

METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes
June 12, 2013

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 Garcia at 6:00 p.m., in CCOC Room 819, San Jose, California, for closed session.

All Members present, except when noted "absent":

Daniel Bobay	Milpitas Unified School District
Jim Canova	Santa Clara Unified School District
Cynthia Chang	Los Gatos-Saratoga Union High School District
Matthew Dean	Campbell Union High School District
Richard Garcia	San Jose Unified School District
J. Manuel Herrera	East Side 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 Garcia at 7:05 p.m., in CCOC Room 201, auditorium, San Jose, California.

III. REPORT OF CLOSED SESSION ACTIONS

President Garcia reported the Governing Board took no action.

IV. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice President Bobay.

V. ADOPT AGENDA

President Garcia: He welcomed Superintendent Alyssa Lynch to her first official meeting at MetroED and asked for a motion to adopt the agenda.

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

VI. RECOGNITIONS/VISITORS

A. Acknowledgement of Visitors – None

B. Acknowledgement of Honors and Awards

- Recognition of Retirements

Superintendent Lynch: She recognized CCOC Director John Fox who will be retiring at the end of June 2013. John began his career at MetroED in July 2005 as CCOC Principal and then Director. John seems to have boundless energy and an endless capacity to take on more. He is at his desk before 6:00 each morning, and you will see him at the front of the school every day welcoming students and parents, rain or shine. From his first day at MetroED, he has worked to improve programs for the students. From creating and presenting countless teacher in-service topics, to developing effective teacher feedback tools, his focus has been on serving students. John will be the first to tell you that it is the team of teachers and staff that have made the difference for students, but without his leadership, many of our successful initiatives would not have taken place.

CCOC Director John Fox: He said he wanted to thank everyone for the opportunity to work at CCOC and he remembered President Garcia and Member Chang were on the Board when he was hired. He said it is a privilege to work with the students.

Superintendent Lynch: She recognized MetroED Payroll Specialist Sue Butler who will be retiring as well. Ms. Butler began her career at MetroED as a Site Registrar in August 1999 and moved into central office into accounts payable in August 2000 and served as Payroll Specialist from July 2001 to July 2010. In the 2010-11 school year, Sue again served our district as a Site Registrar at CCOC. In July 2011, Sue returned to the central office as a Payroll Specialist. Ms. Butler has been a dedicated, hard worker who will be missed.

Sue Butler: She thanked the Board and administration for the opportunity to work at MetroED. She said she has learned a lot and as a site registrar worked with students and had the opportunity to work with all employees in the payroll office.

Member Chang: She said it has been a privilege and an honor to work with CCOC Director Fox. She said she has enjoyed working with him, providing tours of the campus, and for all the impact he has made for all the students.

Member Canova: He said when we see wonderful staff retire it is exciting to see them go on to the next chapter in their lives. He said he would definitely miss CCOC Director Fox's love and passion for cars as he has as well as his love of Texas. He said Mr. Fox is such a part of the campus and his support of the students has been unquestioned.

Member Herrera: He congratulated both retirees and said Mr. Fox will be missed. He said there is a living legacy he was leaving here at MetroED. He said Mr. Fox's passion and skill for creating, supporting, and encouraging has had an impact on our families, our students, and this organization.

Member Dean: He said everyone loves their jobs; however, we do like getting our paychecks and we very much appreciate the work that Ms. Butler has done for the District. He said it can be difficult to keep track of all the deductions and changes that take place for each individual employee. He said this was the first hard evidence he has seen where Texas will get something from California that will be a benefit with Mr. Fox's retirement to that state. He said both retirees would be missed and he wished best wishes to both of them.

Vice President Bobay: He said that payroll is not an easy job with the hard deadlines that need to be met and Ms. Butler would be missed and he thanked her for all she had done for the District. He said we don't get to know many employees here as most of our work is done in our home districts; however, when you come on campus here the face we see is Mr. Fox. He always took the time to show us around and share new information with enthusiasm and the vigor we expect to see in the classrooms. He said we get a sense that rigor is here because Mr. Fox is here and excited about what he does. He wished him well in his retirement.

