

METROPOLITAN EDUCATION DISTRICT
Board Meeting
October 12, 2005

MEETING MINUTES

REGULAR MEETING

The open session of the regular meeting of the Governing Board of the Metropolitan Education District was called to order by President Garcia at 6:01 p.m., Room 810 at the Central County Occupational Center, 760 Hillsdale Avenue, San Jose, CA 95136.

CALL TO ORDER

1. ROLL CALL

All Members present, except where noted.

Cynthia Chang, Los Gatos-Saratoga Union High School District
Ernie Dossa, Santa Clara Unified School District
Richard Garcia, San Jose Unified School District
Diane Gordon, Campbell Union High School District
Marsha Grilli, Milpitas Unified School District
Craig Mann, East Side Union High School District
Nicholas Valadao, CCOC/P Student Board Member

2. DISCLOSURE OF "CLOSED SESSION" DISCUSSION ITEMS

3. ADJOURN TO CLOSED SESSION

Time: 6:02 p.m.; Closed Session adjourned at 6:20 p.m.

4A. ADJOURN TO BOARD STUDY SESSION (REGULAR MEETING)

Date: October 12, 2005

Central County Occupational Center

Time: 6:30 p.m.

RM 810

Board Study Session on MetroED ROP in JPA schools

Director, John Fox with Assistant Principal, Sylvia Evans presented a "Snapshot of ROPs" and "Satellite Classes" in each of the six districts. A main purpose of the study session was to determine how CCOC can better serve the districts; how to develop feeder programs to CCOC (which currently do not exist), and how to further engage the Board in assisting us in making these things happen. We need to develop a scope and sequence (Perkins and the State is going to be requiring this), with multiple years and multiple subjects.

Member Chang asked if freshmen students can participate in an ROC/P. Mr. Fox responded that the classes are restricted to juniors, seniors, and/or age 16.

Member Dossa noted that we no longer have counselors that help with feeding students. Also, students need to have math and English skills, which some of the eligible students do not have. We also need to have a system for recruitment.

Fox mentioned that CCOC has hired a full time counselor to serve all of the district's students at CCOC.

Sylvia Evans mentioned that the CCOC program representatives make presentations in freshman classes at the high schools.

Superintendent Hallett asked about career exploration in upper elementary and middle schools. He said that he is used to schools with career planning systems in grades 7 – 12. This is an area where we need Board support.

Member Chang asked how the courses are developed in the district high schools. Sylvia Evans responded that the Districts request the classes and the individual schools within the districts make the decisions with help from CCOC.

Member Mann commented that it is never too early to ask students what they want to become. At the middle school it is important to develop a relationship with each counselor. Mann also noted that at East Side they offer construction courses. Have we done studies to determine the alignment? An assessment needs to be done at the district level.

Tim Hallett responded that we do not have a total assessment of courses that occur at each district. We need to ask the question at the district, "Can this be an ROP class". There are many classes that can be ROP classes if the questions were asked. We need to begin to look outside of the box and look at labor statistics; what are the high-demand careers?

John Fox said that we need to be sure we have good career pathways. We need to provide relevancy in each of the classes; for example, we teach soft skills that business is asking that students have when entering the workplace. Classes are not just working on a "project" but are learning skills that are transferable.

Tim Hallett: Quality of programs is a big issue in the state. Our Board is supposed to certify the courses that become ROP courses. This is done through a biennial review. We want to have high quality programs, and we are looking to the Board as a good sounding board.

Member Garcia said that we need to adjourn this session and move to the regular board meeting. This has been a good discussion and this might be a good time to determine if we want to continue the discussion at a retreat.

Member Chang asked if ROP people could be a part of the discussion at the retreat since they are the decision makers.

It was determined that the retreat would not be held on the same day as a Board meeting; that it would be held in the afternoon, about 3:00 or so, and that it would last no longer than three hours, including dinner. Joyce will select some dates and schedule the meeting around Members' availability.

Members will email Tim with issues they would like to consider and with people they would like to include.

The study session adjourned at 7:02 p.m.

4B. REGULAR MEETING (continued) _____ LOCATION

Date: October 12, 2005
Time: 7:00 p.m.

Central County Occupational Center
Auditorium

The regular meeting of the MetroED Governing Board was called to order at 7:08 p.m.

5. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by student member, Nicholas Valadao

6. REPORT OF CLOSED SESSION ACTIONS

No actions were taken in closed session.

7. ADOPT AGENDA

Superintendent Hallett noted amendments to the agenda:

- Item 11.2.3, Carolyn Richardson, effective date of hire should be 9/07/05
- Item 11.1.3, Surplus items does not include the tractor, which was surplusd at a previous meeting. The items to be surplusd are listed on the Board item.
- 11.2.2, The item should read, four hourly certificated teachers.
- The Student Board Report was eliminated from the agenda. His report will be made under the Special Order of Business section.

Motion to adopt agenda as amended: Mann
Unanimous

Second: Gordon

Vote:

8. SPECIAL ORDER OF BUSINESS

CCOC Director, John Fox introduced Nicholas Valadao as a senior at Evergreen Valley High School, age 17. This is his second year at CCOC and is in the Administrative Assistant class. He, and several CCOC students were interviewed by a panel and Nicholas stood out as an outstanding candidate.

