators about the importance, value, uniqueness, awesomeness, and effectiveness of the MetroED and CCOC through physical tours during the legislative break. The March 28 date is for local legislators and staffers and on March 29 we would be providing a bus tour for Sacramento staffers. He said there are 86 key individuals being invited from the legislature, Office of Public School Construction, Legislative Analyst's office, California Department of Education, State Board of Education, and the news media with a hosted luncheon and a speaker's panel. He said Jeff Schmidt and the Video Production class is producing multiple short videos for the event. He said we would showcase the \$20 million Prop 1D investment and classroom tours. He said building 100 will be complete except some punch list items and the Fire Tower Prop will be done. He also noted that the MetroED Foundation has pledged \$1,000 to pay for promotional materials and CTA has also stepped up to help make it a success.
- He said last week MetroED Board Vice President Dan Bobay toured the campus; Los Gatos-Saratoga board members Cynthia Chang and Katherine Tseng toured; East Side Alternate Board Member Lan Nguyen toured.
- The MetroED Foundation met on 2/11/13 and appointed Carl Cimino as a director. Carl is the Director of Training for the Pipe Trades Training Center and former Manager of General Services for San Jose USD.
- He noted at the dais were copies of PowerPoint slides; an invitation to Tech High Night 2013 on March 9; invitation to CCOC's Open House on March 15; a copy of the Brown Act for 2013 provided by Lozano Smith; a copy of the legal opinion dated 2/13/13 from Burke, Williams & Sorensen; copies of the Raising the Bar awards; a calendar from Congresswoman Zoe Lofgren; and the CCOC Business Focus Newsletter.

XV. BOARD COMMENTS

Member Herrera:

- He reiterated the comments of Superintendent Hay that ESUHSD would be taking action on the MBRA at a special board meeting tomorrow to expeditiously extend support to this great program at MetroED.
- He noted that he had been invited by the US Navy to visit a Navy aircraft carrier out of San Diego on 2/26-2/28/13. He said there will be educators from around the country and for a civilian to be allowed on the carrier they need to be issued military orders, which is a big deal. He said on the morning of his departure he will be taken by military escort to the airport and be briefed on the protocols. He is looking forward to the trip.

Member Canova:

- He said the Santa Clara USD board would be taking up the issue of the MBRA at a special meeting on March 7. He said Superintendent Hay has agreed to attend the meeting and he will be making a presentation. He said this is a very important program and he will continue to support it and provide a strong recommendation to his home board. He said it is a critical time for the organization and it needs to be taken care of here and now.

Member Chang:

- She wished everyone a happy Lunar New Year and they celebrate for 15 days.

- She said Los Gatos-Saratoga's new board member Katherine Tseng and she really enjoyed the tour last week of CCOC and noted Ms. Tseng would be her alternate for the March 13 board meeting.
- She and Ms. Tseng attended the Saratoga Junior Parent Night and talked to the parents about CCOC and shared the informational brochure. She said the assistant principal specifically mentioned MetroED to the parents in attendance. She said her home school district is here to stay and she truly believes in the programs at MetroED.

Clerk Dean:

- He said at their last home board meeting, they did talk about the issue and the MBRA. He said will be sure to get it on the Campbell UHSD agenda for 2/28/13; however, he will unfortunately not be at the meeting. He said he was able to ascertain from his fellow board members their continued support and CCOC has seen this commitment with the number of students that come from Campbell to CCOC. He said it is about the students and how it opens the future for them.
- He said prior to this evening's meeting, he met an EMT student who talked with him about his enthusiasm for the class. He said it was clear he had gone out and done research about other programs and he decided this was a superior program at CCOC. He said that is probably true of most if not all of the programs and he supports the program as well or he would not be here.

Vice President Bobay:

- He said at the Milpitas USD meeting last night there was a good discussion on the Governor's proposed budget and the members were provided with a lot of information regarding the MBRA with MetroED and how it affected CCOC and MetroED. He said every MUSD board member spoke in support of keeping the program going and he does not foresee a problem and by their next meeting have something to come back for their approval.
- He thanked CCOC Director Fox for the tour last Thursday. He said it lasted about two hours and it was not enough time to see everything. He spoke with a person today that he has known for some time and he asked him where he had gone to school and how he became qualified for the job he was doing. The young person said he had attended CCOC. He had completed the electrical program and he spoke very highly of CCOC. He noted that this happens to him all of the time when he is out speaking with people in the community. He said having the students talk to everyone about the things they are learning is a great marketing tool. He said the young man who spoke earlier will go far and he was very impressive in getting up and speaking in front of the Governing Board.

President Garcia:

- He thanked the board for electing him as President for the coming year and he thanked Member Chang for her leadership last year. He said he is looking forward to following in her footsteps to the delegate assembly for CSBA. He said in filling out his biographic sketch today, he made sure one of his main interests will be to support CTE. He said he was also pleased last night that both President Obama and the Republican response to the State of the Union mentioned career technical education.
- He said he did a career day over at Burnett Middle School and the Fire Science students were there sharing information on the class and CCOC. He said we are doing great things here at MetroED and he will use all the information provided this evening to share with his home board when discussing the MBRA.
- He said the San Jose USD superintendent fully intends to support MetroED in the future. He has talked to the SJUSD board president to get this item on their agenda as soon as possible. He said San Jose USD is fully committed to MetroED and he has no doubt that his home board will support the funding agreement. He said with that the only thing we will need to worry about is what is happening in Sacramento.

XVI. OTHER MEETINGS


President Garcia: He noted the next regular meeting will be on March 13, 2013 at 7:00 PM with closed session at 6:00 PM.

XVII. ADJOURNMENT

President Garcia: He asked for a motion to adjourn the meeting.

MOTION: It was moved to adjourn the meeting. M/Chang, S/Canova; Votes: 6 Ayes, 0 No

President Garcia adjourned the meeting at 8:30 PM.



Matthew Dean, Clerk of the Board