

# METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes  
November 9, 2011

## I. CALL TO ORDER/ROLL CALL CLOSED SESSION

The meeting of the Governing Board of the Metropolitan Education District was called to order by President Canova at 6:00 p.m., in CCOC Room 819, San Jose, California, for closed session.

All Members present, except when noted "absent:

Frank Biehl	East Side Union High School District
Daniel Bobay	Milpitas Unified 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

## II. CALL TO ORDER/ROLL CALL REGULAR MEETING

The meeting of the Governing Board of the Metropolitan Education District was called to order by President Canova at 7:15 p.m., in CCOC Room 201, auditorium, San Jose, California.

## III. REPORT OF CLOSED SESSION ACTIONS

President Canova reported no action was taken in closed session regarding the Superintendent's Evaluation; Pursuant to Government Code: 54957.

## IV. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Bobay.

## V. ADOPT AGENDA

**MOTION:** It was moved to adopt the agenda. M/Chang, S/Biehl; Vote: 6 Ayes, 0 No

## VI. RECOGNITIONS

Recognition of Individuals who have "Raised the Bar!:

Superintendent Hay recognized James Walker, Automotive Careers instructor, was selected as the October CCOC Teacher of the Month. Mr. Walker represents CCOC at the state and national level in the development of the Common Core State Standards (CCSS) initiative and he continues to be a voice for ROPs at state and regional CCSS meetings to ensure that CCOC plays a prominent role in the implementation of the standards for Career Technical Education in California.

Superintendent Hay recognized Sylvia Evans, CCOC Assistant Principal, for taking the lead in developing a very successful partnership this past summer with Foothill College for implementation of a special eight-week accelerated EMT Academy held on the CCOC campus. The academy was funded by a State Workforce Innovations Partnership grant, which paid for all fees, books, supplies, uniforms, equipment and the National Registry of Emergency Medical Technicians final examination.

Superintendent Hay recognized Alexandra Duran, Career Technical Education Program Director, Foothill College, who was instrumental in developing the very successful partnership this past summer with CCOC for implementation of a special eight-week accelerated EMT Academy held on

the CCOC campus and Dr. Denise Swett is Acting Vice-President for Student Development for Foothill College. During the last three years, Dr. Swett has made it her goal to expand and enhance the partnership between Foothill College and CCOC. During the last three years, Foothill has provided CCOC with over \$50,000 of SB 70 grants, including \$25,000 in the current year for CCOC students to construct a solar powered vehicle that can be used to promote CCOC programs at participating district high schools.

Dr. Swett thanked the Superintendent and Governing Board for the award and said MetroED was their favorite school to collaborate with and she said the team including Sylvia Evans, a rock star, whom pulled the EMT Academy together and they are looking forward to holding the academy again next summer at CCOC. She said it was a pleasure to work with people who are so committed to the education of students.

## VII. STUDENT REPORTS

- A. CCOC Student – Director John Fox introduced instructors Sara Crowder and Alice Rodriguez to share information on a Women’s Conference and the Business Student Conference.

Sara Crowder: She said recently herself, Alice Rodriguez, and Peggy Nutz and two students from each class were able to participate in a Women’s Conference and the students will share some of their experiences.

Azalia Love: She attends Peggy Nutz’s Small Business Management class. One of the sessions attended was “Communicating Like a Pro” and communication is broken down into stages with 55% being body language, 38% being tone, and 7% verbal. She said it is important to be authentic when communicating and there are four basic emotions; fear, guilt, anger, and gladness. She learned that if you jet your jaw if you think you will cry, it will suppress it or drink something cold.

Caitlin Carr: She attends Sara Crowder’s Managerial Accounting class and attended the conflict management workshop and shared how you can work through conflict. She said conflicts occur due to personality differences, priorities, and reactions. She said conflicts escalate due to reactions and people identify with the person and not the reasons for the conflict. She said it is important to not ask ‘why’ but ‘what can we do to make things better’ and to not to use ‘never’.

