

# METROPOLITAN EDUCATION DISTRICT

December 10, 2014

## Governing Board Meeting Minutes

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

The regular meeting of the Governing Board of the Metropolitan Education District was called to order by President Bobay at 7:10 PM in Silicon Valley CTE Room 201, auditorium, San Jose, California.

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 – Absent
Lan Nguyen	East Side Union High School District

### II. REPORT OF CLOSED SESSION ACTIONS

President Bobay reported the Governing Board took no action in Closed Session.

### III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Daniel Bobay.

### IV. ADOPT AGENDA

**MOTION:** It was moved to approve the agenda as presented. M/Chang, S/Dean; Vote: 5 Ayes, Bobay, Canova, Chang, Dean, and Nguyen; 0 No; 1 Absent, Garcia

### V. PUBLIC COMMENTS

President Bobay noted there were no Public Comments for Board Items, which were not on the agenda.

### VI. STUDENT REPORTS (5-Minute Limitation)

#### A. Silicon Valley Career Technical Education (SVCTE) Student

Cynthia Medina is a graduate of Mt. Pleasant High School, and she completed Medical Assisting in her junior year at SVCTE, formerly CCOC. After she graduated from high school in 2006, she volunteered at the site where she had done her internship, and she was hired a few months later in September. She continued her education while working at this site, and she graduated this past July from a Licensed Vocation Nurse (LVN) program. She took the LVN test from the Board of Vocational Nursing and Psychiatric Technicians and is awaiting the results of her test. She was currently hired by Stanford Children's and OB-GYN Hospital. She is very happy, and her new job offers great opportunities in professional growth. She was grateful to have the opportunity to enroll in Medical Assisting in high school because it created her career path in the health care field.

#### B. Silicon Valley Adult Education (SVAE) Student

Nazera Latifi is a current SVAE student. Ms. Latifi is from Afghanistan, and she initially enrolled in English Second Language (ESL) at SVAE, formerly MAEP, in 2000. She discontinued classes in 2003 because she started a family and returned to school in 2009. She reenrolled in ESL and enrolled in additional classes, such as Adult Basic Education

(ABE), Accounting, and QuickBooks. She knew if she wanted to have a better-paying job, she needs to continue her education in college. She is on a path to complete her GED. Upon completion she would like to study law.

## VII. SILICON VALLEY CTE FEATURED PROGRAM

### A. Metals Technology

Silicon Valley CTE Metals Technology Instructor, Cassidy Cannizzarro attended Los Gatos High School and was enrolled in Metals Technology at SVCTE, formerly CCOC. After high school he attended college and enrolled in a welding fabrication trade school. He became a certified welder for pipeline and heavy plate industry. The certifications he acquired enabled him to become employed with many different companies in the metals technology industry, and he became a contractor. He enjoys teaching Metals Technology at SVCTE. Mr. Cannizzarro presented metal business card holders to the Board, which his student, Michael Billingsley, produced in class.

Michael Billingsley is a senior of Los Gatos High School and is in his second year of the Metals Technology program. He enjoys Metals Technology and learning from Mr. Cannizzarro. Mr. Billingsley and his classmates have learned different welding techniques in addition to art. They are allowed time to hone their craft until they are comfortable and confident with the tools and their skills. The students have also learned how to read blueprints and welding symbols as well as how to use different equipment with various levels of difficulty. On the day of the Board Meeting, Mr. Billingsley learned how to use the Computer Numeric Control (CNC) machines and plasma cutter, which uses air and electricity. These machines were used to create the business card holders. After Mr. Billingsley completes Metals Technology, he plans to work with iron workers and in welding shops. His skills will enable him to work in many different jobs in the metals technology industry.

## VIII. SPECIAL ORDER OF BUSINESS

President Bobay said there was a special order of business to move up the presentations of Board Item #13 *First Interim Financial Report, Fiscal Year 2014-15* and Board Item #14 *Fiscal Year 2013-14 Audit Report* before *CONSENT/ACTION CALENDAR* because one of the presenters would be traveling back to Sacramento.

