

METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes
August 17, 2011

I. CALL TO ORDER/ROLL CALL CLOSED SESSION

The meeting of the Governing Board of the Metropolitan Education District was called to order by Vice President Chang at 6:10 p.m., in the Superintendent's Building, Room 403, San Jose, California.

All Members present, except when noted "absent":

Frank Biehl	East Side Union High School District
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

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 7:10 p.m., in CCOC Room 810, San Jose, California.

III. REPORT OF CLOSED SESSION ACTIONS

President Canova reported no action was taken in closed session.

IV. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Biehl.

V. ADOPT AGENDA

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

VI. RECOGNITIONS

A. Acknowledgement of Visitors:

Superintendent Hay recognized Tom Woodruff, Assistant Superintendent/CBO Los Gatos-Saratoga JUHSD; Cari Vaeth, East Side UHSD; Peter Bishell, Sharp Copier Representative; Mark Bartos and Andrew Todd, Bartos Architecture.

B. Recognition of Individuals who have "Raised the Bar!":

Superintendent Hay recognized Terri Di Salvo, Office Manager and Program Registrar for MAEP at the MC Village for her coordination and overseeing the new layout of MC's office, swapping out broken, ripped, and mismatched classroom furniture with requests and replacements, and for getting rooms ready for added materials and summer storage of items for the incoming portables.

Superintendent Hay recognized Dorian Del Conte, Executive Administrative Assistant to the MAEP Director for organizing the closure and move of two major sites, Erikson (EKS) and the San Jose (SJC) Adult Education Centers, to the MC campus. She worked closely with the movers to ensure that rooms were diagramed, furniture was moved appropriately and teachers had excellent state of the art classrooms to move into in the fall.

VII. STUDENT REPORTS

There were no student reports.

VIII. SPECIAL ORDER OF BUSINESS

None

IX. PUBLIC COMMENTS

President Canova: He noted there were no requests under public comments.

X. APPROVAL OF MINUTES

Vice President Chang: She noted on page 10 of 13 of the minutes of June 15, 2011 under Item # 18, the votes on the motion should be Votes: 4 Ayes and not 5 Ayes.

MOTION: It was moved to approve the Minutes of the Regular Board Meeting of June 15, 2011 and June 29, 2011 with the correction as noted by Vice President Chang on the June 15, 2011 minutes. M/Garcia, S/Biehl, Votes: 6 Ayes, 0 No

XI. CONSENT CALENDAR

Vice President Chang: She requested Item # 7, Approve Revised CCOC 2011-12 Schedule of Fees be removed from the Consent Calendar.

MOTION: It was moved to approve consent items # 2 through # 22 with the removal of item # 7. M/Biehl, S/Garcia; Vote: 6 Ayes, 0 No

BUSINESS AND FINANCIAL FUNCTIONS

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

The Governing Board approved the following warrant registers: #62010809-#62010840, dated June 22, 2011; #62010841-#62010865, dated June 27, 2011; #62010866-#62010905, dated June 29, 2011; #62010906-#62010932, dated June 30, 2011.

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

The Governing Board approved the following warrant registers: #62010933-#62010946, dated July 7, 2011; #62010947-#62010974, dated July 11, 2011; #62010975-#62011012, dated July 13, 2011; #62011013-#62011046, dated July 20, 2011; #62011047-#62011061, dated July 25, 2011; #62011062-#62011088, dated July 27, 2011.

***4. Action Item: Approve Agreement with San Jose Job Corps for Site Registrar Support, 2011-12**

The Governing Board approved the agreement with San Jose Job Corps, for Site Registrar support, for the period of July 1, 2011 to June 30, 2012.

***5. Action Item: Approve Agreement with San Jose Job Corps for 2011-12**

The Governing Board approved the agreement with San Jose Job Corps for 2011-12 school year.

***6. Action Item: Approve Contract with Sharp Business Systems for Copier Equipment Leasing and Services**

The Governing Board approved the contract with Sharp Business Services.

