



METROPOLITAN EDUCATION DISTRICT  
760 Hillsdale Avenue  
San Jose, California 95136

February 13, 2013  
**Governing Board Meeting Agenda**

If you would like to address the Board on any item on this agenda, please complete the **Request of Visitors** form located near the entrance of the meeting room and hand it to the Superintendent. On the form, please list the agenda item(s) you would like to speak to. When your name is called, please come to the podium, state your name and address for the record, and limit your remarks to two minutes. Those speaking on items **not** on the agenda will be recognized by the Chair under **Public Comments**. The Board shall limit the total time for public input on each item to 20 minutes (BB 9323).

**Special Accommodations**

*Individuals who require special accommodation should contact the Superintendent's Office at (408) 723-6464 at least two business days before the meeting date.*

*MetroED Governing Board Meetings are tape recorded (audio only).*

*This agenda and approved minutes of Board meetings may be viewed and printed from the Internet: [www.metroed.net](http://www.metroed.net)*

**REGULAR MEETING**

Date: February 13, 2013

Time: 6:00 p.m.

**LOCATION**

CCOC Auditorium  
760 Hillsdale Avenue  
San Jose, CA 95136

**I. CALL TO ORDER/ROLL CALL**

(Richard Garcia)

Daniel Bobay  
Cynthia Chang  
Richard Garcia

Jim Canova  
Matthew Dean  
J. Manuel Herrera

**II. DISCLOSURE OF "CLOSED SESSION" DISCUSSION ITEMS**

All meetings of the Governing Board are open to the general public, with the exception of those items which are specifically exempt under the Ralph M. Brown Act.

**A. Conference with Labor Negotiator Pursuant to Government Code: 54957.6(f)**

District Negotiator

- Tom Mullin

Employee Organizations

- AFT
- CSEA
- CTA
- Unrepresented Employees

Members of the public may address the Board on any subject not on tonight's agenda; however, provisions of the Brown Act (Government Code 54954.2(a) and .3) preclude any action. As an unagendized item, no response is required from the Board or District Staff and no action can be taken; however, the Board may instruct the Superintendent to agendize the item for a future meeting. When your name is called, please come to the podium, state your name and address for the record, and limit your remarks to two minutes for individuals or five minutes for a group.

III. PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS

IV. ADJOURN TO CLOSED SESSION

Time: 6:02 pm  
Location: CCOC, RM 819

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V. REGULAR MEETING  
Reconvene from Closed Session

Time: 7:00 p.m.  
Location: CCOC Auditorium

VI. REPORT OF CLOSED SESSION ACTIONS (Richard Garcia)

VII. PLEDGE OF ALLEGIANCE (Richard Garcia)

VIII. ADOPT AGENDA (Richard Garcia)

IX. RECOGNITIONS (Richard Garcia)

- A. Acknowledgement of Visitors
- B. Acknowledgement of Honors and Awards
  - Recognition of Individuals who have "Raised the Bar!"

X. STUDENT REPORTS (5 Minute limitation) (Richard Garcia)

- A. CCOC Student
- B. MAEP Student

XI. SPECIAL ORDER OF BUSINESS (Paul Hay)

The Superintendent will update the Board on special projects or may request that individuals be allowed to present an item out of order on the agenda to accommodate their schedules.

XII. PUBLIC COMMENTS

*Members of the public may address the Board on any subject not on tonight's agenda; however, provisions of the Brown Act (Government Code 54954.2(a) and .3) preclude any action. As an unagendized item, no response is required from the Board or District Staff and no action can be taken; however, the Board may instruct the Superintendent to agendize the item for a future meeting. When your name is called, please come to the podium, state your name and address for the record, and limit your remarks to two minutes for individuals or five minutes for a group.*

XIII. APPROVAL OF MINUTES (Richard Garcia)

1. Action Item: [Approval of Minutes](#) from the Regular Board Meeting of January 23, 2013.

XIV. CONSENT/ACTION CALENDAR (ACTION)

All matters listed under the Consent/Action Calendar and marked with an \*asterisk are considered by the Governing Board to be routine and will be enacted in one motion. There will be no discussion of these items prior to the time the Board considers the motion, unless members of the Board or the Superintendent request specific items to be discussed and/or removed from the Consent Calendar.

Recommendation: The Superintendent recommends approval of Consent Calendar items \*2 through \*12.

## **BUSINESS AND FINANCIAL FUNCTIONS**

\*2. **Action Item: [Approve January](#) Warrants Approval List (Keiko Mizuno)**

Recommendation: That the Governing Board approve the Board Warrant Approval List as presented.

