

METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes
December 9, 2009

I. CALL TO ORDER/ROLL CALL

The regular meeting of the Governing Board of the Metropolitan Education District was called to order by President Garcia at 7:05 p.m., in the CCOC Auditorium at 760 Hillsdale Avenue, San Jose, California.

All Members present, except when noted "absent:

Frank Biehl	East Side Union High 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
Marsha Grilli	Milpitas Unified School District

II. REPORT OF CLOSED SESSION ACTIONS

President Garcia reported there was no action taken in closed session.

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Garcia.

IV. ADOPT AGENDA

MOTION: It was moved to adopt the agenda as submitted. M/Chang, S/Biehl, Vote: 6 Ayes

V. RECOGNITIONS

1. Acknowledgement of Visitors - East Side Union High School District Assistant Superintendent Alan Garofalo
2. Acknowledgement of Honors and Awards
 - Superintendent Hay said this evening there was one person to be recognized, Martha Larson, MetroED Systems Support Specialist. The California Association of School Business Officials (CASBO) held their eighth annual recognition program and luncheon on Thursday, December 3, 2009, and honored "The Magnificent Seven Outstanding School Employees." Martha was selected and honored for "Excellence in Support of Technology". Martha shared the award and thanked everyone who nominated her for the award. Superintendent Hay shared that IT Director Bob Beaulieu was a nominee and was able to attend the luncheon as well.

VI. STUDENT REPORTS

- A. CCOC Student: CCOC Director John Fox introduced Vanessa Lozano and Melissa Macabinta. Vanessa and Melissa are students in the Video Production program and also attend Milpitas High School. Vanessa and Melissa are working on a documentary on Alcatraz for their school project and wanted to do it from their perspective of taking different means of mass transportation needed to get to the island. They also had the opportunity to interview one of the two inmates that are still alive. They also interviewed a park ranger that provided them with additional insight on Alcatraz as well. Currently they are editing the video and CCOC provided all the equipment needed to do the filming. After getting the opportunity to film in the 'real world', it has provided both Vanessa and Melissa with the careers they plan to pursue after graduation in film production. One is planning to attend the Art Institute in San Francisco and the other student is going to De Anza Community College for two years and then to the Academy of Art Institute in

San Francisco. The video will be available for viewing on the Video Production You Tube website after December 18.

Superintendent Hay invited the students to return in February or March to show the completed video to the Governing Board at another meeting.

Board President Garcia said that when he had attended classes at San Jose State University, he had the opportunity to go out to Alcatraz and interview an Eskimo Indian that had taken over Alcatraz and wrote an article for the Fairbanks Times. He thanked the students for sharing their experiences in producing the video.

- B. MAEP Student: MAEP Vice Principal Suzi Glass introduced Irene Gonzalez, a student at the Erikson Adult Education Center. Irene shared that she was born and raised in San Jose. Even though she became pregnant at the age of 16, she reached her goal of graduating in 1994. At the age of 20 after having two more children, she married and he provided for their family. Sadly, two weeks after their daughter was born, her husband passed away at home. She discovered that she needed to meet certain requirements under the CalWORKs program. She began STEPS at Erikson and then began an Office Skills class. Irene shared the levels that she needed to complete even though she was not happy to have to go back to school. After the other students welcomed her to the class and she began to progress, she began meeting her goals. She is planning to complete the program and is seriously thinking about going into teaching.

Vice Principal Suzi Glass shared that Irene has been working in the office at Erikson to meet the requirements of the Office Skills class and they are working with her to become a substitute for the district.

VII. SPECIAL ORDER OF BUSINESS

None

VIII. PUBLIC COMMENTS

None

IX. APPROVAL OF MINUTES

1. MOTION: It was moved to approve the Minutes of Regular Board Meeting on 11/18/09 with two corrections on Page 3 of 8, XVI, Item # 11 MetroED Nomination for CSBA Delegate Assembly, strike "Director-at-Large" and replace with "Delegate Assembly Region 20" at the request of Vice President Biehl. M/Biehl, S/Grilli, Vote: 6 Ayes

X. CONSENT CALENDAR

MOTION: It was moved to approve Consent Items *2 through *4. M/Chang, S/Biehl, Vote: 6 Ayes

