

# METROPOLITAN EDUCATION DISTRICT

## Governing Board Meeting Minutes September 10, 2008

### 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 Gordon at 7:00 p.m., Room 810 at the Central County Occupational Center, 760 Hillsdale Avenue, San Jose, CA 95136.

All Members present, except when noted "absent:

Frank Biehl	East Side Union High School District
Cynthia Chang	Los Gatos-Saratoga Union High School District – 7:35 p.m.
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

### II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Gordon.

### III. REPORT OF CLOSED SESSION ACTIONS

There was no closed session.

### IV. ADOPT AGENDA

It was moved to adopt the agenda as submitted. M/Dossa, S/Biehl, Vote: 5 Ayes, 1 Absent

### V. RECOGNITIONS

- A. Acknowledgement of Visitors – Introduction of New Employees
- Carolyn Shen, Manger of Fiscal Services was introduced by Dan Gilbertson, Director of Human Resources.
  - June Wong, Coordinator for 50+ Program, Community Interest Program (CIP) and ed2go was introduced by MAEP Director Sylvia Karp.
- B. Acknowledgement of Honors and Awards
- Superintendent Hay honored the following recipients of the "Raising the Bar" award:
- Jeff Schmidt, Video Production Instructor
  - Phil Gonzalez, Fire Science/First Responder Instructor
  - Tabitha Hurley-Kaeppler, Santa Clara Unified School District Public Information Officer & Coordinator of Career Technical Education

### VI. STUDENT REPORTS

- A. CCOC Student
- Francesca Pena shared her experiences in multimedia and forensics classes at CCOC. Pena competed in forensics and placed 3<sup>rd</sup> at SkillsUSA and shared this is when she realized the career she wants to pursue. Pena complimented the instructors and the hands-on experiences.
  - Tyler Nadell, Truck Mechanics student said he really enjoys the hands-on experiences available at CCOC versus those at his home high school. Nadell built the new bio-diesel unit that converts fryer oil to diesel.

B. MAEP Student

- Belkys Ramos came to the United States from Cuba 20 months ago and where she had worked as a professional accountant. Attended ESL classes at the MAEP Blackford campus for one year and volunteers as a teacher's assistant. Ms. Ramos is now in the Office Skills class and continues to volunteer in ESL classes. She thanked Irene Hoover, ESL Instructor; Marj Houston, CalWORKs Representative and the other professionals at MAEP for their patience and she knows she will be successful.

VII. SPECIAL ORDER OF BUSINESS

None

VIII. PUBLIC COMMENTS

None

IX. APPROVAL OF MINUTES

1. MOTION: Approve the minutes of the meeting of August 27, 2008. M/Biehl, S/Grilli, Votes: 5 Ayes, 1 Absent

X. CONSENT CALENDAR

MOTION: Approve Consent Items # 2 through 5. M/Dossa, S/Garcia, Votes: 5 Ayes, 1 Absent

**BUSINESS AND FINANCIAL FUNCTIONS**

**\*2. Consent Item: Approved June Warrant Approval List**

The Governing Board approved the following warrant registers: #20193637-#20193679, 08/04/2008; #20194698-#20194753, 08/07/2008; #20195707-#20195740, 08/12/2008; #20196618-#20196678, 08/14/2008; #20198192-#20198243, 08/20/2008; #20198662, 08/21/2008; #20200021-#20200066, 08/27/2008; #20200666-#20201093, 08/29/2008.

**\*3. Consent Item: Approved Surplus Items**

**PERSONNEL FUNCTIONS**

**\*4. Consent Item: Approved Certificated Personnel**

**INSTRUCTIONAL AND STUDENT FUNCTIONS**

**\*5. Consent Item: Approved Agreement with Western Electrical Contractors Association Apprenticeship and Training Committee to provide oversight for the Electrician Training Program**

XI. INFORMATION ITEMS

**6. Information Item: MetroED Investment Portfolio as of 6/30/08**

The Governing Board received the information per Board Policy 34300 as presented by Superintendent Hay.

**7. Information Item: 2008 MetroED Staffing Survey Results**

Dan Gilbertson, Human Resources Director shared a PowerPoint presentation on the staffing survey results that are conducted every two years. Gilbertson thanked Tony

Danh, MetroED Webmaster, for automating the survey results. After discussions with the administrative team and Cabinet, a key area of concern is communication.