## IX. CONSENT/ACTION CALENDAR (ACTION)

**MOTION:** It was moved to approve all items on the consent calendar. M/Chang, S/Nguyen; Vote: 5 Ayes, Bobay, Canova, Chang, Dean, and Nguyen; 0 No; 1 Absent, Garcia

- \*1. Minutes from the Regular Board Meeting of November 12, 2014.

### **BUSINESS AND FINANCIAL FUNCTIONS**

- \*2. November Warrants Approval List
- \*3. Monthly Financial Update for the period ended November 30, 2014
- \*4. Surplus Items

### **PERSONNEL FUNCTIONS**

- \*5. Personnel Assignment Orders #2015-05 and #2015-06
- \*6. Revised Job Descriptions: Chief Business Officer, Director of Human Resources
- \*7. Agreement for Services with Ann Jones, Interim Chief Business Officer

## **INSTRUCTIONAL AND STUDENT FUNCTIONS**

None.

### **XIV. INFORMATION ITEMS/DISCUSSION ITEMS**

#### **8. EverFi's Radius STEM Readiness Curriculum**

Director of Instruction and Accountability Jodi Edwards-Wright presented information on EverFi's Radius STEM Readiness Curriculum. She said she met Caitlin O'Connor, Schools Manager of EverFi. Ms. O'Connor informed Ms. Edwards-Wright that Intel Corporation is sponsoring Radius: STEM Readiness for MetroED. Through this public-private partnership, EverFi is able to bring the Radius course to MetroED at no cost. Radius – STEM Readiness features 16 modules, aligned to the Common Core Math & ELA standards, covering topics ranging from the real world application of algebra to basic computer science and STEM career exploration. Students will learn to apply skills to solve real-world challenges. As part of this sponsorship, MetroED will have access to the 10-hour, personalized digital curriculum and a local, EverFi Schools Manager, who will assist teachers with training, implementation and support throughout the school year. EverFi's platform and methods are designed to reach Millennials in their preferred digital environment. MetroED is joining nine other high schools in East Side Union HSD and Campbell USD in rolling out the Radius STEM Readiness Curriculum in our STEM Academies in 2015.

#### **9. Legislative Update**

Superintendent Lynch reiterated information from CBO Fry's report. The Legislative Analyst's Office (LAO) recommended \$500 Million to Adult Education, and there were no details yet for funding ROCPs. At the CALCP-CAROCF Conference in November the LAO of Capitol Advisors were very optimistic for the first time since 2007, but was unable to provide details. CSBA sent out a letter on December 9<sup>th</sup>, which was their legislative platform to the Governor. The letter suggested that ROCPs be included and to support Adult Education. Nancy LaCasse of School Services of California sent Superintendent Lynch MetroED's legislative platform. Superintendent Lynch and Member Canova will work on setting up appointments with our new Legislators during the last week of January or first week of February.

#### **10. New Virtual Silicon Valley CTE Tour**

Superintendent Lynch presented the new virtual tour video of Silicon Valley CTE, which was released earlier in December. It is an overview of Silicon Valley CTE programs. Superintendent Lynch worked closely with Independent Video Producer, Jason Sholl to create this video.

The presentation of the video was stopped in the middle at the request of President Bobay. He stated the information provided regarding the number of high schools in San Jose was incorrect. The narration of the video seemed to only focus on high schools in San Jose, yet we serve students from Campbell, Los Gatos, Milpitas, and Santa Clara. Member Chang and Vice President Dean asked if the students in the video, whose full and recognizable faces were presented, had signed-waivers by their parents, which are required in each district. If they did not, the video cannot be shown. Superintendent Lynch said every student at MetroED has the opt-out for photographs and videos. Director of SVCTE Cartan said she will check with School Services in regards to the students' parents having signed the opt-out for photographs and videos. Member Chang requested to have further research conducted ensuring the students' ability to be included in the video before it is launched publicly on MetroED's website. Superintendent Lynch informed the Board of MetroED that the District is working on a Board Policy to

have students opt-out. She included that the videographer, Jason Sholl, had additional opt-out paperwork to have students sign, if they did not want to be in the video when he visited classrooms on the SVCTE campus.