\*3. **Action Item: [Monthly Budget](#) Update (Keiko Mizuno)**

Recommendation: That the Governing Board approve the budget changes included in the Monthly Budget Update for the period ended 1/31/2013.

\*4. **Action Item: [Donations Offered](#) to the District (Keiko Mizuno)**

Recommendation: That the Governing Board accept the donations on behalf of the District.

\*5. **Action Item: [Surplus Items](#) (Keiko Mizuno)**

Recommendation: That the Governing Board surplus the items that are listed in the Board packet.

\*6. **Action Item: [Change Order #002](#), Fire Tower Prop Installation-Calstate Construction, Inc.-\$2,215.81 (Paul Hay)**

Recommendation: That the Governing Board approve Change Order #002 for the Fire Tower Prop in the amount of \$2,215.81.

\*7. **Action Item: [Master Vendor Training](#) Agreement with City of San Jose-work2future (Paul Hay)**

Recommendation: That the Governing Board approve the Master Vendor Training Agreement with the City of San Jose, Office of Economic Development/work2future department.

## **PERSONNEL FUNCTIONS**

\*8. **Action Item: [Administrative Personnel](#) (Tom Mullin)**

Recommendation: That the Governing Board approve one new hire and one resignation.

\*9. **Action Item: [Revised Administrative/Confidential Job Descriptions](#): Director of Information Technology; Senior Executive Assistant/HR; and Senior Executive Assistant/Superintendent (Tom Mullin)**

Recommendation: That the Governing Board approve 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 (Tom Mullin)**

Recommendation: That the Governing Board approve the seniority lists for the certificated teachers and classified employees.

## INSTRUCTIONAL AND STUDENT FUNCTIONS

- \*11. **Action Item:** [CCOC New Course Approval](#), Fashion Design and Production (John Fox)

Recommendation: That the Governing Board approve the ROC/P Course outline for Fashion Design and Production.

- \*12. **Action Item:** [CCOC New Course Approval](#), Architectural Design Level I and II (John Fox)

Recommendation: That the Governing Board approve the ROC/P Course outline for Architectural Design Level I and II.

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### END OF CONSENT ITEMS

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## XV. INFORMATION ITEMS

13. **Information Item:** [MetroED's 10/26/12 Organizational Review: Administration's Response to Recommendations](#) (Paul Hay)

Recommendation: That the Governing Board review the Administration's responses to the Organizational Review, and provide feedback as appropriate.

14. **Information Item:** [2012-13 District Goals: Progress Report](#) (Paul Hay)

Recommendation: That the Governing Board review the 2012-13 MetroED goals progress report.

15. **Information Item:** [Employability Skills](#) (John Fox)

Recommendation: That the Governing Board hear the report on Employability Skills.

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### END OF INFORMATION ITEMS

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## XVI. ACTION ITEMS AND REPORTS

### BOARD AND ADMINISTRATIVE FUNCTIONS

--None--

### BUSINESS AND FINANCIAL FUNCTIONS

--None--

### PERSONNEL FUNCTIONS

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

**Public Hearing Open**

Recommendation: That the Governing Board hold a public hearing and disclose the cost of the proposed settlement with the Central County Occupational Agency Teachers Association (CTA) as required by AB 1200.

**Public Hearing Closed**

17. **Action Item:** [Ratification of the CTA Agreement for 2011-12 \(Tom Mullin\)](#)

Recommendation: That the Governing Board approve the CTA tentative agreement.

**INSTRUCTIONAL AND STUDENT FUNCTIONS**

18. **Action Item:** [Adopt Resolution #09-02-13-13; Career and Technical Education Month \(Paul Hay\)](#)

Recommendation: That the Governing Board adopt resolution #09-02-13-13 and recognize the month of February as Career and Technical Education Month.

19. **Action Item:** [Adopt Resolution #10-02-13-13, Adult Education Week \(Suzi Glass\)](#)

Recommendation: 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.

**XVII. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS**

Superintendent Paul Hay and the MAEP and CCOC Program Directors will have recent **significant** information to present to the Governing Board on topics not on the agenda. (3 Minute limitation)

- Oral Report: MAEP Principal Suzi Glass
- Oral Report: CCOC Director John Fox
- Oral Report: MetroED Superintendent Paul Hay

**XVIII. BOARD COMMENTS**

(Richard Garcia)

Individual Board members may report on: visits to schools, programs, conferences, meetings attended and/or items of interest to the public. A board member may wish to express a concern or observation about a topic not appearing on the agenda, or request items to be scheduled on a future agenda.

**XIX. OTHER MEETINGS**

Regular Meeting, March 13, 2013	Closed Session	6:00 pm
	Open Session	7:00 pm

**XX. ADJOURNMENT**

(Richard Garcia)

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