7. Action Item: Approve Revised CCOC 2011-12 Schedule of Fees

Vice President Chang: She asked how the fees are determined for the evening programs.

Superintendent Hay: He said the revised fees were for two new courses to start in the evening program at CCOC. The evening program has been fee-based with the elimination of ADA reporting requirements and funding by the state. He asked CCOC Director John Fox to explain how the fees are calculated.

Director Fox: He said the fees for a 54 hour class were established at \$205. The fee covers the cost of the part-time evening supervisor, clerical, indirect costs of 6%, evening security, and the teacher's costs. The fee is based on a minimum of 20 students in the class. Any additional fees would be for the cost of materials.

Vice President Chang: She asked what happens if the class has more than 20 students.

Director Fox: He said the cost to take the class does not change. The basic cost of \$205 for 20 students covers the costs of providing the class and if there is not sufficient enrollment to cover the costs, the class is cancelled.

MOTION: It was moved that the Governing Board approve the revised CCOC MetroED Schedule of Fees for 2011-12. M/Chang, S/Bobay; Vote: 6 Ayes, 0 No

PERSONNEL FUNCTIONS

***8. Action Item: Approve MOU with San Jose Unified School District to Continue to Provide Benefits for MetroED Employees**

The Governing Board approved the Employee Benefits MOU with the San Jose Unified School District.

***9. Action Item: Classified Personnel**

The Governing Board approved four reclassifications and one rehire.

***10. Action Item: Approve New Confidential Job Description Senior Human Resources Systems Specialist**

The Governing Board approved the new Confidential job description for Senior Human Resources Systems Specialist.

***11. Action Item: Approve Variable Term Teaching Credential Waiver Requests for Certificates of Completion on Staff Development to Provide Instruction to English Learners for Holders of Designated Subjects, Career Technology Education Teaching Credentials for the 2011-12 School Year-Staff Development Completed**

The Governing Board approved the variable term teaching Credential Waiver Requests for certificates of completion on staff development to provide instruction to English learners for holder of designated subjects, Career Technology Education Teaching Credentials for the 2011-12 school year.

- *12. **Action Item: Approve Variable Term Teaching Credential Waiver Requests for Certificates of Completion on Staff Development to Provide Instruction to English Learners for Holders of Designated Subjects, Career Technology Education Teaching Credentials for the 2011-12 School Year-Staff Development Completed**

The Governing Board approved the variable term teaching Credential Waiver Requests for certificates of completion on staff development to provide instruction to English learners for holder of designated subjects, Career Technology Education Teaching Credentials for the 2011-12 school year.

INSTRUCTIONAL AND STUDENT FUNCTIONS

- *13. **Action Item: Williams Uniform Complaint Procedures Report**

The Governing Board approved the quarterly report on the Williams Uniform Complaint Procedures.

- *14. **Action Item: Medical Apprenticeship Agreement**

The Governing Board approved the agreement with Joseph Gali, MD to offer on-the-job clinical training to MAEP students.

- *15. **Action Item: South Bay Mill Cabinet JATC Apprenticeship Agreement, 2011-12**

The Governing Board approved the South Bay Mill Cabinet JATC apprenticeship agreement for the 2011-12 school year.

- *16. **Action Item: Santa Clara and San Benito Counties Roofers JATC Apprenticeship Agreement, 2011-12**

The Governing Board approved the Santa Clara and San Benito Counties Roofers JATC apprenticeship agreement for the 2011-12 school year.

- *17. **Action Item: Western Electrical Contractors Association, Inc., JATC Apprenticeship Agreement, 2011-12**

The Governing Board approved the South Bay Mill Cabinet JATC apprenticeship agreement for the 2011-12 school year.

- *18. **Action Item: Walton and Sons Masonry Inc., JATC Apprenticeship Agreement, 2011-12**

The Governing Board approved the Walton and Sons Masonry, Inc., JATC agreement for the 2011-12 school year.