Priscilla Mora: She attends Alice Rodriguez’s Office Assistant class, and the topics at the conference were all valuable. She attended “What to say in tough situations” and “How to control your emotions at work” as well as “Communicating Like a Pro”. She said the presenters were very empowering and provided information on how to behave in specific situations. She said the students are planning several workshops to present to their peers at CCOC to allow them to benefit from the experience and knowledge they received.

Sara Crowder: She said today was the first student conference on of the year collaborating with Justin Locketz (Computer Technology Careers), Alice Rodriguez (Office Assistant), Peggy Nutz (Small Business), and Sara Crowder (Accounting) as well as Jan Joseph and Nancy Joseph’s classes (Baking & Catering and Culinary Arts) providing breakfast and lunch. The workshops were presented by industry professionals and four students received a complete makeover again this year.

Alice Rodriguez: She distributed a flyer of the breakout sessions and all-day conference the students were able to share with their parents and home high school teachers to understand what they would be experiencing at CCOC. The speakers included Clever Girls Collective on social media; Keynote speaker Eric Rodriguez, Northwest Regional Manager for American Express, who is 29 and shared how to be successful; Eddie Dominquez who started his own clothing line and is in his early 30’s; and Jessica Rodriguez who shared her experience of dropping out of school to now being the executive admin to the lead counsel at Twitter. She shared her two

children are Eric and Jessica and she has taught them to give back when you become successful.

Vice President Chang: She asked who sponsored the Women's Conference. Ms. Crowder said the group is out of Iowa and go throughout the United States presenting to workshops. She also asked if there were any programs for men as well and if what the students had learned will be shared with all the students on campus. Ms. Rodriguez said they do have seminars for men as well and the students would be sharing different sessions during the year and it would be open to all the students.

- B. MAEP Student – Assistant Principal Suzi Glass introduced Margaret Chavez, a student in Frances Meier's Office Skills class.

Margaret Chavez: She is a single mother with two boys and she came to MetroED in November 2009. She was a letter carrier for nine years and attended Evergreen to pursue medical administration and it was too difficult for her. She came to MetroED it was at her own space and she could come back without redoing the work when she had to deal with medical issues.

## VIII. SPECIAL ORDER OF BUSINESS

None

## IX. PUBLIC COMMENTS

President Canova: He noted that there were no requests to speak under public comments.

## X. APPROVAL OF MINUTES

1. **Action Item: Approval of Minutes of Regular Board Meeting of October 12, 2011.**

**MOTION**: It was moved to approve the Minutes of the Regular Board Meeting of October 12, 2011. M/Garcia, S/Chang, Votes: 6 Ayes, 0 No

## XI. CONSENT CALENDAR

Member Gordon: She requested Item # 3, 4, 5, and 6 be removed from the consent calendar and Vice President Chang requested Item # 11 be removed from the consent calendar.

**MOTION**: It was moved to approve consent items # 2 through # 10 with the removal of item # 3, 4, 5, 6, and 11. M/Biehl, S/Gordon; Vote: 6 Ayes, 0 No

## BUSINESS AND FINANCIAL FUNCTIONS

- \*2. **Action Item: Approve Monthly Warrant Approval List**

The Governing Board approved warrant registers #62011546-#62011568, dated October 3, 2011; #62011569-#62011598, dated October 5, 2011; #62011599-#62011634, dated October 12, 2011; #62011635-#62011676, dated October 17, 2011; #62011677-#62011693, dated October 19, 2011; #62011694-#62011741, dated October 24, 2011; #62011742-#62011777, dated October 26, 2011; #62011778-#62011801, dated October 28, 2011.

