

METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes
June 13, 2007

I. CALL TO ORDER/ROLL CALL

The open session of the regular meeting of the Governing Board of the Metropolitan Education District was called to order by President Grilli at 6:05 p.m., Room 810 at the Central County Occupational Center, 760 Hillsdale Avenue, San Jose, CA 95136.

All Members present, except when noted "absent".
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
J. Manuel Herrera, East Side Union High School District – arrived at 7:50

II. COMMENTS FROM THE PUBLIC REGARDING CLOSED SESSION ITEMS
There were no comments.

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

V. REGULAR MEETING Time: 7:02 p.m.
Location: CCOC Auditorium

VI. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was led by Member Diane Gordon.

VII. REPORT OF CLOSED SESSION ACTIONS
There were no actions taken in closed session.

VIII. ADOPT AGENDA
Motion to adopt agenda: Gordon, Second Dossa, Vote unanimous.

IX. STUDENT REPORTS

- CCOC Student – no student report
- MAEP Student – Director Suzi Glass introduced Sally Starz, Parent Ed. Sally introduced the Kissinger family who has been involved in the Discovery Preschool for 6 years.

X. SPECIAL ORDER OF BUSINESS
There were no items.

XI. PUBLIC PRESENTATIONS & REPORTS

There were no public presentations.

- A. Public Comments
No public comments

XII. APPROVAL OF MINUTES

1. Action Item: Approval of Minutes of Regular Board Meeting, May 9, 2007 and Special Board Meeting, May 23, 2007.
Motion to approve minutes. Motion/Gordon, Second/Dossa, Vote/Unanimous.

XIII. CONSENT CALENDAR (ACTION)

Action Item: Motion to approve consent calendar items *2 through *18. Motion/Gordon, Second/Chang, Vote/ unanimous.

Consent Items Approved:

BUSINESS AND FINANCIAL FUNCTIONS

- *2. Approved May Board Warrant Approval List
*3. Approved 2007-08 Schedule of Fees
*4. Approved Agreement for Fiscal Budget Services (School Services of California; \$2,100)
*5. Approved Third Amendment to Master Vendor Training Agreement with the City of San Jose for Work2Future Program

PERSONNEL

- *6. Approved Certificated Personnel
*7. Approved Classified Personnel
*8. Approved New CSEA Job Description

INSTRUCTIONAL AND STUDENT FUNCTIONS

- *9. Approved Baking and Catering - Year Two
*10. Approved with San Jose Job Corps for Instructional Aide, 2007-2008
*11. Approved Agreement with San Jose Job Corps to provide Adult Basic Skills in Job Readiness Instruction
*12. Approved Agreement with San Jose Job Corps to provide GED Instruction
*13. Approved Agreement with HOPE Rehabilitation Services
*14. Approved Cosmetology Agreement, 2007-08
*15. Approved One-Time School Site and District Block Grant Expenditure Plan for the Metropolitan Adult Education Program (MAEP)
*16. Approved One-Time School Site and District Block Grant Expenditure Plan for the ROC/P Program
*17. Approved Agreement with Moreland School District
*18. Approved Agreement with Luther Burbank School District

XIV. INFORMATION ITEMS

19. Information Item: 2007-2008 MetroED Vision Statements and Long Term Goals
Director of Instruction and Accountability, Pam Watson presented the 2007-08 MetroED Vision Statements and Long Term Goals. The Goals will come back to the June 27 Board meeting for approval. Member Chang said that she was impressed with the package and will give her input. There was no further discussion.

20. Information Item: MetroED Investment Portfolio as of 3/31/07
Fiscal Director, Wendy Zhang presented the MetroED Investment Portfolio.
21. Information Item: Draft of Proposed 2007-08 Budgets
Superintendent Paul Hay made a Powerpoint presentation of the 2007-08 proposed budget. The budget will come back to the June 27 Board meeting for approval. Members Dossa and Chang commented that they were impressed with the presentation. There was no further discussion.

XV. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

22. Action Item: Second Reading of BP 3515, AR3515, Campus Security
Motion to adopt the Governing Board Policy 3515 and AR 3515 dealing with Campus Security.
Motion/Dossa, Second/Chang, Vote/Unanimous

BUSINESS AND FINANCIAL FUNCTIONS

23. Action Item: Monthly Budget Update
Fiscal Director, Wendy Zhang informed the Board of adjustments made to the budget as of May 31, 2007. This will be the final budget update report for this fiscal year. There was no discussion. Motion to approve the budget changes included in the Monthly Budget Update for the period ended 5/31/07.
Motion/Garcia, Second/Dossa, Vote/Unanimous
24. Action Item: Award bid and approve contract for CCOC Video Camera
Superintendent Hay noted that the amount of \$51,075 on the Board Order of Business is a clerical error and should be \$52,495. The Board item reflects the correct bid amount. Hay commented that the bid process became very cumbersome, so this was turned over to the district architects. It turns out that they were able to save the district about \$30,000. Hay noted that examples like this make him a firm believer in the competitive bid process.
Security Project (FRI RFI Enterprises-~~\$51,075~~) \$52,495; Approve Authorization to Proceed for Architectural & Management Services (Dreiling, Terrones and Bartos-\$10,000)