- *19. **Action Item: California Barbering and Cosmetology Apprenticeship Learning Center, JATC Apprenticeship Agreement, 2011-12 (John Fox)**

The Governing Board approved the California Barbering and Cosmetology Apprenticeship Learning Center JATC agreement for the 2011-12 school year.

- *20. **Action Item: First Amendment to Master Vendor Training Agreement with City of San Jose (Work2Future)**

The Governing Board approved the First Amendment to the Master Vendor Training Agreement between MetroED and the City of San Jose for the period 7/1/09 to 6/30/13.

***21. Action Item: New CCOC Course—Introduction to Commercial Screen Printing**

The Governing Board approved offering the Introduction to Commercial Screen Printing Course as a CCOC evening class.

***22. Action Item: New CCOC Course—Fire Service/First Responder (John Fox)**

The Governing Board approved offering the Fire Service/First Responder course as a CCOC evening class.

XII. INFORMATION ITEMS

23. Action Item: College Articulation Report

CCOC Director John Fox: He introduced Alice Rodriguez, Office Assistant instructor.

Alice Rodriguez: She shared there is a group of three teachers working on college articulations for CCOC and she is the coordinator. It has been difficult getting all of the information together; however, all the articulations are electronic as well as hard copies for back-up. She shared a website that has all the articulations by community college. An agreement is not posted until all of the signatures are in place. She said she will be working with MAEP to get articulations for their career technical classes as well. She explained the difficulty in coordinating efforts between the CCOC instructor and the community college instructor. She said the articulations have course numbers and when a student completes a program and earns the credits, she ensures the proper course number is on the certificate as well as provides the student with the contact person at the community college so it is seamless.

Vice President Chang: She asked if the information was linked to the MetroED website.

Althea Polanski: She said the information has not been linked at this time; however, when the articulations are completed, it will be available directly from the MetroED website.

Member Garcia: He asked if there were any problems with the instructors at the community college thinking the courses taught here at CCOC do not have the same level of instructor as they do.

Director Fox: He said there is a challenge test for the students and final exams that have been agreed on for the students to receive the articulations and the students need an A or B to receive the articulations as well.

Superintendent Hay: He said the relationships with the community colleges entail more than articulations and he asked Director Fox to share what is done to connect with the community colleges.

Director Fox: He said starting in October, there is a community college on campus each day. We do admission testing here on campus for the students. He said staff is looking at doing dual enrollment. The presidents of the community colleges will be holding a meeting here on campus this year and touring the classes.

Superintendent Hay: He said the community college representatives not only do admission testing on campus but also provide them with information on how to enroll and what to expect when they begin classes at one of their colleges.

24. Action Item: Final Report: 2010-2011 Long Term Goals and Objectives

CBO Gilbertson: He presented a PowerPoint on the final report for last year's goals and objectives and the accomplishments for the year. These included:

- The closing of two adult education sites due to the reduction of \$3.5 million from San Jose USD resulted in closing several programs and layoffs impacting over 100 employees. This was done successfully.
- State funding continued at 2007-08 level less 20 percent and CCOC revenues were \$2.4 million less than the previous year.
- Over \$4 million in capital funding was used to upgrade and reconfigure CCOC classrooms and consolidate MAEP programs on the Hillsdale campus.
- Improved state visibility for MetroED and its programs as well as continued active participation in legislative and CAROCP activities.
- Completed installation of projection systems in most CCOC and MAEP classrooms and initiated cost savings including a new copier contract.
- Conducted two levels of professional development computer skills classes and several career transition workshops for current and laid off employees.

Vice President Chang: She said the report was very impressive.

CBO Gilbertson: He said it was a team effort by all staff members to accomplish the goals.

President Canova: He said it was very impressive during a very difficult year.

25. Action Item: Final Attendance (ADA) Report for 2010-11

Superintendent Hay: He presented the final attendance report (ADA) report for 2010-11. He said due to flexibility, it was no longer a state requirement to report ADA; however, for accountability and internal controls, MetroED continues to take attendance.

