



MetroED

Metropolitan
Education District

METROPOLITAN EDUCATION DISTRICT
760 Hillsdale Avenue
San Jose, California 95136

Governing Board Meeting Agenda

REGULAR MEETING

Date: June 13, 2007
Time: 6:00 p.m.

LOCATION

CCOC, RM 810
760 Hillsdale Ave.
San Jose, CA 95136

- I. **CALL TO ORDER/ROLL CALL** (Marsha Grilli)
 - Cynthia Chang
 - Richard Garcia
 - Marsha Grilli
 - Ernie Dossa
 - Diane Gordon
 - J. Manuel Herrera
- II. **COMMENTS FROM THE PUBLIC REGARDING CLOSED SESSION ITEMS**
- III. **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 Legal Counsel--Anticipated Litigation--Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9 (1 case)
- IV. **ADJOURN TO CLOSED SESSION**

Time: 6:02 pm
Location: CCOC, RM 810

Persons wishing to address the Governing Board must fill out a request to speak form and bring it to the board secretary prior to the conclusion of the "Public Presentations & Reports" section.
- V. **REGULAR MEETING**

Time: 7:00 p.m.
Location: CCOC Auditorium
- VI. **PLEDGE OF ALLEGIANCE** (Diane Gordon)
- VII. **REPORT OF CLOSED SESSION ACTIONS** (Marsha Grilli)
- VIII. **ADOPT AGENDA** (Marsha Grilli)
- IX. **STUDENT REPORTS** (Marsha Grilli)
 - CCOC Student
 - MAEP Student
- X. **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.
- XI. **PUBLIC PRESENTATIONS & REPORTS**

This portion of the Agenda provides an opportunity for members of the public to directly address the Governing Board on any item of interest to the public; however, provisions of the Brown Act (Gov't Code 54954.2(a) and .3) preclude any action being taken on any item not appearing on the posted agenda for action. Items on the agenda may be addressed during this portion or during the Board's consideration of the item. Time limits allocated to public testimony are 2 minutes for individuals and 5 minutes for organizations.

XII. APPROVAL OF MINUTES

(Marsha Grilli)

- 1. **Action Item: Approval of Minutes of Regular Board Meeting, May 9, 2007 and Special Board Meeting, May 23, 2007.**

XIII. CONSENT CALENDAR (ACTION)

All matters listed under the Consent 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 *18

BUSINESS AND FINANCIAL FUNCTIONS

- *2. **Consent Item: Approve May Board Warrant Approval List (Paul Hay)**

Recommendation: That the Governing Board approve the following warrant registers: #92842696-#92842752, dated May 2, 2007; #92843910-#92843964, dated May 4, 2007; #92846280-#92846341, dated May 10, 2007; #92846892-#92846942, dated May 11, 2007; #92850855-#92850922, dated May 22, 2007; #92852393-#92852442, dated May 24, 2007; #92852838, dated May 25, 2007; #92853265-#92853323, dated May 29, 2007.

- *3. **Consent Item: Approve 2007-08 Schedule of Fees (Wendy Zhang)**

Recommendation: That the Governing Board approve the MetroED Schedule of Fees for 2007-08.

- *4. **Consent Item: Approve Agreement for Fiscal Budget Services (School Services of California; \$2,100) (Wendy Zhang)**

Recommendation: That the Governing Board approve the agreement with School Services of California, Inc., in the amount of \$2,100 plus actual expenses.

- *5. **Consent Item: Third Amendment to Master Vendor Training Agreement with the City of San Jose for Work2Future Program**

Recommendation: That the Governing Board approve the third amendment to the Master Training Agreement with the City of San Jose to provide training to WIA eligible clients referred by the city.

PERSONNEL

***6. Consent Item: Certificated Personnel (Dan Gilbertson)**

Recommendation: That the Governing Board approve the CCOC closure of two classes at the end of this school year, resulting in two CTA teacher's layoffs, and the resignation of one part-time CTA teacher as of June 7, 2007.

***7. Consent Item: Classified Personnel (Dan Gilbertson)**

Recommendation: That the Governing Board approve the one regular election, the promotional election, the reclassifications and status changes.

***8. Consent Item: Approve New CSEA Job Description (Dan Gilbertson)**

Recommendation: That the Governing Board approve the new CSEA job description for Executive Assistant.

INSTRUCTIONAL AND STUDENT FUNCTIONS

***9. Consent Item: Baking and Catering - Year Two (John Fox)**

Recommendation: That the Governing Board approve offering the second year Baking and Catering class.

***10. Consent Item: Approval with San Jose Job Corps for Instructional Aide, 2007-2008 (Suzi Glass)**

Recommendation: That the Governing Board approve the agreement with San Jose Job Corps, for Instructional Aide support, for the period of September 4, 2007 to June 10, 2008.

***11. Consent Item: Agreement with San Jose Job Corps to provide Adult Basic Skills in Job Readiness Instruction (Suzi Glass)**

Recommendation: That the Governing Board approve the Agreement with San Jose Job Corps, for the period of September 4, 2007 to June 10, 2008.