President Garcia: He said it was his honor and privilege eight years ago to appoint Mr. Fox to the position of CCOC Director and he said it was one of the best decisions of many he has made on the Board. He said as his colleagues expressed, Mr. Fox's enthusiasm and passion for his work is unbelievable. He said whenever he would visit, he would walk away excited about what we are doing here at CCOC. He said one of the last times he met with Mr. Fox to discuss curriculum, he shared curriculum that was outstanding and shared how every minute of the instruction was being planned. He said Mr. Fox took what he did very seriously and he wished him all the best.

VII. SPECIAL ORDER OF BUSINESS

None

VIII. PUBLIC COMMENTS

Kathy Jasper: She said she was the AFT President and shared an unfortunate event that happened earlier in the year when her co-president from East Side UHSD passed away. She said the union began looking at life insurance and what districts did. She said East Side UHSD provided \$25,000 in life insurance to the employee's family. She said here at MetroED, if you are a teacher you get \$10,000, if you are a classified employee you get \$15,000, and if you are an administrator you get \$50,000. She said this has been discussed during negotiations; however, there had been no movement so she decided to bring the issue to the Board. She said it has been the Board's policy in the past to treat all members of the learning community equally in terms of benefits. She said she believed that all employees should have the same life insurance benefit and she asked the Board to review this.

Member Chang: She asked if the Board could have information on the costs associated with the life insurance benefit.

Member Dean: He suggested that this should be brought back to a future meeting and staff could come back with the requested information.

President Garcia: He asked the superintendent to bring this back to a future meeting and if board members had specific questions, to please contact Superintendent Lynch.

Vice President Bobay: He asked to include what the cost would be to level up the life insurance for all employees as well.

IX. APPROVAL OF MINUTES

1. Action Item: Approval of Minutes from the Regular Board Meeting of May 8, 2013.

MOTION: It was moved to approve the Minutes of the Regular Board Meeting of May 8, 2013. M/Herrera, S/Bobay; Vote: 6 Ayes, 0 No

XI. CONSENT CALENDAR

President Garcia: He said all items under the consent calendar would be approved under one motion unless a member of the Governing Board wished to remove an item and asked for a motion to approve.

MOTION: It was moved to approve consent items # 2 through # 20. M/Dean, S/Chang; Vote: 6 Ayes, 0 No

BUSINESS AND FINANCIAL FUNCTIONS

*2. Action Item: Approve the May Monthly Warrant Approval List

The Governing Board approved the May Warrants.

*3. Action Item: Surplus Items

The Governing Board approved the surplus of the Brush Patrol Fire Engine.

*4. Action Item: Donations Offered to the District

The Governing Board approved the donations on behalf of the District.

*5. Action Item: Building 200/600 Exterior Restroom Renovations

The Governing Board authorized the remodeling of one women's and one men's exterior restroom on building 200 and building 600.

***6. Action Item: Agreement with Leadership Associates**

The Governing Board approved the agreement with Leadership Associates and MetroED for the 2013-14 school year.

***7. Action Item: Approve Piggyback Agreement with Palace Art & Office Supply; Piggyback on Pajaro Valley Unified School District Bid**

The Governing Board approved the standard piggyback and rebate agreements with Palace Office Supply.

PERSONNEL FUNCTIONS

***8. Action Item: Certificated Personnel**

The Governing Board approved the retirement of Martha Rao, MAEP Curriculum Specialist.

***9. Action Item: Administrative Personnel**

The Governing Board approved the resignation of CalWORKs Site Representative Tu Nguyen, the retirement of CCOC Director John Fox, and the 15 administrative assignments.

***10. Action Item: Classified Personnel**

The Governing Board approved one retirement, two one-month extensions of temporary positions, nine summer camp assistants, and six short-term maintenance interns.