Vice President Chang: She asked about students coming from Charter and Private schools as reflected in the report.

Superintendent Hay: He said we are required to serve students in the boundary of the six participating districts and they do not pay a fee for their students to attend.

26. Action Item: MetroED Facilities Update

CBO Gilbertson: He presented a PowerPoint presentation on MetroED facilities. He said there have been renovations for classrooms at CCOC due to receiving \$10 million in Proposition 1D funds and the 50% match from MetroED. He said the renovations have been to support student success. The formula for enhanced student success includes safe and effective classrooms and labs which are configured for collaborative teaching, utilizing current learning technologies to teach state-of-the-industry career related technical skills. He provided updates on the projects that occurred over the summer including the Health Careers Center (Bldg. 200) which received approximately \$2 million in upgrades, the Protective Services Center (Bldg. 700) which will have a simulated model courtroom to be completed in October, the combined administrative offices and Culinary Arts Center (Bldg. 800), the additional classrooms and renovations for MC Village East Extension, as well as work on the administrative offices for Building six and the parking lot reconfiguration and restriping to accommodate the additional students from the adult education program.

Vice President Chang: She said the report was very impressive and she asked if it would be possible to do a tour at the next board meeting.

Superintendent Hay: He said the Board could meet an hour before the next meeting and tour the facilities that were worked on over the summer. He said The Hub is a lab and not a cafeteria. It is used for students to learn and serving students and the size has been increased. The meeting this evening is in a room that has been increased in size and can be used for a banquet room and for meetings as well.

XIII. ACTION ITEMS AND REPORTS

BUSINESS AND FINANCIAL FUNCTIONS

27. **Action Item: Approve Ground Lease Amendment #4 with the County of Santa Clara and Capitol Auto Mall, LLC.**

MOTION: It was moved that the Governing Board approve amendment #4 to the Ground Lease between MetroED, the County of Santa Clara and Capitol Auto Mall Plaza, LLC. M/Garcia, S/Biehl; Votes: 6 Ayes, 0 No

28. **Action Item: Change Order #001, CCOC Buildings 700 & 800 Modernization-Swenson & Associates, \$169,813**

Superintendent Hay: He said the change orders are detailed in the Board packet and the architects are here this evening if there were any questions from the Board.

Member Biehl: He asked if there was a difference in maintenance costs between carpet and linoleum.

Architect Mark Bartos: He said the cost was about the same for purchasing the flooring; however, the carpet installed is for use in food areas and it can be patched. He said it has a peel and stick backing; however, he does not know how the maintenance costs would be different.

Member Biehl: He said it was a nice upgrade if it can be maintained.

Member Gordon: She asked if staff had purchased additional carpet for replacement.

Mark Bartos: He said as part of the contract, 10% extra was included to use in all flooring areas. He said Change Order # 21_800 was not approved as they were not happy with the amount charged by the contractor.

Superintendent Hay: He said there were a number of things we wanted to change and then there were other changes that were unexpected. He said to get DSA approval, there were things that needed to be done such as the washable ceiling tiles in the kitchen lab. He said he asked for a drinking fountain in The Hub as students use it for a break room and felt it was very important.

MOTION: It was moved that the Governing Board approve Change Order #001 in the amount of \$169,813 between MetroED and Swenson & Associates. M/Gordon, S/Garcia; Votes: 6 Ayes, 0 No

XVI. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

MAEP Director Karp:

- Staff and students are excited to be back in school. Last week, MAEP held two days of back-to-school activities. Teachers returned on Wednesday to get their classrooms ready for the start of school on Monday.
- On Thursday, teachers and classified staff attended the "Back to the Future" meetings. She said with the consolidation of all the programs on one site, many of the teachers and staff were returning after being at other locations.
- Staff was provided a tour of the new facilities and they were very pleased with the new technology in the classrooms. During the general session, information was provided about the future of adult education and the state plans after flexibility. The focus will be to get adult

education students ready for careers and college. The teachers also had individual program meetings and training on the new technology.

