

METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes
November 14, 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 Chang 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 - Absent
Diane Gordon	Campbell Union High School District - Absent
J. Manuel Herrera	East Side Union High School District
Matthew Dean	Campbell Union High School District - Alternate
Veronica Lewis	San Jose Unified School District - Alternate

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 Chang at 7:10 p.m., in CCOC Room 201, auditorium, San Jose, California.

III. REPORT OF CLOSED SESSION ACTIONS

President Chang reported the Governing Board met in closed session Pursuant to Education Code Section 35031 the Governing Board took action not to renew and to not re-elect the contract between the District and the employee serving in the position of Chief Business Officer as well as to provide notice to the employee of such action. The Governing Board also took action to approve a settlement with the District employee in exchange for the employee resigning her employment and signing a release of claims. The District is paying the employee's health and welfare benefits through June 30, 2013

IV. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Matthew Dean.

V. ADOPT AGENDA

MOTION: It was moved to adopt the agenda. M/Canova, S/Herrera; 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 - None

VIII. SPECIAL ORDER OF BUSINESS

None

IX. PUBLIC COMMENTS

President Chang: She noted there were no requests to speak.

X. APPROVAL OF MINUTES

1. Action Item: Approval of Minutes from the Regular Board Meetings of October 10, 2012.

MOTION: It was moved to approve the Minutes of the Regular Board Meeting of October 10, 2012. M/Herrera, S/Bobay; Vote: 5 Ayes, 0 No, 2 Abstain (Dean and Lewis)

XI. CONSENT CALENDAR

Member Dean: He requested the removal of Item # 7, Revised GASB Actuarial Study as of July 1, 2011.

MOTION: It was moved to approve consent items # 2 through #10 and the removal of Item # 7 from consent. M/Bobay, S/Dean; Vote: 6 Ayes, 0 No

BUSINESS AND FINANCIAL FUNCTIONS

*2. Action Item: Approve Monthly Warrant Approval List

The Governing Board approved the October Warrants.

*3. Action Item: Accept Donations Offered to the District

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

*4. Action Item: Agreement of Terms and Conditions with San Jose Police Department for Secondary Employment of Off-Duty San Jose Police Officers

The Governing Board approved the agreement of terms and conditions with San Jose Police Department for Secondary Employment of off-duty San Jose Police Officers.

*5. Action Item: Authorization to File Notice of Completion: CCOC Building 600-General Contractor: Swenson & Associates

The Governing Board ratified the District's filing with the County of Santa Clara the Notice of Completion of the building 600 project, with a completion date of October 25, 2012.

*6. Action Item: Approve Agreement for Professional Inspection and Testing Services (Offsite), Proposition 1D Fire Tower Prop Construction-HP Inspections, Inc. \$9,660

The Governing Board approved the agreement for professional inspection and testing services with HP Inspections, Inc. in the amount not to exceed \$9,660.

7. Action Item: Revised GASB Actuarial Study as of July 1, 2011

The Governing Board removed the item from consent at the request of Member Dean.

Superintendent Hay: He said this was a revision of the GASB Actuarial Study which was approved by the Governing Board at their September 12, 2012 meeting. He said there were some minor adjustments at the auditor's request to match the amount of net OPEB obligation to the 2010-11 audit report as well as revising the "pay-as-you-go" amount to reflect the health premium payments made to two new retirees.

Member Dean: He said actuarial studies are usually based on assumed returns and noted it was on page two of the document and calculated at 5%. He asked if that is the percentage the District expects in return on investment of the funds.

Superintendent Hay: He said that is the long term rate the District expects to return on the investment.

Member Dean: He said he could not support the use of a 5% discount rate. Considering the investment constraints on public agencies, and current market rates, 5% is too high. A discount rate around 2% would be more realistic.

President Chang: She asked for a response from the superintendent.

Superintendent Hay: He noted that Member Dean made a sound argument, and he agreed that 5% was unrealistic. Hay said if the Governing Board wishes to withhold the approval of the study, he will talk to North Bay Pensions about revising their report to reflect a more realistic discount rate. He said that, in terms of impact on the District, the GASB 45 Study means very little because we are on a pay-as-you-go basis and we do not have any large, long-term liabilities for retirees since our benefits are very lean.