Member Canova and Vice President Dean were very impressed with the video because it showcased the wonderful programs at SVCTE. Superintendent Lynch said the Program Representatives will use this video as a recruitment tool when they visit high school campuses.

## **XV. ACTION ITEMS AND REPORTS**

### **BOARD AND ADMINISTRATIVE FUNCTIONS**

#### 11. Adopt Resolution of #04-12-10-14, Adopting a Conflict of Interest Code

Superintendent Lynch said the resolution, #04-12-10-14, Adopting a Conflict of Interest Code, details what certain administrators may or may not accept as gifts; it was sent by the Santa Clara COE. She said she is aware our Governing Board Members have seen and discussed the Conflict of Interest document at their District Board Meetings. She said MetroED is requesting the Governing Board to adopt this resolution of the amended policy of the Conflict of Interest Code, which includes new employees.

It was moved to adopt Resolution #04-12-10-14, Adopting a Conflict of Interest Code.

**MOTION:** M/Nguyen, S/Chang; Vote: 5 Ayes, Bobay, Canova, Chang, Dean, and Nguyen; 0 No; 1 Absent, Garcia

#### 12. Second Reading: Board Policies; Tri-Annual Update

Because the Governing Board was already familiar with the Second Reading: Board Policies; Tri-Annual Update, this Board Item was not discussed, and the Governing Board proceeded to vote.

It was moved to approve Second Reading: Board Policies; Tri-Annual Update.

**MOTION:** M/Chang, S/Nguyen; Vote: 5 Ayes, Bobay, Canova, Chang, Dean, and Garcia; 0 No; 1 Absent, Garcia

### **BUSINESS AND FINANCIAL FUNCTIONS**

#### 13. First Interim Financial Report, Fiscal Year 2014-15

CBO Fry presented a slide show on the First Interim Financial Report, Fiscal Year 2014-15. She said this is the final year of the Maintenance of Effort (MOE) requirement for ROC/P funding. The funding levels are the same as in the prior year even as the cost of doing business continues to rise. The loss of revenues, which were identified after the State Budget Adoption, shows ROP in the red at \$632,116 and Adult Education in the red at \$703,179. The use of reserves for one-time expenditures shows an anticipated increase to PERS Employer Rates, as well as the rate paid on behalf of employees; replacement/repairs of classroom equipment (CTE courses require state of the industry equipment for job relevancy and placement); technology upgrades and equipment to standardize across the district and prepare for common core; textbook upgrades and inventory to meet Williams requirements; and deferred maintenance transfers. The long-term obligations are Other Post Employment Retirement Benefits (OPEB), PARS Costs, Compensated Absences, and Qualified Zone Academy Bond. The Adult Education Fund cannot sustain itself without drastic spending reductions to eliminate deficit spending. With no new funding, the General Fund (ROP) will be slowly strangled by deficit spending

as well. Adult Education may return to being a categorical program. Until there is confirmation that funds will flow to Silicon Valley Adult Education, plans must be made to reduce spending. There is momentum in Sacramento to either extend the MOE for CTE or develop a funding structure; we are still unable to build a budget on that hope. The first interim budget provides an overview of current budget categories, allows adjustments to be made, and is a good time to start setting budget priorities for next year. The January Governor's budget proposal will be our first look at what may be a different structure for next year. It is recommended ROP, especially Adult Education, should take caution in spending.

It was moved to approve the First Interim Financial Report, Fiscal Year 2014-15.