***11. Action Item: Revised Administrative Job Description: Director of CCOC/P and MAEP, Revised**

The Governing Board approved the revised administrative job description for the position of Director of CCOC/P and MAEP.

INSTRUCTIONAL AND STUDENT FUNCTIONS

***12. Action Item: Bay Area Counties Roofing and Waterproofing JATC Apprenticeship Agreement, 2013-14**

The Governing Board approved the Bay Area Counties Roofing and Waterproofing JATC apprenticeship agreement for the 2013-14 school year.

***13. Action Item: Carpenters Training Committee for Northern California JATC Apprenticeship Agreement, 2013-14**

The Governing Board approved the CTCNC apprenticeship agreement for the 2013-14 school year.

***14. Action Item: Walton and Sons Masonry, Inc. JATC Apprenticeship Agreement, 2013-14**

The Governing Board approved the Walton and Sons Masonry, Inc., Joint Apprenticeship Training Committee, JATC apprenticeship agreement for the 2013-14 school year.

***15. Action Item: Western Electrical Contractors Association, Inc. JATC Apprenticeship Agreement, 2013-14**

The Governing Board approved the Western Electrical Contractors Association, Inc., JATC apprenticeship agreement for the 2013-14 school year.

***16. Action Item: California Fire Fighter Joint Apprenticeship Training Committee JATC Apprenticeship Agreement, 2013-14**

The Governing Board the California Fire Fighter JATC apprenticeship agreement for the 2013-14 school year.

***17. Action Item: CalWORKs: Agreement for Summer School, CCOC**

The Governing Board approved the agreement between CalWORKs and MetroED for summer school classes at CCOC.

***18. Action Item: Agreement to Fund Services for CalWORKs Recipients in the Morgan Hill Unified School District**

The Governing Board approved the agreement to provide services for recipients who are referred to MetroED and Morgan Hill Unified School District by the Department of Social Services of the County of Santa Clara.

***19. Action Item: Agreement with San Jose Job Corps**

The Governing Board approved the agreement between San Jose Job Corps and MetroED for the 2013-14 school year.

***20. Action Item: Approve MAEP Course Titles for 2013-14**

The Governing Board approved the list of course titles for MAEP for 2013-14.

XII. INFORMATION ITEMS

21. Information Item: First Reading: Board Policies; Tri-Annual Update

President Garcia: He said it was the first reading of the policies and there was no action to be taken. He also said the board policies will be on the next agenda for approval as an action item.

22. Information Item: Draft of 2013-14 Budgets

Chief Business Officer Fry: She provided a brief PowerPoint of the budget for 2013-14. She said the legislators are working on trailer bills regarding the budget and the draft includes the best assumptions to date based on current information. She said the final compromise is a mixture of SB 660 and the Local Control Funding Formula (LCFF). She said adult education and ROC/P funding is based on a Maintenance of Effort at the 2012/13 expenditure levels for two additional years. She said the implementation period was extended to eight years. She shared information on the categorical squeeze and funds are being shifted from unrestricted to restricted funding for the accountability measures of new requirements. She said the compromise in the budget will impact MetroED as the programs are funded through unrestricted general fund of our partner districts and there will be no increases for adult education or ROC/Ps through 2014-15. She said the budget assumptions are based on the Master Business Agreements with our partner districts and at this time there is no revenue projected for deferred maintenance which is a loss of \$163,000. She said also there is no Excess Property Tax budgeted which is a loss of approximately \$1 million. She said the assumptions include step and column increases as well as a 5% increase for health and welfare contributions as agreed upon in the collective bargaining agreements. She said operational costs are budgeted at or near current levels. She shared the budget assumptions through 2015-2016. She said Maureen Evans with School Services will be

working with the partner districts to work out funding formulas as we move through the budget process for the future. She said the District has sufficient reserves to meet the needs of the District; however, there will need to be changes made to ensure the programs will be able to continue based on reductions in various funding sources. She said the budget would be brought back to the next board meeting for adoption.