Member Dean: He said he respects that comment; however, he still would, from a fiscal responsibility standpoint for this Board, suggest that we move to send this back and have the percentage looked at and reduce to a more realistic rate.

Member Herrera: He said he didn't think a motion was needed. He said just requesting staff to do that would be sufficient.

President Chang: She said the Governing Board would not take action on the item to allow staff time to discuss the rate of return with North Bay Pensions.

***8. Action Item: Approve Consultant Services Contract for a Superintendent Recruitment-Leadership Associates, \$19,500**

The Governing Board approved the contract with Leadership Associates in the amount of \$19,500 to conduct the search for a superintendent.

PERSONNEL FUNCTIONS

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

The Governing Board approved the two new hires; Robert Ruiz, MAEP Instructional Assistant and Son Trinh MetroED Temporary Computer/Network Specialist and the MAEP instructional assistant positions reduction in hours.

INSTRUCTIONAL AND STUDENT FUNCTIONS

***10. Action Item: Medical Apprenticeship Agreement MAEP**

The Governing Board approved the agreement with Fred and Mary Mansubi, M.D.'s, Inc.

XII INFORMATION ITEMS

None

XIII. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATION FUNCTIONS

11. Action Item: Meet with Search Firm Advisors, Leadership Associates, to Discuss the Search Process and to Identify the Qualifications and Characteristics Sought in the Superintendent

President Chang: She said there were three representatives from Leadership Associates to lead the discussions.

Don Iglesias: He introduced himself and his partners; Larry Aceves and Phil Quon. He noted that all three of the partners had been superintendents in Santa Clara County and San Jose Unified had a long-term relationship with MetroED when he served as superintendent. He thanked Member Garcia and President Chang for meeting with Leadership Associates early in the week as part of the subcommittee on the search. He said they went through the timeline. He said this evening they would go through the timeline, the online survey, community groups to meet with and characteristics the Board would like to see in their next superintendent as well as strengths and challenges facing the District. He said the timeline closely resembled the one provided in the request for proposal. He noted key dates would include on December 12 in closed session to discuss contract parameters. He said he would not be able to attend the meeting; however, Mr. Aceves and Mr. Quon would be attending. He said on January 8 and 9, 2013, Leadership Associates will meet with community groups. He said March 8 is the deadline for applications. He said important dates for the Board will be on March 20 when all the candidates will be brought to the Board. He said Leadership Associates does not screen out any candidates; however, they will make recommendations and do significant background checks on the candidates. He said typically they bring three to five recommendations; however, it is up to the Board who they want to interview. He said the interviews would be held on March 27 and March 28.

Althea Polanski: She noted that the revised timeline and online survey was provided separately from the agenda packet at the dais.

President Chang: She asked if the tentative board meeting would be on March 20 as the organizational meeting for the District is not held until January.

Member Herrera: He asked if it would be a board meeting as well as the review of the candidates.

Member Canova: He said on the revised timeline the dates of March 27 and 28 would be a Wednesday and Thursday. He asked why those dates were selected.

Don Iglesias: He said the dates were tentative and the Board could change the dates.

Member Canova: He said when his home district, Santa Clara, did interviews it was on a weekend. He said he has a small business and it can be difficult to do the weekdays; however, it would be possible if that was the consensus of the Board.

President Chang: She said the interviews on March 27 and 28 would be full days and not in the evening.

Don Iglesias: He said the meeting on March 20 would be approximately three hours when Leadership Associates meets with the Board to review all of the candidates.

President Chang: She said the second Wednesday of the month is when the Board usually meets and the Board discussed possible dates and times for the interviews.

Member Herrera: He said we need to pin down the time and dates for the meetings in March. He asked for clarity of when the meetings would be held.

President Chang: She noted there were discussions regarding the dates and times and the Board agreed to meet on March 20, 2013 from 6:00-9:00 PM and to interview on March 29 and March 30 from 9:00 AM-5:00 PM.

Larry Aceves: He said to expedite the process; the candidate information could be available at the District office two or three days in advance of the meeting to allow the Board to review all of the candidates.

Don Iglesias: He said a binder would be prepared with the three to five candidates recommended by Leadership Associates and the other candidate information would be available for review in the District office.

Member Dean: He noted there are ways to scan the information of all of the candidates to ensure confidentiality. He also commented that he would like to see at least five candidates recommended unless Leadership Associates believed there were only three to recommend.