INSTRUCTIONAL AND STUDENT FUNCTIONS

- *2. **Consent Item: Approve Monthly Warrant Approval List**
The Governing Board approved the following warrant registers: # 62004278-#62004315, dated November 3, 2009; #62004316-#62004349, dated November 5, 2009; #62004350-#62004369, dated November 6, 2009; #62004370-#62004409, dated November 9, 2009; #62004410-#62004444, dated November 12, 2009; #62004445-#62004463, dated November 13, 2009; #62004464-#62004527, dated November 17, 2009; #62004528-#62004554, dated November 19, 2009; #62004555-#62004627, dated November 24, 2009.

***3. Consent Item: Community Classroom Agreements**

The Governing Board approved the agreement with Dr. Darryl W. Hein to provide on-the-job clinical training to CCOC medical students.

***4. Consent Item: ROCP Course Review and Recertification**

The Governing Board reviewed and approved the information regarding the ROCP course Culinary Hospitality and Management Preparation (CHAMPS) Levels 1, 2, and 3.

XI. INFORMATION ITEMS

5. Information Item: 2009 Legislative Update

Superintendent Hay stated the legislative activity report was included in the agenda packet and he would be happy to answer any questions. It was a difficult year as the priorities had to be shifted due to the budget becoming the issue in the state.

The Governing Board received and reviewed the 2009 Legislative Activity Report.

6. Information Item: ROC/P Research Study Report

The Governing Board reviewed the information presented by Gregory Cabrera, Business Partnerships Coordinator. Mr. Cabrera was hired through the Stepping Stones Grant, SB 70 to develop externships, job shadowing activities, create a speakers bureau, revitalize ROCP advisory committee with new members and seek support for all members of the consortium. Mr. Cabrera conducted a research study over the summer interviewing 15 successful CCOC students and three other ROP students. He shared that there are issues facing Career Technical Education (CTE) including: "Vocational" is socially stigmatized, speed of globalization and changes in work, selection bias and evidence of success, the concept of college for all education and evaluation of CTE is very limited. He said that CTE will be the center of reform issues in the future and there will be more discussions of multiple pathways.

XII. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

7. Action Item: Second Reading: Adopt Philosophy, Goals, Objectives, and Comprehensive Plans Board Policies: 0000's

MOTION: It was moved and seconded to adopt Board Policies 0000's, Philosophy, Goals, Objectives, and Comprehensive Plans. M/Biehl, S/Grilli, Vote: 6 Ayes

8. Action Item: Second Reading: Adopt Community Relations: Board Policies 1000's

MOTION: It was moved and seconded to adopt Board Policies 1000's, Community Relations. M/Grilli, S/Chang, Vote: 6 Ayes

9. Action Item: Second Reading: Facilities: Board Policies: 7000's

MOTION: It was moved and seconded to adopt Board Policies 7000's, Facilities. M/Biehl, S/Grilli, Vote: 6 Ayes

BUSINESS AND FINANCIAL FUNCTIONS

10. **Action Item: First Interim Financial Report, Year 2009-10**

MOTION: It was moved and seconded to accept the First Interim Report and instructed the Board President and District to submit a positive certification to the County Superintendent of Schools. M/Biehl, S/Chang, Vote: 6 Ayes

Superintendent Hay: He shared a Power Point presentation that was distributed including information on the state's budget crisis. The purpose of the interim reports is to review the current year budget status, to review the multi-year projected revenue, expenditures and fund balances and determine the adequacy of the fund balances for, determine the adequacy of cash balances for the current year and the two subsequent years. There are two interim reports. The first is presented in December with actual data through October 31. The second interim is presented in March with actual data through January 31, 2010. The Legislative Analyst's report that came out in November predicated the end of the California recession in 2009 which could affect us this year as well as the budget year for 2010-11. The recovery period is in 2010-11 which is consistent with the national recovery. State revenues are basically on track; however, the state's structural deficit persists. They are predicting a \$21 billion shortfall for the balance of this year, \$6.3 billion in the current year and \$14.4 billion for 2010-11. The reasons for the shortfalls are failed solutions that were built into the current state budget.