- School started on Monday, August 15, with classes being offered in all the major program areas: Adult Basic Education, English as a Second Language, High School Diploma, GED Preparation and Career Technical Education.
- She said there will be legislators coming back for a tour of the facilities and programs and to see how an adult education program can downsize and still have quality programs.
- She said enrollment is down a few hundred students; however, classes are open entry and students can begin each week as openings occur.

CCOC Director Fox:

- He distributed information from John Betts, Precision Machining instructor, regarding a Job Corp student who attended his class and completed in the spring of 2011.
- The day program started classes on Monday, August 15. There are 32 sections offered in the morning and 33 sections in the afternoon. Enrollment is at 1,874 and there are three schools not in session (Campbell UHSD, Milpitas USD, and Los Gatos-Saratoga JUHSD) as of today.
- Staff development was focused on Collaborative Teaching and identifying Teacher Leaders during the back-to-school meetings last Thursday and Friday.
- Jeff Schmidt, Video Production instructor, will host the Arts and Media Professional Learning Community (PLC) at CCOC this year. The PLC was created through the efforts of the Santa Clara County Office of Education. He will be presenting at the SCCOE CTE Conference on September 29 and the PLC he is chairing has teachers from 19 districts.
- Student conferences will be held again this year and they will also be hosting a Leadership Conference for the president and vice president of the sophomore classes at each of the high schools along with a counselor. The conference will offer speakers that support technical education and the changing work environment.
- Nathan Chukes, Auto Body Painting instructor, will continue as the student council advisor. He also attended the annual AYES conference in Seattle in July. The program supports students at CCOC and many of his students each year take advantage of the internships provided through the organization. At the conference, Nathan became aware of a grant for \$25,000 to support the Auto Body program for additional equipment and it is being actively pursued.
- Rico Sciaky, Law Enforcement instructor, confirmed the simulated driving modules are working which allow participants to experience scenarios that a law enforcement officer may encounter in his/her daily work.
- Back to School Night is scheduled for September 9.
- The Breathe Easy Ride for the Bay Area will be hosted once again at CCOC on Saturday, October 1. Last year was the first year it was hosted by CCOC and the event raised over \$14,000 for Cystic Fibrosis Foundation.
- Justin Locketz, Computer Technology instructor, reported his class has partnered with a high school in Monterey, Mexico and the Computer History Museum on a project called Work to Future. Students will collaborate on projects solving real world problems provided by Silicon Valley Venture Capitalists.
- Eric Whitman, Animation instructor, was invited this summer to teach a workshop at the International Dream Studies Conference in Amsterdam where he used animation to bring people's dreams to life.
- Mike Cortese, Truck Mechanics instructor, reported Normandin Chrysler donated two alignment machines, an engine analyzer, and a distributor tester valued at \$40,000. Also, a parent of one of his students was able to get three large diesel engines donated from a client and she is working on getting a truck donated as well.

Member Biehl: He said East Side UHSD is working with CreatTV and he suggested we contact them to air some of the promotional videos. He will provide contact information to Director Fox.

Superintendent Hay:

- He said there will be additional change orders for other campus projects at the next meeting.