Larry Aceves: He said the number is not pre-determined and it depends on the number of applications that are received.

Don Iglesias: He said Leadership Associates does extensive background checks and as a confidential search, they will be able to share information to ensure the candidates meet the qualifications.

President Chang: She asked if the meeting on March 20 and the interview dates would be closed session.

Don Iglesias: He said the meetings would be closed and he provided sample language to Althea Polanski to prepare the agendas. He noted to keep the time open on March 29 and 30 from 9:00 AM to 5:00 PM each day. He also shared the online survey will be used to get input from stakeholders that are not able to provide input in person on the MetroED website. He said Leadership Associates will share the input from the survey with candidates and the Board.

President Chang: She asked how people would know to go to the website to fill out the survey.

Don Iglesias: He said Leadership Associates would work with the District staff to get the word out to students, parents, and community members.

Member Dean: He asked what tool was used and he would recommend SurveyGizmo which can be attached to Facebook and other media types. He said it can provide all of the statistical data that would be needed for \$75.00 per month.

Larry Aceves: He said Leadership Associates uses SurveyMonkey.

Member Dean: He said SurveyMonkey is an older online survey system and it is not as effective as the newer tools available. He said it was a suggestion to review.

Don Iglesias: He asked the Board if there were any recommended changes to provide the information to Althea Polanski by Wednesday, November 21.

Vice President Bobay: He said in a quick review of the questions, there is nothing specific to ROPs listed on the survey.

Phil Quon: He thanked President Chang, Member Garcia, and Althea Polanski for assisting prior to the meeting on some of the stakeholders to include in the community meetings. He shared the list Leadership Associates would meet with including: student council, Employer Advisory Board Chairs, MetroED Foundation Board, staff (classified/certificated), administrative staff, JPA

Superintendents and CBOs, community college partnerships (Foothill/De Anza), high school principals from the satellite high schools, the chamber of commerce, and service clubs (San Jose Rotary, etc.). He asked if there were other groups the Board would like to consider.

President Chang: She asked if a new list would be provided and a schedule.

Phil Quon: He said Leadership Associates will work with Althea Polanski to put the new list together with the schedule.

Member Dean: He recommended the chamber of commerce be plural to include Los Gatos, Campbell, and other cities that comprise chambers in the District's attendance area. He said the other reason for mentioning the other chambers is to do it as an outreach to the larger community that may help stimulate additional interest in the District.

Vice President Bobay: He asked in the list of contacts if there were any areas the list might be deficient in getting input from the community.

Phil Quon: He said the only area would be to ensure we have connected with business partners with the District. He asked if this had been captured with the Employer Advisory Board Chairs.

Superintendent Hay: He said there may be some very specific companies that we would recommend and he would request CCOC Director John Fox provide the information. He said he knows there are some strong partners with our various programs which may not participate with the advisory boards.

Vice President Bobay: He said there could be others including those who have assisted the programs at CCOC through the fire and police departments.

Larry Aceves: He said there could be areas in construction and trade unions that would be important to contact.

Superintendent Hay: He suggested the apprenticeship group which includes thirteen trades that the District works closely with and they are strong partners.

Member Canova: He said the strengthening of partnerships and the public relations value is important. He said it is something that we discuss continually as well as how to get the word out on the programs here.

Phil Quon: He said to please send any additional suggestions to Leadership Associates so they could be included.

Larry Aceves: He asked the Board to provide characteristics of what they want to see in a new superintendent and what are the strengths and challenges for someone who is interested in the position at MetroED. He said the input received will be used to develop the position description. He said the position description will be sent to the Board for approval prior to be posting on their website and in the materials to be sent out to recruit.

Vice President Bobay: He said this is a JPA and it needs to be a person that can operate cross functionally with different organizations, different board members, and superintendents. The person needs to be a good manager in house as well as outside of the house. The person needs to be comfortable in the public eye within the participating districts but also internal to the organization of MetroED and those who support the district. It would need to be a real strong leader that understands there are a lot of different influences to manage.