***12. Consent Item: Agreement with San Jose Job Corps to provide GED Instruction (Suzi Glass)**

Recommendation: That the Governing Board approve the Agreement with San Jose Job Corps, for the period of September 4, 2007 to June 10, 2008.

***13. Consent Item: Agreement with HOPE Rehabilitation Services (Suzi Glass)**

Recommendation: That the Governing Board approve the Agreement with HOPE Rehabilitation Services for the period July 1, 2007 to June 30, 2008.

***14. Consent Item: Cosmetology Agreement, 2007-08 (Suzi Glass)**

Recommendation: That the Governing Board approve the cosmetology agreements for the 2007-08 school year.

***15. Consent Item: Approve One-Time School Site and District Block Grant Expenditure Plan for the Metropolitan Adult Education Program (MAEP) (Suzi Glass)**

Recommendation: That the Governing Board approve the grant expenditure plan for the Adult Education program in the amount of \$261,682.

***16. Consent Item: Approve One-Time School Site and District Block Grant Expenditure Plan for the ROC/P Program (John Fox)**

Recommendation: That the Governing Board approve the grant expenditure plan for the ROC/P program in the total amount of \$192,969.

***17. Consent Item: Approve Agreement with Moreland School District (Suzi Glass)**

Recommendation: That the Governing Board approve the agreement with Moreland School District for the period September 18, 2007 to May 29, 2008.

***18. Consent Item: Approve Agreement with Luther Burbank School District (Suzi Glass)**

Recommendation: That the Governing Board approve the Agreement with Luther Burbank School District for the period September 17, 2007 to June 10, 2008.

END OF CONSENT ITEMS

XIV. INFORMATION ITEMS

19. Information Item: 2007-2008 MetroED Vision Statements and Long Term Goals (Pamela Watson)

Recommendation: That the Governing Board receive the 2007-2008 District-wide Vision Statements and Long Term Goals, and provide input as needed.

20. Information Item: MetroED Investment Portfolio as of 3/31/07 (Wendy Zhang)

Recommendation: That the Governing Board review the MetroED Board Investment Report.

21. Information Item: Draft of Proposed 2007-08 Budgets (Wendy Zhang)

Recommendation: That the Governing Board review the proposed 2007-08 budgets for all funds.

END OF INFORMATION ITEMS

XV. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

22. Action Item: Second Reading of BP 3515, AR3515, Campus Security (Dan Gilbertson)

Recommendation: That the Governing Board adopt Policy 3515 and AR 3515 dealing with Campus Security.

BUSINESS AND FINANCIAL FUNCTIONS

23. Action Item: Monthly Budget Update (Wendy Zhang)

Recommendation: That the Governing Board approve the budget changes included in the Monthly Budget Update for the period ended 5/31/07.

24. Action Item: Award bid and approve contract for CCOC Video Camera Security Project (FRI Enterprises-\$51,075); Approve Authorization to Proceed for Architectural & Management Services (Dreiling, Terrones and Bartos-\$10,000) (Wendy Zhang)

Recommendation: That the Governing Board 1) award the bid for the Video Camera Security Project to RFI Enterprises, Inc. as the lowest responsible bidder, 2) approve the contract between MetroED and RFI Enterprises, Inc in the amount of \$52,495, Approve the Authorization to Proceed for Architectural and Project Management Services with Dreiling, Terrones, Bartos Architecture, Inc. (formerly CSS Architects).

25. Action Item: Call for Bids--Building 700 HVAC System Upgrade; Authorization to contract for HVAC Upgrades (Wendy Zhang)

Recommendation: That the Governing Board approve a call for bids for HVAC upgrades for CCOC room 706, authorize the Superintendent to award the project to the lowest bidder and authorize the Superintendent to enter into a contract with the lowest bidder, subject to ratification by the Governing Board at a future meeting.

PERSONNEL FUNCTIONS

INSTRUCTIONAL AND STUDENT FUNCTIONS

XVI. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

Oral Report: Superintendent Paul Hay will have recent significant information to present to the Governing Board on topics not on the agenda. Program Directors will also provide oral reports relating to their programs.

- Oral Report: CCOC Director, John Fox
- Oral Report: MAEP Director, Suzi Glass

XVII. BOARD COMMENTS

(Marsha Grilli)

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.

XVIII. OTHER MEETINGS

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|--|---------------|----------------|----------|
| Special Meeting with JPA Superintendents Executive Council | | | |
| Date to be determined | Open Session | | 12:00 pm |
| Regular Meeting, | June 27, 2007 | Closed Session | 6:00 pm |
| | | Open Session | 7:00 pm |

XIX. ADJOURNMENT

(Marsha Grilli)

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Agenda attachments are available for review at the District Office, 760 Hillsdale Ave, Bldg 400, San Jose, CA.
This agenda is available from the internet at: www.metroed.net.

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