**MOTION:** M/Dean, S/Chang; Vote: 5 Ayes, Bobay, Canova, Chang, Dean, and Nguyen; 0 No; 1 Absent, Garcia

14. Fiscal Year 2013-14 Audit Report

Dawn Buchanan of Matson & Isom and Auditor for MetroED presented the Fiscal Year 2013-14 Audit Report to the Board. Ms. Buchanan reviewed the responsibilities of the District's management and of the Auditors as stated in the *Independent Auditor's Report*. The Auditors conducted their audit in accordance with generally accepted auditing standards, which require the auditors to plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. In the Auditors' opinion, the financial statements were presented fairly, in all respects, the respective financial position of the government activities, each major fund, and the aggregate remaining fund information of the District as of June 30, 2014. The net position in the statement of net position has been decreased by \$783,682 due to misstatements of capital assets as of June 30, 2013. Ms. Buchanan briefly reviewed the most impactful findings from the report.

Member Chang said she and Vice President Dean met with Ms. Buchanan in the MetroED Governing Board Audit Committee, which was conducted before the Closed Session of the MetroED Governing Board. She said she is very impressed with the draft of the Audit Report and its findings of deficiencies, which are not material and will not affect the final opinions of the Auditors' Report. She said management has received a recommendation to refine the existing system of MetroED. Once a new system is in place, operations will be more streamlined and synchronous.

Vice President Dean clarified the deficiencies. 1) Move the cash from a local safe to the safe in Fiscal Services' office. 2) Deposits at the bank should be conducted on a set schedule. 3) Files should be backed up in a cloud service as per the direction of the Superintendent. 4) Make sure the data on staff with Masters Degrees are already on file before disbursing stipends. Vice President Dean said the MetroED Governing Board Audit Committee supports the Auditors' recommendations.

It was moved to approve the Fiscal Year 2013-14 Audit Report.

**MOTION:** M/Chang, S/Dean; Vote: 5 Ayes, Bobay, Canova, Chang, Dean, and Nguyen; 0 No; 1 Absent, Garcia

## **PERSONNEL FUNCTIONS**

15. Public Hearing: Disclosure of Financial Implications of Memorandums of Understanding to Collective Bargaining Agreements with CSEA

### ***Open Public Hearing***

President Bobay opened the Public Hearing of the Disclosure of Financial Implications of Memorandums of Understanding to Collective Bargaining Agreements with CSEA.

President Bobay asked the attendees of the Governing Board Meeting if there were comments regarding this Board Item. Seeing none wanting to speak, President Bobay closed the Public Hearing.

***Close Public Hearing***

It was moved to approve the Disclosure of Financial Implications of Memorandums of Understanding to Collective Bargaining Agreements with CSEA.

**MOTION:** M/Chang, S/Dean; Vote: 5 Ayes, Bobay, Canova, Chang, Dean, and Nguyen; 0 No; 1 Absent, Garcia

**INSTRUCTIONAL AND STUDENT FUNCTIONS**

None.

**XVI. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS**

**1. SVAE Principal Suzi Glass**

- SVAE is participating in a global movement to introduce students to computer programming or coding, and 140 students participated.
- The week before Thanksgiving Break, ESL students went on a field trip to West Valley College. They took an ESL writing test, toured the campus, and were provided lunch. One-third of the ESL students did very well on the test and scored above the average. These students plan to attend West Valley in the spring and fall of 2015.
- A commencement flier Medical Assisting program was provided. The modules include eight months of training and one month of externship.

**2. SVCTE Director Marianne Cartan**

- Addressed the occurrence of the power outage on December 3<sup>rd</sup>. Through this experience, SVCTE learned what to do and what not to do in this situation. SVCTE staff plan to meet next week to have processes in place.
- She thanked the Governing Board for approving Katie Bennett who is the new counselor of SVCTE.
- The Technology Mentor is SVCTE teacher, Kory Keadle. Mr. Keadle will provide support and training to the teaching staff.
- A new computer lab will be added to SVCTE Center for the teachers to use.
- Mission College visited SVCTE Center and will assist students with filling out the HAFSA form who need financial assistance.
- SVCTE hosted Santa Clara County Construction Careers (S4CA) on Friday, December 5<sup>th</sup>. The Baking and Catering students provided breakfast to our guests.
- Santa Clara County of Chiefs will have a breakfast on Saturday, December 13.
- The SVCTE Fashion students had a Christmas tree in Christmas in the Park. They will also have a holiday boutique next week.