Member Lewis: She said there is a cross over between the professional and personal characteristics. She believes the District needs a strong business leader as well as educational leadership; a person that has good management/organizational skills; has the ability to look at the

big picture in expanding the opportunities for high school students to utilize the programs at MetroED. She said it will take organizational skills of time management, do some scheduling changes and he/she will need to be a person of integrity, a sense of humor, and the person will need to work with six different board members. She said one of the qualities will be for the person to look at what is being offered at the District versus those outside the District that don't even know what exists here. She said Superintendent Hay does a fantastic newsletter and she shares it and passes it on to others. She said we need someone who will continue this and takes in this new challenge for Career Tech, veterans, and adults that no longer have jobs and need to find another career.

Member Dean: He said honesty and transparency are first, the second is communication skills, and then teamwork. He said we all come from different districts with different socio-economic and geographic areas and the person will need to be able to bring the groups together. He said he would look next for accountability, responsibility, flexibility and adaptability. He said everything in education is going to change in the next ten years and education will have to transform. He said internet-based education will become the new norm and the challenge will be how do we look at the MetroED programs and technologies and leverage that so it permeates our community. He said the other thing he will be looking for is if the person has private sector experience because 95% of the graduates of this program go out into the private sector or another portion of the private sector and typically they are not going into the education sector. He said it would be great if they could speak four or five languages and the person will need to be able to weather change.

Member Canova: He said he agrees with many things that have been said. He said there are a number of students coming out of college with four year degrees and they are not able to get jobs and they find the direction to go by utilizing the programs at MetroED. He said learning through the Internet is important; however, it would not take the place of many occupations; i.e. lawyer, doctor, etc. He said two things about Superintendent Hay that stand out are the person in this position cannot just stay on this campus. The person will need to go out to the districts, meet with the CBOs and superintendents as well as with legislators. He said another thing he admires about Superintendent Hay is that he is so dialed in to what is going on in terms of legislation and it is so critical to a JPA like MetroED. He said one piece of legislation could bring the JPA to a screeching halt. He said Superintendent Hay is passionate about working with the legislators and he goes out of his way to bring those details to the Board. He said the legislative knowledge would be essential for him in the next superintendent.

Member Herrera: He said he would take the sum total of his colleagues and say a person who walks on water. He said he would be looking for a manager who has demonstratively developed people's potential. He said most people can manage the level of performance people are at; however, it takes another level of leadership to conscientiously develop the capacity of individuals to another level and the capacity of an organization to another level. He said he would be most impressed by a candidate who had demonstrated that kind of leadership and record.

President Chang: She said she does believe in honesty, integrity, and transparency. She said the person would have to be well qualified and she thinks the private sector experience is nice to have; however, if the candidate had no public sector or educational or ROP experience, she would not feel comfortable in that selection. She said the person has to be a true leader who is not afraid of hiring people who may have different areas of expertise than the superintendent. He said the candidate needs to be fair and employees will need to respect and trust the candidate. She said people should be willing to speak their mind around the candidate. She said she has observed that Superintendent Hay has been a great role model and he has hired people and let them grow to the maximum of their potential. The person has to have passion and take great pride in the District.

Larry Aceves: He said in regards to the person's professional background regarding the private sector, what should the candidate bring with them; i.e. ROP experience, superintendent experience, assistant superintendent level, etc.

Member Canova: He said it would be interesting for him if there was a candidate that was a superintendent of a school district and in that capacity had been part of a similar JPA.

Larry Aceves: He said in the past they have recruited high school principals that have the ROP and adult education experience.

President Chang: She said it will be important to take into account the current economic and political climate the state is in. She said she is not against a principal that is of high caliber and fits into the qualifications the Board has expressed. She said the person will need to hit the ground running.

Member Canova: He said considering this person will be interacting with the superintendents in the participating districts who have strong personalities, he said he would think we would need a superintendent who has had some success with superintendents.

Vice President Bobay: He said he believes the person would need to be at a high level cabinet position with a financial background and contacts with the political scene.

President Chang: She said it would be nice to have someone like Superintendent Hay that has a financial background; however, the ideal would be to have on staff a very qualified CBO with the financial background to cover the financial aspects of the District.

Member Dean: He said you will come across people who have the same years of experience and others who have three years of distinct experience that are actually much broader. He said for him, someone who has been an assistant superintendent and clearly has had different roles would be someone to consider. He said he is looking for someone who has a lot of energy, not about youth, but energy for outreach, communication, and passion. He said he feels there is a good nucleus in place that Superintendent Hay and his predecessors have put in place that will assist in seeking a candidate. He said his spectrum is a little broader and the Board will make the overall decision.