Member Chang: She stated it was an excellent presentation of the financial information and the interim report was easy to understand and read and thanked the superintendent and staff.

Superintendent Hay: He shared the fiscal services staff did an excellent job and it was difficult this year due to the Santa Clara County Office of Education encountering problems rolling over the beginning balances for this year.

President Garcia: He asked if the superintendent had ever seen a report before with so many economic uncertainties.

Superintendent Hay: Unfortunately, it has been the same for the past few budget cycles.

11. **Action Item: Approval of Master Business Relationship Agreement: San Jose Unified School District-Reconsideration**

President Garcia: He introduced Items 11, 12, 13, and 14 as the items were similar with the exception of the school districts identified in each item.

Vice President Biehl: He requested an explanation of the reason for approving these items again.

Superintendent Hay: At the last meeting of the Governing Board, these agreements have to be approved by a majority of the board and not a majority of those present at the meeting. He apologized for the oversight as there were four members of the board present and the vote was three to one. To be able to pass the Master Business Relationship Agreements, it requires four or more votes so they are being brought back for reconsideration.

Vice President Biehl: Do we need a separate motion for each agreement?

Superintendent Hay: Yes.

MOTION: It was moved and seconded to approve the 2009-10 Master Business Relationship Agreement, including Appendices A, B, and C and the amendment to the 2008-09 MBRA Appendix B, between MetroED and San Jose Unified School District.
M/ Biehl, S/Chang, Vote: 5 Ayes, 1 No (Gordon)

12. **Action Item: Approval of Master Business Relationship Agreement: Milpitas Unified School District-Reconsideration**

MOTION: It was moved and seconded to approve the 2009-10 Master Business Relationship Agreement, including Appendices A and B and the amendment to the 2008-09 MBRA Appendix B, between MetroED and Milpitas Unified School District.
M/Grilli, S/Chang, Votes: 5 Ayes, 1 No (Gordon)

13. **Action Item: Approval of Master Business Relationship Agreement: Santa Clara Unified School District-Reconsideration**

MOTION: It was moved and seconded to approve the 2009-10 Master Business Relationship Agreement, including Appendices A and B and the amendment to the 2008-09 MBRA Appendix B, between MetroED and Santa Clara Unified School District.
M/Canova, S/Biehl, Votes: 5 Ayes, 1 No (Gordon)

14. **Action Item: Approval of Master Business Relationship Agreement: East Side Union High School District-Reconsideration**

MOTION: It was moved and seconded to approve the 2009-10 Master Business Relationship Agreement, including Appendices A and B and the amendment to the 2008-09 MBRA Appendix B, between MetroED and East Side Union High School District.
M/Chang, S/Biehl, Vote: 5 Ayes, 1 No (Gordon)

XIII. EXECUTIVE/ADMINISTRATIVE REPORTS

CCOC Director Fox:

- The P1 report for attendance ended on December 10. It appears that CCOC will be ahead approximately 300 ADA from last year. At this time last year, CCOC was at 1,317 and this year it is 1,619. This is without the evening school program being ADA based this year as it is fee-based now. This includes the CCOC Day Program, a little cosmetology and the ROPs and does not include San Jose Job Corps.
- Oscar Tovar and Phil Gonzalez, Fire Science/First Responder instructors, have been asked for 3-5 interns for the San Jose Fire Department. These will be former students and are enrolled in the EMT programs at either Foothill or Mission Community Colleges.
- On November 11, 182 students completed early applications for Evergreen Community College and San Jose City College. This is a newly initiated program designed to help students that have made community college as their first choice. This allows CCOC students to get in line early for admission in the fall of 2010. CCOC was selected through the efforts of Chantou Nguyen who works closely with the colleges in the area for CCOC.
- On Friday, December 11, San Jose City College will be on campus again to assist students with early applications.
- Partnerships with the after school Explorer Post programs continues with presentations being made to students and getting them signed up for the programs. The classes include Fire Science/First Responder and Probation & Legal Careers.
- In February 2010, there will be a college fair held and at this time there are 26 schools who will be participating.
- He recognized Jeff Schmidt, Video Production instructor, who received a letter from Assembly Member Jim Beall for the work his class did for the assembly member and shared a copy of the letter with the Governing Board.