3. **Action Item: Approval of Master Business Relationship Agreement; San Jose Unified School District**

**MOTION:** It was moved to approve the 2011-2012 Master Business Relationship Agreement including Appendices A, B, and C between San Jose Unified School District and MetroED. M/Garcia, S/Biehl; Vote: 5 Ayes, 1 No (Gordon)

4. **Action Item: Approval of Master Business Relationship Agreement; Santa Clara Unified School District**

**MOTION:** It was moved to approve the 2011-2012 Master Business Relationship Agreement including Appendices A and B between Santa Clara Unified School District and MetroED. M/Canova, S/Biehl; Vote: 5 Ayes, 1 No (Gordon)

5. **Action Item: Approval of Master Business Relationship Agreement; East Side Union High School District**

**MOTION:** It was moved to approve the 2011-2012 Master Business Relationship Agreement Including Appendices A and B between East Side Union High School District and MetroED. M/Biehl, S/Garcia; Vote: 5 Ayes, 1 No (Gordon)

6. **Action Item: Approval of Master Business Relationship Agreement; Milpitas Unified School District**

**MOTION:** It was moved to approve the 2011-2012 Master Business Relationship Agreement Including Appendices A and B between Milpitas Unified School District and MetroED. M/Bobay, S/Chang; Vote: 5 Ayes, 1 No (Gordon)

\*7. **Action Item: Approve Revised 2011-12 Schedule of Fees**

The Governing Board approved the MetroED Schedule of Fees revision for 2011-12 for some of the adult education programs.

\*8. **Action Item: Johnson's Catering Truck Services**

The Governing Board approved the agreement Johnson's Catering Truck Services to provide catering services for MAEP campus, Monday-Friday, 10:00-10:30 AM; MAEP and CCOC Campus Monday-Thursday, 7:00-8:30 PM.

**PERSONNEL FUNCTIONS**

\*9. **Action Item: Classified Personnel**

The Governing Board approved the one reclassification for the 2011-12 school year from Admin Assistant II to Career Specialist.

\*10. **Action Item: Certificated Personnel**

The Governing Board approved the four CCOC stipends for the 2011-12 school year for Student Council, Skills USA, and Cafeteria Consulting.

11. **Action Item: Approve Personal Services Contract for Grant Writing Services and Application Process for Title IV Funding**

Vice President Chang: She asked if there would be any expected benefit from the grant writing. She also asked how many hours the services cover for the amount of \$32,000.

Superintendent Hay: He said the primary responsibility of the services will be to get MetroED accredited as a Title IV educational agency. He said the Higher Education Act is the law that

administers the student aid programs. He said once approved, students could apply for federal Pell grants or Stafford loans for the adults in the fee based and adult education classes. He said the position is for a .5 FTE and Ms. Veasley currently serves as a .5 FTE as administrator for the LEA Credentialing Program. She was successful in obtaining District credentialing program LEA accreditation.

Member Gordon: She wanted to be clear that the agreement was to get the Title IV accreditation and not for an individual to write other grants.

Superintendent Hay: He said the agreement includes both the Title IV accreditation as well as grant writing.

Member Gordon: She wanted to know what the thought process was to make the agreement a 50/50 split between the general fund and adult education. She said it could be skewed significantly one way or the other depending on how the grants are secured.

CBO Gilbertson: He said the services will be provided to both programs; however, adjustments can be made depending on how successful the grant writing may be for either program.

Member Gordon: She said this is just a budget and staff will look at making adjustments on how that fee is split. She asked what measures will be in place for next year to evaluate the success of the services prior to reviewing an agreement for a grant writer next year to determine if it was a viable expenditure of money.

Superintendent Hay: He said at this time, staff was not sure; however, staff would evaluate at the end of the year prior to the contract ending on June 30, 2012. He said the effort to attain the Title IV accreditation may carry over into the next year.

Vice President Chang: She asked if any adjustment on the split would be done for next year and not this year as per the budget split.

Superintendent Hay: He said the adjustments on the split can be made in the current budget year based on grants received or time spent. This will be part of the evaluation in May-June.