Member Lewis: She said San Jose has done a search two different ways and she said it was very good the advisors were asking what the board would want in a superintendent up front. She said when you get to the point of doing an interview, it is too late to try and determine what the Board wants. She said through her experience, there were a number of CBOs with business backgrounds that applied during San Jose's last superintendent's search. She said this time of year there is a pool out there and candidates should be considered who are assistant superintendents, directors, and those with principal experience. She said this is good as the person will be dealing with six other districts and reaching out to those districts as well as to the board members and superintendents. She said a person should have experience or knowledge of the business world.

President Chang: She said the CCOC Director John Fox deals more directly with the principals at the school sites where the superintendent deals more directly with the superintendents, CBOs, and business community.

Vice President Bobay: He said he somewhat agrees that for this position, a candidate who has been a principal and worked their way up the ranks to the superintendent level would be a positive attribute and it would definitely be someone to consider.

President Chang: She said we need to make sure, because this district is so unique, the candidate should have a related background.

Larry Aceves: He said Leadership Associates would get back to the Board on what they have compiled from the comments. He asked what would they say to the candidates as they begin recruiting on the strengths and challenges at MetroED.

Board Comments on Strengths /Challenges:

- Managing the program - the program changes on a constant basis and there is a lot of potential change based on the industrial changes.
- The quality of the programs and the recognition we get as well as the partnerships like Foothill and De Anza.
- The goal of providing services to our veterans which is a huge issue for the country.
- The challenge of getting the facts out on the excellent services and programs that are provided here and expanding the programs.
- Excellent staff, programs, and facilities.
- Peer Court – partnership with Santa Clara County Superior Court.
- Unique district and recognized at the state level.
- The challenge of the Weighted Student Formula (WSF).
- The equalization and funding formula issues with the six participating districts.
- The innovation of the hands-on programs that leads to real careers and people seeing the connection of what they are doing that is made which is tangible and real. The program here has done a tremendous job in making the classes relevant and real and it is transformational to those who come through the classes. Reaching out to the community colleges and colleges is taking it to the next level so it is not just an entry into the workforce but the next step to a career and life-long learning.
- College and career readiness.

Larry Aceves: He said the Board would be getting all of the input back from the stakeholders as well as the person who is successful. He asked if there were any further questions regarding the search.

President Chang: She asked if there was a problem with bringing someone on by May 1, 2013 and how the timeline would affect the pool of candidates.

Larry Aceves: He said the timeline is not that far off of what other districts have done. He said MetroED is at the front end of the peak season for candidates and it is actually ahead of the curve from other districts. He said candidates are already thinking about the opportunity available here at MetroED and they have already received calls about the upcoming vacancy.

Don Iglesias: He said there is the possibility that some candidates may need flexibility through the end of June 2013 that the Board will need to consider.

President Chang: She said Superintendent Hay would be flexible to assist through May and June if needed. She said there had been direction given to Leadership Associates throughout the discussion and no further action is needed.

BUSINESS AND FINANCIAL FUNCTIONS

12. Action Item: Monthly Budget Update

MOTION: The Governing Board approved the budget changes included in the Monthly Budget Update for the period ended 10/31/2012. M/Herrera, S/Bobay; Vote: 6 Ayes, 0 No

13. Action Item: Public Hearing & Resolution #06-11-14-12; Tier III Categorical Flexibility Transfer and approval of Memorandum of Understanding with Santa Clara County Office of Education

Superintendent Hay: He explained the process regarding identifying one of the sources of funding; the Professional Development Block Grant, to allow for flexibility to ensure payment is made to MetroED. He said when the staff development categorical program was combined into the Professional Development Block Grant, the legislative author said that no recipient of the

funds would lose any funding, but unintentionally left out JPA/ROCPs. Since MetroED is not a "school district" for purposes of receiving Professional Development Block Grant funding (but was a recipient prior to creation of the block grant), the California Department of Education devised a plan to designate another agency to act on the District's behalf, as a fiscal agent, for receiving the grant funding. In 2005, the Santa Clara County Office of Education (SCCOE) agreed to serve as MetroED's fiscal agent. This year, the SCCOE has requested a MOU to memorialize the arrangement, renewable annually. This item includes a resolution "flexing" the Professional Development Block Grant funds so they may be used for any educational purpose, and approving the MOU with the County Office of Education.