Student Board Member, Nicholas Valadao, CCOC reported:

- CCOC Student Council elected officers
- CCOC Student Council is considering setting up a Katrina Hurricane committee
- The CCOC Student Council is planning a newsletter
- The Council will lend support to the Skills USA and the annual car show
- The Council will visit schools, become tour guides for visiting students and perform activities that will tell other students about CCOC.

Mr. Valadao thanked the Board for the opportunity to represent CCOC on the Board.

9. PUBLIC PRESENTATIONS & REPORTS

9.1 Public Comments

None

10.0 APPROVAL OF MINUTES

10.1 Action Item: Approval of Minutes of Regular Board Meeting, September 14, 2005.

Motion to approve September 14 minutes: Gordon; second: Dossa; Vote: unanimous

11.0 CONSENT CALENDAR

Motion to approve consent calendar, items 11.1.1 through 11.3.6: Mann; second, Gordon; vote, unanimous.

The following consent items were approved:

- August Board Warrant Approval List
- Budget Calendar & Budget Guidelines for 2006-07
- Approve Items to be Surplusd (amended)
- Classified Personnel
- Certificated Personnel (amended)
- Administrative Personnel (amended)
- Williams Uniform Complaint Procedures Report
- CCOC Course Certification
- CCOC New Course Approvals
- CCOC Textbook Approval
- ROP Satellite Course Certification

- Medical Apprenticeship Agreement

12.0 INFORMATION ITEMS

12.1 Information Item: MetroED Investment Portfolio as of 6/30/05
 MetroED Governing Board policy requires the CBO to report all investments and moneys to the Governing Board on a quarterly basis. The current yield is 2.89% as compared to last years yield of 1.64%. This will help us considerably.

13.0 ACTION ITEMS AND REPORTS

None

14.1 BOARD AND ADMINISTRATIVE FUNCTIONS

None

14.2 BUSINESS AND FINANCIAL FUNCTIONS

14.2.1 Monthly Budget Update

Chief Business Official, Paul Hay reported that adjustments to the budget of reserves, approved by the Governing Board, include \$20,000 for completion of the burglar alarm upgrades, \$40,000 for completion of implementation of the student attendance system, and \$30,000 for campus security projects. As yet, we do not have all of the actual costs, so at this time we have not moved all of the money.

Motion: That the Governing Board approve the budget changes included in the Monthly Budget Update for the period ended 9/30/05, Mann; second, Gordon; vote, unanimous.

14.3 PERSONNEL FUNCTIONS

None

14.4 INSTRUCTIONAL AND STUDENT FUNCTIONS

None

15.0 EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

Assistant Superintendent Jan Dreier reported to the Board on departmental items of significance:

- MetroED CalWORKs has received an award from Santa Clara County. The award will be presented on December 16 at the Board of Supervisors' meeting. All Board Members are invited to attend.
- The Forensic Investigation class has received publicity in the San Jose Mercury News and in neighborhood papers. This is a popular class for students.
- The Board is invited to attend the first MAEP Medical Assisting graduation for the class of 2005.
- CCOC Staff Development has been ongoing in providing CAHSEE math standards. The first benchmark test will occur on October 14.

Superintendent Tim Hallett reported significant information to the Governing Board on topics not on the agenda:

- Superintendent Hallett thanked the district Board Members for visiting CCOC. From San Jose Unified visitors include: Leslie Reynolds, Veronica Lewis, and Pam Foley; Campbell Union High School District: Rhonda Farber, Diane Gordon, Pam Parker; Santa Clara Unified: Andrew Ratermann. Leslie Reynolds sent an email expressing her positive impressions of CCOC and what good work is going on in the programs.

- Superintendent Hallett passed an article by Dan Walters, “Finally a Down payment on Rebuilding Vocational Education”. Dan Walters often writes articles on career technical education and is often critical of the Governor; however, this time he is supportive. Member Garcia asked how Superintendent Hallett thought the money from the community colleges would trickle down to the high schools. Hallett responded that he was not sure how it will happen. His past experience in working with community colleges has not proven that they are willing to pass money on. The regulations have not yet come out, but we are going to need to be very proactive. We have had some positive working relationships with community colleges in this area. Currently we are working with Mission College, Milpitas and Santa Clara to provide a way of getting their students to participate in CCOC programs without needing to come to this facility.
- Hallett showed the Board a photo of the newly restored MetroED fuel truck that had been refurbished by the auto students. The truck was donated and replaced a 1987 El Camino.
- Hallett mentioned that the superintendents and members will be receiving a letter regarding board terms.

16.0 BOARD COMMENTS

Member **Grilli** commented that she had attended the CSBA meeting where both the state and local chapter presidents were very complimentary of what they had seen at their visit to CCOC.

Member **Gordon** thanked John Fox and Tim Hallett for the tour of CCOC.

Member **Garcia** said that he has been working with Kerry Clegg on a state taskforce and that Dr. Clegg has been very supportive of career technical education and he is very pleased with what we are doing here. The three board members who toured CCOC praised the students and the programs; they each gave a report of their visit at the Board meeting. Garcia also said that he is looking forward to the future study sessions and to the retreat.

17.0 Advanced Planning

18.0 Other Meetings

Regular Meeting, November 9, 2005	Closed Session	6:00 p.m.
	Open Session	7:00 p.m.

XXIII. ADJOURNMENT

Motion to adjourn: Mann	Second: Gordon	Vote: Unanimous
Meeting adjourned at 8:35 p.m.		

Diane Gordon, Clerk/date