**MOTION**: It was moved to approve the personal services agreement with Joyce Veasley for the period of November 10, 2011 through June 30, 2012. M/Chang, S/Gordon; Votes: 6 Ayes, 0 No

## **XII. INFORMATION ITEMS**

### **12. Information Item: Review Administrative Regulation AR 1240 and Exhibits; Volunteer Assistance**

CBO Gilbertson: He said Cabinet has reviewed the forms and procedures and completed the review with legal counsel and incorporated their recommendations.

President Canova: He asked if the regulation would be coming back to the Governing Board for approval at a later date.

Superintendent Hay: He said it was for review and information only and it would not be coming back for approval.

Member Biehl: He said his understanding is that administration provides regulations and the regulations are provided for information; however, administration is able to draft regulations to implement board policies without board approval. The superintendent said yes.

CBO Gilbertson: He noted the regulations consist mainly of exhibits to assist staff and volunteers to complete the appropriate forms.

Member Biehl: He asked if there were any public speakers on this item and noted there were none so administration must have completed the work on this item.

### **XIII. ACTION ITEMS AND REPORTS**

#### **BOARD AND ADMINISTRATIVE FUNCTIONS**

##### **13. Action Item: MetroED Nomination for CSBA Delegate Assembly**

Superintendent Hay: He said the Governing Board could make one or more nominations, or choose not to nominate for the CSBA Director-at-Large positions. Nominations are due by January 9, 2012.

Member Biehl nominated Vice President Chang who currently serves on the Delegate Assembly. Vice President Chang nominated Member Biehl who also serves on the Delegate Assembly.

Member Gordon: She asked if either nominee had any recommendations on any other candidates.

Vice President Chang: She said it was her understanding each school district will review and make nominations for those who are members of their individual boards.

Member Biehl: He said if there was anyone else on this board that would like to be considered, he would be happy to nominate them. He said he has been pleased with the list of nominees who are seeking to return and he would look to discussing individual nominees when the board has the opportunity to vote. He said at this point it is just for nominations.

**MOTION**: It was moved to nominate Frank Biehl and Cynthia Chang for the CSBA Director-at-Large positions. M/Biehl, S/Gordon; Vote: 6 Ayes, 0 No

##### **14. Action Item: 55% Parcel Tax; Resolution #02-11-09-11 in Support of Senate Constitutional Amendment 5**

Superintendent Hay: He said this is similar to SB 6 authored by Simitian in the 2009-10 legislative session and at that time the board passed a resolution of support on June 24, 2010. He said in the new legislative session, Senator Simitian is again pushing for this constitutional amendment which will take two-thirds vote in both house to get the amendment on the ballot. He has asked for support by passing a resolution.

**MOTION**: It was moved the Governing Board adopted Resolution #02-11-09-11 in support of Senate Constitutional Amendment 5. M/Canova, S/Gordon; Roll Call Vote: 6 Ayes, 0 No

#### **BUSINESS AND FINANCIAL FUNCTIONS**

##### **15. Action Item: Monthly Budget Update**

CBO Gilbertson: He said the Fiscal Services Director Mizuno did a concise job in summarizing the changes and he would be happy to answer any questions. He also commented on the importance of the partnerships with community colleges and there are two budget changes regarding a Stepping Stones grant and equipment grant.

**MOTION:** It was moved the Governing Board approve the budget changes included in the Monthly Budget Update for the period ended 10/31/2011. M/Garcia, S/Chang; Vote: 6 Ayes, 0 No

#### **XIV. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS**

##### MAEP Director Karp:

- She shared a video of the ACSA Students Succeed winners held in Sacramento on November 3, 2011 for Ken Nguyen and his wife, Myhau Phan who enrolled in the English-As-A-Second Language (ESL) Program at Wilson Adult School, which was part of the Metropolitan Adult Education Program in Santa Clara in December 1985.