**3. MetroED Superintendent Alyssa Lynch**

- Regarding the power outage, Superintendent Lynch apprised the Governing Board daily until the situation was resolved.
- SCCOE Superintendent toured MetroED two weeks ago, and he was very pleased with our programs.
- Channel 5 CBS was on campus interviewing for a possibility of being bestowed the Jefferson Award.
- Silicon Valley Business Journal team toured MetroED and SVCTE.
- Career Pathways Trust Grant application process is in motion.
- Jim Beall met with CDE on our behalf to get feedback on the grant process

- We had a full-page STEM advertisement in Silicon Valley Business Journal, which MetroED did not pay for. The advertisement was paid for by MetroED's business partner, Xilinx.
- Holiday Open House in the Superintendent's Office this Friday, December 12<sup>th</sup>.

**XVII. BOARD COMMENTS**

**1. President Bobay**

President Bobay said Milpitas USD (MUSD) conducted their Organizational Meeting on December 9<sup>th</sup>. He said two new Trustees to the Board were sworn in. He said they are very interested in CTE, and he would like to arrange a tour of MetroED for them. He said he has many different positions on the Board of Trustees for MUSD and MetroED, and he is returning as an MUSD Board of Trustee. He was also reappointed as the representative of MUSD for the MetroED Governing Board.

**2. Vice President Dean**

Vice President Dean said he will be sworn in as a returning Board of Trustee of Campbell USD on December 11<sup>th</sup> and looks forward to serving another four years. He hopes to be appointed to serve as a Governing Board Member of MetroED. He has enjoyed hearing the students' testimonies during MetroED's Board Meetings, especially because what they have said is powerful.

**3. Board Clerk Nguyen**

Member Nguyen said he attended the CALCP-CAROCP Conference from November 19-21. He said he had a great experience, learned so much, and has a new appreciation for the people who work in this field trying to develop programs and ways to improve CTE.

**4. Member Canova**

Member Canova commented on TV personality Mike Rowe of the show, "Dirty Jobs." Member Canova said Mr. Rowe said when the economy was in a state of recession, companies were still hiring people with specific skill sets. Member Canova said MetroED has programs, which train our students to have specific skills that make them employable. He attended the swearing-in ceremony of newly-elected State Senator Bob Wieckowski before tonight's Governing Board Meeting. It was hosted by Mission Valley ROP in Fremont. Assemblymember Tom Ammiano (D-San Francisco – Ret.) administered the official oath of office. He said Santa Clara USD (SCUSD) will swear in new Board of Trustees at their Board Meeting on December 11<sup>th</sup>. He is the only returning Board of Trustee of SCUSD.

**5. Member Chang**

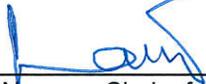
Member Chang said she was sworn in as a returning Board of Trustee on December 9<sup>th</sup>, which will be her fifth term and 17<sup>th</sup> year as a Board of Trustee of Los Gatos-Saratoga Joint UHSD (LGSUHSD). She was also reappointed to serve as a Governing Board Member of MetroED. The LGSUHSD Board of Trustees approved the Master Business Agreement at this Board Meeting.

**XVIII. OTHER MEETINGS**

Organizational Meeting, January 21, 2015	Closed Session	6:00 pm
	Open Session	7:00 pm

**XIX. ADJOURNMENT**

President Bobay adjourned the meeting at 9:21 PM.

  
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 Lan Nguyen, Clerk of the Board