President Chang: She opened the public hearing and seeing no member of the public requesting to speak, closed the public hearing.

MOTION: The Governing Board moved to adopt Resolution #06-11-14-12, authorizing transfers of Tier III funds as presented. M/Dean, S/Lewis; Roll Call Vote: 6 Ayes, 0 No

MOTION: The Governing Board moved to approve the Memorandum of Understanding with Santa Clara County Office of Education. M/Bobay, S/Herrera; Vote: 5 Ayes, 0 No, 1 Abstain (Lewis)

PERSONNEL FUNCTIONS

14. Action Item: Public Hearing: Disclosure of Financial Implications of Collective Bargaining Agreement with California School Employees Association-CSEA

Superintendent Hay: He said anytime there is agreement regarding collective bargaining, the District is required under Assembly Bill 1200 to disclose the financial impacts of the agreements and to send the disclosure to the County Office of Education ten days prior for approval.

President Chang: She opened the public hearing and seeing that no member of the public requesting to speak, closed the public hearing.

President Chang: She noted that there was no further action to be taken under this item.

15. Action Item: Ratification of the CSEA Contract for 2011-12

MOTION: The Governing Board approved the CSEA contract for 2011-12. M/Herrera, S/Bobay; Vote: 5 Ayes, 0 No, 1 Abstain (Lewis)

16. Action Item: San Jose Federation of Teachers (AFT) Sunshine Proposals for 2012-13

HR Director Mullin: He said AB 501 was passed in November of 2011 and expanded the definition of "public school employee" to include JPAs. As part of the collective bargaining process for public school employees, it is necessary to present bargaining unit proposals to the public for a period of time so that they may have an opportunity for input (EERA Article 8 Public Notice; 3547 Public meetings; public records).

Kathy Jasper: As AFT President, she presented to the MetroED Governing Board the proposal from AFT and the adjustments they would like to see in the contract. Ms. Jasper also thanked the Governing Board and public for their support of Proposition 30.

President Chang: She thanked Ms. Jasper for the proposal and noted that there was no action required this evening.

XIV. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

MAEP Principal Suzi Glass

- Three more adults completed the GED tests and she continues to be impressed with the number of students completing the GED and high school diploma programs.
- There were 48 students who took the California High School Exit Exam (CAHSEE) last week that is required to get an adult high school diploma in the state.
- She noted they are excited to get the Math CAHSEE results as MAEP has been piloting a new, more rigorous program developed by Curriculum Specialist Marti Rao.
- There will be a foreign language challenge test on November 29 for students to receive ten high school credits if they pass all three parts of the test and to date 18 students have signed up for the test.
- MAEP students are working on preparing decorations for a tree for the annual San Jose Christmas in the Park and the theme this year is "Learn for Life". The tree will be decorated on November 21.

CCOC Director Fox

- CCOC instructors, Pat Haney (Metals Technology) and John Betts (Precision Machining) are volunteering to assist First Robotics in the community to build robots and CCOC students are getting involved as well as part of their curriculum and projects.
- The National Automotive Technicians Education Foundation (NATEF) is to improve the quality of automotive technician training programs nationwide at secondary and post-secondary, public and proprietary schools. CCOC is up for re-accreditation next year and CCOC will be hosting their NATEF workshop to update schools on the new NATEF model to make it easier for schools to participate in the program.
- Our new HVAC Instructor, Jim Falcone, shared that 8 out of 10 students achieved EPA certification for handling refrigerant. The exam is very hard and equal to a contractor's exam.
- 14 CCOC students have signed up for the AAA/Ford troubleshooting contest that includes a written test and hands-on competition. Last year only two students competed.
- On November 9, the Veterinary Assisting class held a very successful Cadaver Day. Students from Medical Assisting, Health Occupations, and Forensic Investigation participated. The students studied specimens donated by the San Jose Animal Care Center on Monterey Road. Elisabeth Belaski, Veterinary Assisting Advisory Board member, spent the day assisting Instructor Christine Smith to provide information about soft tissue anatomy to the students.
- Over 300 CCOC students attended the Extreme Entrepreneurship Tour on Monday, October 29. The first speaker was EJ Carrion, top-selling author of Ignite Your Dreams, which teaches students how to light the flame within to achieve amazing results. Mr. Carrion kept students engaged and motivated with his witty sense of humor and his highly charged motivational speech on achieving success by "not waiting for the right time." He encouraged students to start their dream "today" by "writing it down." Devin Lars was the second speaker. At 25 years old, he is the CEO/President of Doing Everything Different (DED), a company based in Fremont, CA.
- Pat Haney, Metals Technology/Welding instructor shared a donation of 50,000 pounds of donated materials from Northrop Grumman. The material includes 24,000 pounds of scrap metal and 26,000 pounds of welding wire.
- 732 CCOC students participated in the ASVAB Career Exploration Program. The program is comprised of three components: Multiple Aptitude Test, Interest Inventory and Career Exploration. Students finished all the testing last month and during the last two weeks they came back to receive their test results and to explore occupations that match their skills and interests. The career exploration sessions was presented by an ASVAB Career Educational Specialist who walked students step by step through an online research where they will find information about their careers of interest, such as required skills, education, wages, project growth and more.
- On October 25, MeriWest Credit Union provided a Dress for Success workshop for 324 CCOC students. During the presentation, students explored how their appearance can affect their career, what they choose to wear can make a difference in not only their ability to get hired, but also their consideration for promotions. The students were also informed about the