##### CCOC Director Fox:

- Collette Betters and her Health Occupations students sponsored a blood drive on Tuesday, November 8 at CCOC. The blood drive was successful with 129 donors. The blood donated can help an estimated 343 patients in the Bay Area.
- Video Production is participating with Adobe Youth Voices again this year. Ja Shia with Adobe visited the class this week to hear the students' "pitches" and rough cuts of their PSA video projects. The Public Service Announcements are set to be shown on the Adobe website, as well as on one of the three public cable channels run by CreaTV in San Jose. Adobe provided \$1,500 to the MetroED Foundation to assist with the Adobe Youth Voices program this year.
- Jeff Schmidt, Video Production instructor, visited CreaTV studios in San Jose after the Arts, Media & Entertainment Employer Advisory Board meeting, and made arrangements for CCOC to provide up to 30 minutes a week of content to be aired on CreaTV!
- Jeff Schmidt and three colleagues in the Arts, Media & Entertainment PLC (hosted by MetroED/CCOC) have been invited to present in Sacramento to a group of school administrators about the AME PLC, and how it is affecting the teachers involved, and their students.
- Video Production has successfully articulated 6 credits for a CCOC Video Production Graduate at the Arts Institute in Sunnyvale.
- Today was Cadaver Day in the Veterinary Assisting class. The students dissected and identified numerous organs and tissue structures in the body of a large dog and a cat. Students from Mrs. Straubinger's Medical Assisting class also came to observe and participate in the dissection. When the Vet class is done with the bodies, they will be picked up by the Forensics class, to be used for further study. The students really enjoyed the day, even though the 'ick factor' was at a scale of 9 out of 10. They did a great job!
- Last Thursday the Body Shop received two 24 foot shipping containers through Prop 1D funding. The containers will be used to free up work space in the shop for students and help keep parts and supplies secured.
- The Business/Office/Computer Technology Student Conference was held today. The conference was a success thanks to instructors Alice Rodriguez, Sara Crowder, Peggy Nutz, Justin Locketz, Jan Joseph and Nancy Joseph for planning, and running a great conference.
- Mark Adams, Probation and Legal Careers instructor has involved his students with Santa Clara County's Peer Court program.

##### Superintendent Hay:

- He provided an update on the CBO selection process including the District engaging School Services of California to conduct a nation-wide search for CBO candidates and to coordinate the selection process. A position flyer was developed using the District's updated CBO job description and suggestions from the Superintendent and current CBO. The position was advertised in various professional publications including ACSA's EdCal and CASBO's California School Business News and electronically on Ed-Join and SSC's website. School Services also used their extensive state-wide professional connections for identification and review of potential candidates. The position announcement closed on October 31, and paper screening with School Services was conducted on November 1. Six Candidates, selected from eleven screened applicants, will be interviewed by two MetroED interview panels tomorrow (November 10). The interview panels will choose up to three acceptable finalists. Final candidates will be interviewed

on December 1, with a start date to be determined. He said the panels will include representatives from the employee bargaining units, participating district CBOs, community members, and staff.

#### **XV. BOARD COMMENTS**

##### Board Member Bobay

- He said for those who were not aware, he was recovering from Prostate Cancer surgery he had three weeks ago and he is doing well.

##### Vice President Chang

- She attended an elementary school three weeks ago sponsored by the Silicon Valley Leadership Group with girls in the 6<sup>th</sup> through 8<sup>th</sup> grade and it was very inspirational. She hoped there would be opportunities for boys as well.
- She attended CSBA's Linked Learning Task Force on October 14 and it was a good meeting.
- She said her home district will be approving the MBRA next Tuesday at their regular meeting and she spoke with their administrators regarding keeping up the data for the automated enrollment and attendance on a more regular basis as discussed at the last MetroED Board Meeting.
- She said Member Garcia and she will be attending the CAROCP conference next week.

#### **XVI. OTHER MEETINGS**

The next regular meeting is scheduled for December 14, 2011 at 7:00 PM with closed session at 6:00 PM

#### **XVII. ADJOURNMENT**

President Canova adjourned the meeting at 8:20 PM.

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Daniel Bobay, Clerk of the Board