Motion to 1) award the bid for the Video Camera Security Project to RFI Enterprises, Inc. as the lowest responsible bidder in the amount of \$52,495, 2) approve the contract between MetroED and RFI Enterprises, Inc in the amount of \$52,495 and 3) approve the Authorization to Proceed for Architectural and Project Management Services with Dreiling, Terrones, Bartos Architecture, Inc. (formerly CSS Architects), in the amount of \$10,000. Motion/Herrera, Second/Gordon, Vote/Unanimous.
25. Action Item: Call for Bids--Building 700 HVAC System Upgrade;
Authorization to contract for HVAC Upgrades
Superintendent Hay asked the Board to approve the call for bids and to authorize the Superintendent to award the bid. This is work that needs to be done this summer to get the Fire Science/EMT classroom ready for the fall semester. Timing prohibits us from bring this to the board on two separate occasions. However, Superintendent Hay will bring the item to the board for ratification at a later date. Motion to 1) approve a call for bids for HVAC upgrades for CCOC room 706, 2) authorize the Superintendent to award the project to the lowest bidder, and 3) authorize the Superintendent to enter into a contract with the lowest bidder, subject to ratification by the Governing Board at a future meeting.
Motion/Chang, Second/Herrera, Vote/Unanimous.

PERSONNEL FUNCTIONS

INSTRUCTIONAL AND STUDENT FUNCTIONS

XVI. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

The Superintendent and Program Directors reported to the Board on significant items.

- CCOC Director John Fox

Friday, June 1 was awards day at CCOC; the student council sponsored special recognition events for both the am and pm sessions. At the special recognition event, a surprising thing happened where a brother recognized his sister that he had not seen in 13 years, being presented with an award. It was a happy reunion. This story was picked up by UPI wire service and went national.

The Awards Ceremony was held on June 1 in the evening for the parents. Mayor Chuck Reed was the keynote speaker.

Over 1,800 middle school students visited the CCOC campus during the month of May as part of an SB 70 grant.

CCOC and Evergreen Valley College are recipients of an SB70 grant to develop a capstone program at Evergreen College to study hybrid vehicles, alternative fuels, and safety surrounding the new technology.

Thursday, June 7 was the last day of school at CCOC.

More than 30 teachers have enrolled in an English Learner training program. The program began this week and is being held on our campus. The teachers will receive 45-hours of training to help them better provide for non-English speakers. MetroED is picking up the cost of the class, which is a requirement for teachers.

CCOC summer school will begin on Monday, June 18.

- MAEP Director Suzi Glass

Wednesday, June 20 there will be a morning ceremony to recognize the students who have completed: Office Skills, Medical Assistant, and GED. This event has outgrown the auditorium, so will be held outside where the adult high school graduation will be held that same evening.

The adult high school diploma graduation will be held on June 20, at 6:30pm. Five Board members are attending, and Rich Garcia will be the keynote speaker.

There were 190 San Jose Unified concurrent students who were able to make up credits so that they could graduate; this is an increase from 170 last year.

There were 104 Campbell Union High School concurrent students who earned credits for graduation; this number is up from 90 last year.

Twenty-five Capitol High School students graduated; all were from San Jose Unified School District. Capitol High has a capacity of 60 students.

MAEP summer school will begin on July 9.

- Superintendent Paul Hay

The District has been working on making CCOC a comprehensive experience for our students who come here from the 6 districts. This year we have increased our visibility in high school yearbooks. An example from the Pioneer High School yearbook was made available to Board members.

Tales from Paradise, book published by the MAEP Older Adult Creative Writing class. Copies were made available for Members to take if they wished. The District will pay the cost of the books. Superintendent Hay said that he was very pleased and impressed when he read the book; it is very well done. Another student success story.

At the June 27 Board meeting we will bring back the 2007-08 Budget, 2007-08 Goals, the CTE plan and a approval for filing a Deferred Maintenance Extreme Hardship grant application for replacement of sanitary sewer lines on the CCOC campus.

Next week Superintendent Hay will be at the CAROCP conference in San Diego from Sunday through Wednesday afternoon. He will return in time for the MAEP graduation.

Member Gordon asked about the Executive Council (tbd) meeting that has been on the agenda for awhile and she asked if there was a scheduling problem. Superintendent Hay said that this is not a scheduling problem at this time, but instead is a matter of waiting for School Services to complete the Management Study. The purpose of this meeting is to bring the Executive Council and the Board together to hear the results of the Management Study.

XVII. BOARD COMMENTS

Member Herrera: He was late to the meeting because, as he had commented at the last Board meeting, he needed to attend a graduation.

Member Garcia: He is looking forward to the MAEP graduation and to being the keynote speaker. He said that he was pleased to learn that CCOC is being included in the high school yearbooks because the students are spending half of their day here; this makes a lot of sense.

Member Chang: She had a good conversation with School Services, about 40 minutes. She was pleased to see three Board members turn out for the CCOC Awards Ceremony. She thanked the staff for their good work, and congratulated all.

Member Gordon: She attended the Leigh High School Awards Ceremony and watched the Skills USA gold medal winner proudly walk across the stage. CUHSD recently dedicated the new agricultural facility. The Future Farmers of America ran the dedication and demonstrated their leadership skills; it was an encouraging day. This facility is made to look like an old barn; people should come by and see it – located near Westmont High. Member Gordon thanked the staff and Superintendent for their work. She is impressed with the dedication and care that is taken for students. An example of this is the family who talked tonight about their experiences at the preschool.

Superintendent Hay: All Members have been given a MetroED badge, so that when they come onto the campus, they do not need to sign in when visiting.

Director Fox asked for logos from each of the six districts to display on the back wall of the Auditorium. John asked for original artwork, not digitized logos. Joyce will send an email to each of the members asking for the original artwork logos.

XVIII. OTHER MEETINGS

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

Meeting was adjourned by President Grilli at 8:20pm.

Ernie Dossa, Clerk