Do's and Don'ts of professional attire, personal hygiene, and accessories. This is part of a series of workshops in partnership with MeriWest to prepare students for future success. Future workshops include Identity Theft in November, Tips for Interviews in December, and Resume Writing in April.

- A not for profit organization, Year-Up, will be coming to speak with students in January regarding internship and training opportunities upon graduation. He said a video was shared regarding the opportunities.
- Member Dean: He asked if the Year-Up video could be shared with the Board. CCOC Director Fox said he would be happy to share the video with the Board.

Superintendent Hay:

- On Tuesday, we had our site visit from the California Department of Veterans Affairs. This is the state approving agency for Veterans Education and the visit is like a mini-WASC. The visitor told us that we meet the qualifications to become an approved training agency for veterans under the G.I. Bill. Some of the G.I Bill benefits include: tuition and fees paid directly to the school; monthly housing allowance paid to the veteran, as much as \$1,500/month, and annual book stipend up to \$1,000 per year.
- On Thursday, we will be participating in a Veteran's Resource Summit hosted by work2future and sponsored by Prudential Insurance Company. The purpose is for organizations that provide resources to help veterans get together and network. There are 80 participants signed up so far and each organization will be able to make a short presentation. Representing MetroED: Paul Hay, John Fox, Suzi Glass, Althea Polanski, and John Sellerole from the MetroED Foundation.
- He brought attention to the new photos on the walls in the auditorium that highlight students in action in the twelve industry sectors at CCOC as well as an MAEP graduation picture.

XV. BOARD COMMENTS

Member Lewis:

- San Jose Unified passed Measure H, the 290 million dollar bond on November 6 and they are very happy about this.
- There will be two new board members joining the San Jose Unified Board; Sandy Engel (retired director of secondary education at SJUSD) and Teresa Castellanos (a former school administrator).

Member Dean:

- He said there will be one new member joining Campbell Union HSD and possibly another one; however, there are still more than 30,000 ballots to be counted. He thanked the Board for the opportunity to participate.

Member Canova:

- He said there will be two new board members at Santa Clara Unified.

Vice President Bobay:

- He said Milpitas Unified said that Mr. Alisantosa and he ran unopposed and Mr. Danny Lau was re-elected to a two-year term.
- Last evening the Milpitas Board signed an agreement with Evergreen Community College District to work collaboratively to have a college building on the campus. He noted the community college will be providing \$10 million for the building and Milpitas will be providing the land. He understands it is the first agreement of this type in the State of California.

President Chang:


- She said there were two incumbents who ran and one was elected and one newly elected board member.
- She wished everyone a Happy Thanksgiving and said that she will be going to New York City as the Saratoga High School Marching Band will be appearing in the Macy's Thanksgiving Day Parade.

XVI. OTHER MEETINGS

President Chang: She noted the next regular meeting will be on December 12, 2012 at 7:00 PM with closed session at 6:00 PM.

XVII. ADJOURNMENT

President Chang adjourned the meeting at 9:15 PM.

A handwritten signature in black ink, appearing to be 'Richard Garcia', written over a horizontal line.

Richard Garcia, Clerk of the Board