- Mike Cortese, Truck Mechanics instructor, received a donation of seven diesel engines from Air Products & Chemical, Inc. This will allow one for demonstration and three for the morning class and three for the afternoon class.
- Ken Schirle, Graphic Design instructor, had his students design the cover for the new Advisor's Handbook. Also, Mr. Schirle is making new pennants for each of the 37 high schools from the six participating districts. These will go in the Hub (cafeteria).
- The articulation process between the community colleges and CCOC continues with the assistance of Mark Adams, Probation & Legal Careers; Justin Locketz, Computer Technology Careers; Jeff Schmidt, Video Production; and Alice Rodriguez, Office Assistant Adult. They are all serving as articulation coordinators and are receiving stipends out of the SB 70 grant.
- On December 11, there will be 100 fifth graders from Washington Elementary School on campus. This is the fifth year for the program.
- Alice Rodriguez, Office Assistant Adult instructor, Peggy Nutz, Small Business Management instructor, and Sara Crowder, Managerial Accounting instructor, offered a presentation to their students on sexual harassment. The three business instructors have been collaborating and bringing their students to the auditorium for presentations. The presentation was done by Melissa Claiborne with Meriwest Credit Union.
- Students in Culinary Arts and the Baking & Catering classes have been busy catering breakfast and lunch meetings on campus. Along with the lunch for 100 students from Washington Elementary on Friday, the instructors, Jan Joseph and Nancy Joseph, are meeting all their deadlines with students and are offering the students the opportunity to work in pressured environments as they will be doing in the future.
- Students in Bob McTaggart, Auto Body Repair instructor, and Nathan Chukes, Auto Body Painting instructor, received educational experiences and information from companies in the field and received demonstrations and presentations using the latest techniques and materials being used.
- Wendy Yegge, Interior Design instructor, and her students provided a display at the annual Christmas in the Park event in San Jose based on the movie *Up*. Mr. Fox shared a video of the display produced by Seda Otto, CCOC Program Representative.

MAEP Director Sylvia Karp:

- The adult students on the Hillsdale Campus have moved into their new classrooms, MC Village, and they are getting settled into their new home. MAEP is planning to have an open house in early February.
- MAEP also has a tree in Christmas in the Park and is called "The Tree of Character." The scan skills that are used in all of the classes that were developed in 1990 by the Department of Labor of the necessary skills for people to be successful in the workplace. Each branch has a different scan skill represented.
- In San Jose Adult Education Unit, one additional class is being added to the concurrent offerings in the spring. There were 11 classes in the fall and 360 students were assisted in earning credits towards graduation.
- Adult education is continuing to work with San Jose USD to place some concurrent classes in their high schools over the summer. Last year, San Jose USD had 2,000 students who were not able to attend summer school.
- The second round of staff development for MAEP teachers to help students maximize the gains they are attaining in the English as a Second Language (ESL) classes. It was well attended by over 100 teachers. This helps with a grant MAEP receives that is worth almost \$1 million and in these budget times, the grants are very important.
- She invited everyone to Larry's Sing-along on Monday, December 14 at 9:00 AM in the auditorium. It is the third year for the event done by students in the 50+ program plus additional older adults with Alzheimer.

MetroED Interim CBO Daniel Gilbertson:

- Mr. Gilbertson thanked Keiko Mizuno, Fiscal Services Director, and her staff for all the work they did on the Interim Report.

MetroED Superintendent Paul Hay:

- MetroED completed an information request from the state for the “Race to the Top” funding and at this point do not know how far MetroED may go in pursuing the funding. It does create some unique funding opportunities for ROPs to help students become successful.
- Last Thursday (December 3), he participated in a panel with four presenters at the CSBA Annual Conference in San Diego. The title of the session was “Engaging Students: ROP Programs and Trade Schools.” The award winning DVD produced by Jeff Schmidt and his Video Production students was shown and as usual received positive feedback from the audience.
- This Friday, December 11, at the Bella Mia Restaurant in San Jose, is the celebration of the San Jose Job Corps Service to Youth Awards luncheon and all of our board members will be receiving the award and John Fox will be there receiving an award as well.
- The superintendent will be out of the country on vacation from December 23 through January 3 and wished everyone happy holidays.