- SCCOE has issued an approval letter for the District's 2011-12 Adopted Budget with their thanks to the District staff for submission of the budget in a timely manner.
- SCCOE will be hosting the 3rd annual Career Technical Education Conference on Thursday, September 29th, 8:30AM – 3:00PM. The registration fee is \$35 and we will cover the cost for any of the CCOC or high school campus ROP teachers and Governing Board Members who wish to attend. Keynote speakers include Superintendent of Public Instruction Tom Torlakson and William Symonds the lead author of the Harvard "Pathways to Prosperity" report.
- He said there wasn't a board item for this meeting on legislative updates as the legislature was on vacation from 7/15 to 8/15. They returned to session on Monday and he provided an update on the following bills:
 - AB 160 (Portantino): Expands concurrent enrollment opportunities for H.S. students. (WATCH). Appropriations-Suspense File-tagged with cost, decisions will be made behind closed doors with the leadership.
 - AB 165 (Lara): Reinforces the prohibition against imposition of pupil fees. (OPPOSE), working with CSBA on some language to help us. Appropriations-Suspense, with a prospective date amendment. Working with sponsor for waiver language. May have to deal with this in 2012.
 - AB 224 (Bonilla): Expands the indicators to be considered in the API, including being "career ready." (WATCH) Appropriations-Suspense.
 - AB 790 (Furutani): Declares the intent of the legislature to enhance the delivery of linked learning in high schools. (WATCH) Appropriations-Suspense.
 - AB 1304 (Block): Provides for issuance of a Recognition of Study in linked learning for holders of a single subject credential. (APPROVE) Appropriations-Passed 9-0, on the Senate Floor for vote.
 - AB 1310 (Furutani): Requires the Chancellor of the community colleges to develop a strategic plan for connecting education and workforce development.(APPROVE) Appropriations-Suspense
 - AB 1330 (Furutani): Adds CTE course as an alternative to the requirement that students must complete a course in visual or performing arts, or foreign language, for graduation. (SUPPORT) Appropriations-Suspense
 - SB 547 (Steinberg): Recently amended to water down the provision to include career readiness in the API. Appropriations-Suspense
 - SB 931 (Vargas): Prohibits public agencies from using public funds to pay legal advisors to counsel the employer on how to minimize or deter the exercise of employee rights related to employer-employee relations. (OPPOSE) Assembly Floor-No action to date.
- There will be Public Service Announcements (PSA) running on eight radio stations for CCOC evening classes as well as banner ads on mercurynews.com and Yahoo. There will be an ad in this week's Metro newspaper on page 25. The theatre ads did not do very well.

XVII. BOARD COMMENTS

Board Member Gordon

- Campbell UHSD begins classes on Monday, August 22. She welcomed staff back to the new school year and said it was very apparent a lot of effort has gone on in preparation for the beginning of school and it is greatly appreciated by the Board.

Board Member Garcia

- He said he was glad to be back and the campus looks great and he is excited to visit the classrooms and he is looking forward to the year.
- San Jose USD began classes on August 15. Last week, all 3,000 SJUSD employees came together at the San Jose Convention Center and heard the goals for the year by their superintendent. He is excited about the year despite the budget problems.

Board Member Biehl

- He said this year East Side UHSD did their back to school meetings differently. The meetings were held at the individual high schools with Board Members attending different ones and it was a nice change.

Board Clerk Bobay

- He said he had a great summer and the facilities look great and he is also happy to be back for the start of the new school year.
- He said Milpitas Unified SD is not back in session until later this month.

Vice President Chang

- She said the back to school meetings for staff at Los Gatos-Saratoga JUHSD will be this Friday and school begins on Monday, August 22.
- She thanked Superintendent Hay for sending an e-mail to the LGSJUHSD Interim Superintendent to invite him to tour and visit MetroED and explain the different structure here. She said she would like to participate with the visit as well.
- She said they had their board meeting last night and it went very well.

President Canova

- He thanked Vice President Chang for assisting with closed session this evening.
- He said the Bobbie Plough, Santa Clara USD Superintendent, was also invited to tour. He is excited about the new school year and with the budget issues faced by their district, he believes they have the right person for the job.
- He did compete in the Livestrong Bike Ride in Davis in July and Lance Armstrong attended as well. He said Davis is a beautiful city and it turned out to be a good weekend and not too hot.

XVIII. OTHER MEETINGS

The next regular meeting is scheduled for September 14, 2011 at 7:00 PM preceded by a tour of the modernization and renovations projects completed over the summer beginning at 6:00 PM.

XIX. ADJOURNMENT

President Canova adjourned the meeting at 8:45 PM.

Daniel Bobay, Clerk of the Board