Based on discussions with Cabinet, several recommendations will be incorporated to improve communications with employees:

- Monthly letter, designed after the Superintendent's Friday Letter, with items of interest to be shared and distributed electronically to all employees.
  - Emphasis on getting employees on the e-mail system and sharing with them that we can forward e-mails to their home e-mail address.
  - District-wide calendar to include events, meeting; etc. Althea Polanski is coordinating and we will be launching in the next week.
  - Provide key information in Spanish for employees who are limited English speaking.
  - Ensure there is two-way communication between administrators and employees at regular staff meetings.
- Vice President Dossa recommended that the "I don't know" be eliminated from the survey.
  - Member Garcia recognized the ratings for co-worker support and safety were very good as well as the grounds being well maintained and respect from supervisors. This speaks well in many areas. In reviewing the results, he looked at the strongly disagree areas and staff morale was not good as well as issues with salary and benefits. Salaries and benefits are always an issue and they have been discussing at San Jose Unified with the superintendent and board that their staff is paid well and has good benefits and that is a goal of the district. Member Garcia would like to see this happen during negotiations to share there is a commitment by the district and board. There were 46% of the respondents that did not know if the Governing Board was being supportive or not. We need to do a better job of communicating what we do. Member Garcia requested the raw data and written comments. Mr. Gilbertson will share with the Governing Board and staff. As part of the WASC process, student surveys are being conducted.
  - Member Chang concurred the Governing Board needs to communicate better on what the board does and maybe it could be done through the newsletter. She was impressed with the questions and responses. She requested additional copies of the survey to share at her home district.
  - Member Biehl asked if the surveys are signed by employees. Gilbertson shared they are anonymous and approximately 15 employees did not fill out any data. The information is confidential and administration does not have any way to identify who has completed the survey. Member Biehl said that was good and it was important to have a choice to sign the document. He had a problem with the instrument and felt "I don't know" should not be included or be the last choice. The most important area was communication which can mean different things to different people and he suggested staff go back and ask employees what they meant. Gilbertson said this is what administrators will be doing. Member Biehl said a sub-survey could be done in the area of communication and that it took a lot of courage to do this type of survey and asked if a trend analysis is done. Gilbertson explained the survey had changed in some areas and not able to do any trending.
  - President Gordon asked about the low number of respondents for CCOC at 18.8%. Sylvia Evans shared this was a percentage of those who had responded and not a percentage of total staff. She shared that communication is a frustrating part of what we do. Look at how you define communication and add questions to get a more accurate picture of the communication issues.
  - Superintendent Hay shared the entire administrative team met and discussed the two main areas of concern based on the survey results as communication and staff development opportunities. Staff will continue to work to improve I these areas.

Member Biehl shared the Friday Letter is very valuable and brings him up to speed quickly on what is taking place within MetroED.

**8. Information Item: Career Exploration 7<sup>th</sup> and 8<sup>th</sup> Grade**

Pam Watson, Instruction and Accountability Director, shared a PowerPoint presentation with Tabitha Hurley-Kaeppler, Santa Clara Unified School District, assisting on the completion of SB 70 Grant as related to middle schools. Ms. Hurley-Kaeppler shared representatives came from each district working with a grant writer to complete the proposal in two months of intense work. The proposal contained elements to include activities for 7<sup>th</sup> and 8<sup>th</sup> grade students to have hands-on career technical experiences, provide tours and field trips, talk to them about careers and work with the community colleges. The goal was to provide opportunities to link them to what kind of career they could have and the process to achieve the goal. Santa Clara wrote a grant based on the model used for career exploration here at MetroED and was successful. Pam Watson shared other highlights of the successful collaboration including:

- Curriculum development for teachers to assist them in providing career exploration,
  - Portfolios competed by students and presented to parents,
  - Students interviewed those they worked with,
  - Tours to the CCOC campus for 7<sup>th</sup> and 8<sup>th</sup> grade students (1,956 visited),
  - Speakers were brought in to the classrooms,
  - Summer camp held with tours to industry and community college, an opportunity for students to rotate in several industry sectors and have hands-on experiences,
  - Sponsors supported with donations of food, t-shirts, etc.,
  - Parents were invited to the camp and field trips.
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- Member Chang said it was a very impressive presentation and asked how the middle schools were selected and how it can be duplicated for other schools. Tabitha shared due to the short timeframe for writing the grant they worked with those they knew had career classes, proximity, and where they knew teachers were interested and administrators were supportive. Ms. Watson said workshops will be held where all the middle schools will be invited to hear about the experiences and successes of the grant.
  - Vice President Dossa said starting at the junior high level was very important to get students interested in career technical educational and the opportunities available as they move through high school. It is important students know employers have expectations of being on time and doing their job. This is a great program.
  - Member Grilli asked to be notified when the workshops are going to be held.
  - Member Garcia expressed the importance of starting students early and the grant was very timely; however, concerned that in working with the middle school students and how they are excited to attend CCOC and find out they need to wait until the 11<sup>th</sup> or 12<sup>th</sup> grade. How do you keep them interested? In speaking with an educator from Holland recently, they begin students in middle school for career technical education. It is not a new concept and an area we need to continue to work on.
  - Superintendent Hay shared the goal is to find ideas and programs that work and that can be emulated here for students. There is always an expense associated; however, we are involved with 7 grants; Stepping Stones (\$385,000) which involves all the ROPS, all the community colleges, high schools and middle schools, apprenticeship programs to expand and build on partnerships of this caliber.

**9. Information Item: First Reading BP 4119.22, 4219.22, 4319.22; Personnel – Dress & Grooming**

Dan Gilbertson shared there are currently three separate policies for dress code guidelines and after discussions at the administrator retreat and with Cabinet, it was felt the language as recommended by CSBA would encompass the needs and allow for the supervisor to have some flexibility for various positions; i.e. custodial, maintenance. Member Biehl asked if the Governing Board would be reviewing the 4000 series or have policy brought back piecemeal. The approach at East Side has been to take one series of policies to the Governing Board at one time. Superintendent Hay said the business policies are being reviewed and will be brought back at one time. Staff is open to work with the Governing Board on the best approach for reviewing policies. There was discussion on how to review the Board policies. President Gordon summarized the need to bring the more urgent policies to the Governing Board as needed; however, bring the boiler plate policies all at one time.

**XII. ACTION ITEMS AND REPORTS**

**BUSINESS AND FINANCIAL FUNCTIONS**

**23. Action Item: 2007-08 Unaudited Actual Financial Reports**

Superintendent Hay shared a short PowerPoint presentation on the 2007-08 unaudited actual financial reports. He shared there are sufficient funds in capital outlay to pay employee salaries and vendors while we wait for an approved budget for the new fiscal year. Member Chang asked if we borrow from capital outlay are we required to return the funds. Superintendent shared the Governing Board can transfer by board action up to 75% for cash flow but it would need to be repaid. Member Chang asked what will happen if we do not get any money from the state this year. Superintendent shared MetroED can make it through the year. The worst case scenario would be to go to the county treasurer and borrow funds that would need to be paid back.

MOTION: It was moved that the Governing Board approve all 2007-08 interfund transfers; approve all fund balance designations, and; authorize the Superintendent to file the 2007-08 Unaudited Actual Financial Report with the Santa Clara County Superintendent of Schools. M/Biehl, S/Chang, Vote: 6 Ayes

**XIII. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS**

John Fox, CCOC Director

- Invited to 22 Back to School Nights at our sending school districts.
- Automotive Skills Center is open in Building 500 and the Skills Center Assistants are paid through the SB 70 Grant that we are partnering with Evergreen College.
- Grove Scholarship allocated to CCOC for this school year have been increased to 30 at \$4,000.00 each.
- Junior Achievement has agreed to partner with us again this year and will sponsor a Job Shadow Day and other programs on our campus.
- Eric Whitman, Animation Instructor is now an *Adobe Education Leader*; there are approximately 100 in the country. His role will be to instruct others to design curriculum and instruct students in Adobe Flash Animation. Bob Regan, the Program Director added that Eric's class "produced the best Flash animation that he had ever seen in any class".