XII. BOARD COMMENTS

- Member Gordon: Today, with Member Chang, they participated in the Audit Committee meeting that will be presented at a later date. The budget as presented is in good shape as of today. As we all know, that changes and there are a lot of contingencies in the audit report as would be expected. There has been great thought and planning in trying to be prepared to address the issues. The auditor asked if we had any questions or if we needed anything else and unfortunately she couldn't answer the questions that we needed answered, “What's going to happen?” The one thing I did want to bring to everyone's attention as was mentioned tonight, there is a scholarship fund for uniforms at CCOC and what I didn't know is that it is funded by administration that writes checks out of their own pockets to support the fund. It is important to acknowledge that and the administrators are under the same pressures as so many people with the current economy, I just wanted to publicly acknowledge and thank them. She wished everyone a happy holiday and New Year.
- Member Chang: The Audit Committee meeting was great and I appreciate all the great work this district staff has done as well as the auditors. I believe the audit report will be presented to the Governing Board at the next meeting. Last week with Vice President Biehl, she attended the CSBA Delegate Assembly meeting in San Diego. One of the topics was the Race to the Top grants and even though it sounds great there are strings attached. There is a Memorandum of Understanding (MOU) that has to be signed and all of the implications that may be in the MOU. She is being appointed to serve on the ten-member CSBA Policy Platform Committee and CSBA is looking for input from board members to provide suggestions regarding policy direction. The CSBA Annual Conference was great and received a lot of budget updates and probably will not see any turnaround until 2015 or 2016. She wished everyone a happy holiday and is looking forward to seeing everyone next year.
- Clerk Canova: If we go back to March of this year, the Dow was 6500 and if someone had come to our meeting in March and said the Dow would be at 10300 and bumping up to 10500 we would have asked what substance they were abusing. As the internal optimist, I believe the first half of 2010 will be a time to turn a corner and by this time next year in our respective districts and at MetroED, we will be able to embrace the concept of getting back on track.
- Vice President Biehl: This Friday, I will be meeting with the Leadership Group of Santa Clara County trying to convince them to get on board and assist with an initiative that has been posted with the California Secretary of State's Office and is currently at the Attorney General's Office for review which would reduce the majority that is necessary to pass a local parcel tax for educational funding from the current two-thirds to 55 percent. It would follow the guidelines that were passed in Proposition 39 which reduced the percentage that was necessary to pass a local school bond election. There has been polling done which has been quite interesting. With no information at all, the poll is at 48 percent of voters approving the initiative. When you take the time to explain the argument, the issues and what the initiative does related to education, the number comes up to 65 percent. Incidentally, a state constitution amendment only requires 50 percent plus one vote to pass. He is pursuing this initiative with those he knows in the CTA and PTA. He is looking to do something to change

this and he believes that everything board members have been dealing with the last two years has been generated by one thing, the lack of funding for education and if we can overcome this obstacle the other issues we have been dealing with are going to be very easy to solve. The East Side UHSD Board will be having their organizational meeting tomorrow and he is hopeful that he will be selected to continue to be the representative to the MetroED Governing Board. If he is not selected, he has enjoyed the two years he has served and believes it is a very well organized board with a great staff and he is enjoyed working with everyone and hopes to return. He wished everyone happy holidays.

- President Garcia: He said as Member Canova, he is an optimist and it amazes him the work that the students are doing and how this board, the superintendent, and staff continue to provide a wonderful education for the students given the economic conditions. It gives everyone something to celebrate and we should be proud that we have been able to keep it together. He thanked everyone for their collaboration and he is looking forward to next year and the challenges we have and wished everyone a nice holiday.
- Superintendent Hay: As a reminder the next meeting, January 20, 2010 is the organizational meeting for MetroED.

XIII. OTHER MEETINGS

Organizational Meeting, January 20, 2010

Closed Session 6:00 pm
Open Session 7:00 pm

XIV. ADJOURNMENT

MOTION: It was moved to adjourn the meeting. M/Biehl, S/Chang, Vote: 6 Ayes

President Garcia adjourned the meeting at 8:35 p.m.

Jim Canova, Clerk of the Board