Member Chang: She said earlier it was mentioned that all six districts had approved funding for one year and she asked what assumptions were used for additional years.

CBO Fry: She said the School Services dashboard was used to look at this year's funding and move it forward. She said the worst case is no money for future years and it was based on the current agreements.

Member Chang: She said she meant to pull an item from the consent calendar earlier and she wanted to comment on Item # 7 regarding the piggyback agreement with Palace Art and Office Supply. She said she was very impressed with the process that had been used to get a good deal for the District. She said in the budget she noticed a decrease of 14% for books and supplies for future years and she asked if the agreement was the basis for the savings.

CBO Fry: She said it was part of the basis for the savings and she said all of the credit for the Palace research and savings was done by Fiscal Services Director Keiko Mizuno. She said they were very concerned about keeping us as a customer. She said we are expecting to see reductions as well as the completion of the renovations of the campus.

Member Chang: She asked CBO Fry to send an email to thank Ms. Mizuno as she knows the amount of time it takes to do this work and she is very impressed with the 14% savings. She said she will be giving this information to her home district CBO to review how to do these savings as well.

President Garcia: He said there has been a lot of discussion about accountability and getting more parent involvement. He said in the proposed budget we have a Budget Advisory Committee; however, he did not see any parents and if this is something we should be considering and there be more consumer involvement in the budget committee.

CBO Fry: She said yes and in reviewing what had been done regarding the budget process, she worked to hold a meeting or two. She said she liked the suggestion of President Garcia and she would also like to include some of our business partners in the process as well. She said one of her goals for the next school year is to have a more robust committee with more involvement from other stakeholders.

President Garcia: He thanked CBO Fry for her report and noted there were no further questions at this time.

XIII. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

23. Action Item: Annual Board Retreat

President Garcia: He said there is a recommendation to hold the Board retreat on July 1, 2013 and asked if the date worked for all the board members.

Vice President Bobay: He said he works on that date; however, if it was held after 2:00 p.m. it would work for his schedule.

President Garcia: He recommended beginning the meeting at 2:30 p.m. and ending at 5:30 p.m. and he said if there were items the Board wanted on the agenda to send him an email to include on the agenda.

MOTION: The Governing Board moved to set the date of July 1, 2013 for the Board retreat beginning at 2:30 p.m. M/Chang, S/Bobay; 6 Ayes, 0 No

24. Action Item: Governing Board Member Remuneration; Adopt Resolution #33-06-12-13

MOTION: It was moved that the Governing Board approve Resolution #33-06-12-13 to excuse Governing Board Member J. Manuel Herrera from the Special Board Meeting held on April 4, 2013, and authorize remuneration in accordance with Board Bylaw 9250. M/Bobay, S/Dean; Vote: 6 Ayes, 0 No

PERSONNEL FUNCTIONS

25. Action Item: Management's Initial Proposal to California School Employees Association (CSEA) Sunshine Proposals for 2012-13

President Garcia: He opened the public hearing at 7:50 p.m. and seeing no requests to speak closed the public hearing.

MOTION: It was moved that the Governing Board approve management's initial proposal to California School Employees Association (CSEA) Sunshine Proposals for 2012-13. M/Bobay, S/Chang; Vote: 6 Ayes, 0 No

XIV. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

MAEP Principal Suzi Glass

- The Medical Assisting class had twelve who completed the course even though the last module will not finish until June 28.
- The High School Diploma program had 63 graduates and 43 were able to attend the ceremony. She said many of the graduates had already moved on to the military, jobs, etc. and were not able to attend the graduation ceremony.
- There were seven winners of the \$500 scholarships who will use the scholarships for college in the fields of communication and language, HVAC, office skills, nursing, and law.
- CalWORKs will be providing funding for several summer classes for their clients who are also our students. The Microsoft Applications class began this week with 29 students, there are 12 students in the combination ESL/ABE Lab, and there will be a Medical Assisting Front Office class in July.
- A copy of the story, "Tough Love", was provided to the Board Members. The story was written by students in the evening Adult Basic Education class taught by Irene Hoover and Kathy Jasper. The students have between a zero and 8th grade reading and writing level and as a group they composed the story.