- Starting this month the Video productions Class has two paid interns working at the Villages Country Club creating programming for a new TV channel. The channel will be entirely produced by CCOC students.
- The Law Enforcement students in Rico Sciaky's class worked over 200 hours at the Garlic Festival in Gilroy, conducting traffic and security functions. The students are a part of the Explorer Post that Mr. Sciaky sponsors.
- Mr. Ed Van Hagen, Auto Electric and Tune-up instructor visited one of his students from last year that is happily employed as a technician for the Saturn dealership on Stevens Creek Blvd.
- After speaking to David Louie, Channel 7, at a Google function, Dale Poor, Multimedia instructor received a visit from the TV station and was on the news Monday evening.
- CCOC class sizes are up almost two students per class compared to two years ago. The average class size is now 23.25 compared to 21.86 for the 2005-2006 school year.
- CCOC ADA per day is also up compared to the last two years in spite of being reduced from 73 sections to 66 sections per day.
- WASC self study is well underway.
- Sunnyvale Councilmember Otto Lee visited the campus on Monday
- CCOC Back to School Night is next Friday, September 19.

Sylvia Karp, MAEP Director

- Two pre-school programs continuing through the Community Interest Programs started on September 8 with full classes.
- World Garden Workshop, "Learn About Cool Season Gardening", is scheduled for Saturday, September 13<sup>th</sup> from 10:00 am to noon.
- To increase communication for MAEP, the Director's goal this year is to do monthly visits with the Assistant Principals of outreach sites. The first visit will begin on September 11 at the Campbell Adult Center.
- Distance Learning flyers are being translated in five different languages (Cantonese, Mandarin, Farsi, Spanish, and English) to assist in communication with students and the community.
- The foundation was poured for the new Campbell Adult Center administrative offices and there are walls going up.
- MAEP is working with Jeff Schmidt, CCOC Video Production Instructor, to produce an updated video for MAEP.

Superintendent Paul Hay

- Presented a transcript of the Channel 7 newscast with David Louie after his visit to the Multimedia class.
- San Van Zandt, DJ with KBAY, did a 15 minute interview that will be aired between 5 and 6 a.m. on Sunday, September 21.
- Jing-Jing Wang, CBO, joined the MetroED team on 9/15/08.
- The auditors finished their on-site work (here for two weeks) and shared there were no findings.
- Need to appoint an Audit Committee at the next Governing Board meeting to meet with the auditors on their report and findings.
- The CCOC Program Review Committee held their initial meeting on August 29 and the representatives were asked to meet with their superintendent's and review the purpose of the committee.
- The CCOC Funding Review Committee will hold their initial meeting tomorrow (9/11/08).
- This is the 72<sup>nd</sup> day without a budget and the state owes MetroED approximately \$4,000,000. MetroED will not receive any funds until 45 days after the Governor signs an approved budget.

**XIV. BOARD COMMENTS**

Board Member Frank Biehl

- As Vice President of the Santa Clara County School Boards Association, he announced their fall dinner meeting will be held here at CCOC and catered by the Culinary Arts class and Jan Joseph, Instructor. He understood the dinner had been held at CCOC several years ago. He asked to have it here again so we can highlight many of the new programs. There will be entertainment and the guest speaker will be Paul Chatman, President of CSBA. Everyone is invited.

Board Member Marsha Grilli

- No report. .

Board Member Cynthia Chang

- On September 3<sup>rd</sup> there was a reception for Charles Weis, SCC Office of Education Superintendent, and he appears to be someone with a lot of energy and an emphasis on customer service.
- The Moon Festival will be this Saturday in Saratoga from 4 to 6 pm and everyone is invited to attend.

Board Clerk Richard Garcia

- As a member of a county-wide collaboration to discuss children in Santa Clara County, there was a luncheon held last year to discuss issues such as health and housing. There will be a luncheon in January 2009 and they will be discussing the high school dropout rates. The discussions will include a panel of students and a keynote speaker and wanted MetroED to participate as well. As the only representative discussing CTE, Member Garcia is hoping we can get more involved.

Board Vice President Ernie Dossa

- Santa Clara has an art and wine festival this weekend and everyone is invited.

Board President Diane Gordon

- Comcast contacted her to appear as a newsmaker due to running for re-election this year; however, she feels this would be a good opportunity for MetroED to be part of a broadcast. She will provide the superintendent's office with the details.

**XV. OTHER MEETINGS**

Regular Meeting, October 8, 2008	Closed Session	6:00 pm
	Open Session	7:00 pm

**XVI. ADJOURNMENT**

The meeting was adjourned at 9:10 p.m. by President Gordon.

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Richard Garcia, Clerk of the Board