CCOC Director Fox

- On Monday, four Foothill Academies were started on campus for the third year. The academies are Child Care, Business, Finance, and EMT.
- A program is being held for CalWORKs as well in Automotive Careers for 28 days for five hours each day.
- The middle school camp will be held for the fifth year with Ohlone and has been held for middle school students for the past seven years.
- On June 19, there will be a BBQ for new students and their families to meet instructors, staff, and get to know the campus. He said the first one held last year had 1,123 people in attendance and he invited the Board Members to attend.

Superintendent Lynch:

- She said she is completing her first six weeks on the job and she has been meeting with staff and learning about the great work that has been done here and building on the career technical education (CTE) foundation for MetroED.
- She said one of the goals is to do marketing for the programs, for CTE and the districts. She said one of the things she had done prior to coming to MetroED was to market CTE throughout the state with a campaign called "CTE Now" and she provided samples of the materials. She is looking at converting a product line like this for MetroED. She said the CTE Now product line is still posted on the Santa Clara County Office of Education website and she is recommending bringing it to MetroED to raise funds for the programs.

XV. BOARD COMMENTS

Member Canova:

- He thanked Superintendent Lynch for meeting with him prior to this evening's meeting. He appreciates the enthusiasm she brings to the job and he is excited about what we will be doing for the future.
- He said tomorrow evening will be his home district's superintendents last day, Dr. Bobbie Plough. He said Santa Clara Unified has selected a new superintendent, Dr. Stan Rose.

Member Chang:

- She welcomed Superintendent Lynch to her first official meeting and she extended an invitation for her to come to her home districts first meeting in September to be introduced under public comments. She noted the meetings are televised and streamed live online.
- She said they recognized Los Gatos Hills High School student, Ryeder Mudwilder, who won first place in SkillsUSA at the state level at their last board meeting.
- She went to a medical clinic for blood work and the technician was very good and she found out the technician was a 2010 graduate of CCOC.
- She said Cheryl Hodgins, NOVA Coordinator at her home district, and she shared there are five students from NOVA who will be attending classes at CCOC next year. She would like to arrange a meeting with Ms. Hodgins, representatives from her home high schools and CCOC administration to get more active participation from her home school district.

Member Dean:

- He had the opportunity to meet with Microsoft and Amazon and things they are doing which he will be exploring more with his home school district. He said Microsoft has cut prices 31 times for their hosting services unprompted by competition. He said it is getting more and more that you should not house your own computing resources and it may be an opportunity to get more resources available and cut costs to support technology.
- He said when he was in Camp Crook, South Dakota, farming is all about technical education and the people in the community have experience in automotive repair, carpentry, welding, etc. He said it is technical education in action and it was a great experience to see the various set of skills in action.

Vice President Bobay:

- He said last week a milestone was reached in his home district with 780 plus seniors graduating.
- He said there were also promotion ceremonies from two middle schools as well as an adult education graduation.
- He welcomed Superintendent Lynch to her first official meeting.

President Garcia:

- He said he also attended graduations last week in San Jose Unified at two middle schools and four high schools. He said he was able to attend the adult education graduation here at MetroED and he said once again it was the most inspiring graduation and the students were inspirational. He said the student speeches were moving and heartfelt and it was great.


XVI. OTHER MEETINGS

President Garcia: He noted the next regular meeting will be on June 26, 2013 at 7:00 PM with closed session at 6:00 PM if needed.

XVII. ADJOURNMENT

MOTION: It was moved to adjourn the meeting. M/Chang, S/Dean; Votes: 6 Ayes, 0 No

President Garcia adjourned the meeting at 8:12 PM.


Matthew Dean, Clerk of the Board