

**METROPOLITAN EDUCATION DISTRICT**  
**760 Hillsdale Avenue**  
**San Jose, California 95136**

**November 18, 2015**

**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 Dean at 6:08 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 – Absent
- Teresa Castellanos              San Jose Unified School District
- Cynthia Chang                  Los Gatos-Saratoga Union High School District
- Matthew Dean                  Campbell Union High School District
- Lan Nguyen                        East Side Union High School District – Absent

**II. ADOPT CLOSED SESSION AGENDA**

**MOTION:** It was moved to approve the Closed Session Agenda as presented. M/Chang S/Castellanos; Vote: 4 Ayes, Bobay, Castellanos, Chang, Dean; 0 Noes; Absent, Canova, Nguyen.

**III. DISCLOSURE OF "CLOSED SESSION" DISCUSSION ITEMS**

President Dean read the Closed Session Items into the record.

- A. Conference with Labor Negotiator Pursuant to Government Code: 54957.6(f)
  - District Negotiator
    - Marie dela Cruz
    - Adam Fiss
  - Employee Organizations
    - AFT, CSEA, CTA
    - Unrepresented Employee: Superintendent (District Negotiator: Adam Fiss)
- B. Personnel Matters Pursuant to Government Code 54957
  - Public Employee Discipline/Dismissal/Release/Reassignment
  - Layoffs/Leaves of Absence/Resignation
  - Personnel Assignment Orders
- C. Conference with Legal Counsel-Existing Litigation: Paragraph (1) of subdivision (d) of Section 54956.9. Name of Case: EEOC Charge No. 556-2015-00354.
- D. Conference with Legal Counsel-Existing Litigation: Paragraph (1) of subdivision (d) of Section 54956.9. Name of Case: EEOC Charge No. 556-2015-00358.
- E. Public Employment Pursuant to Government Code section 54957  
Title: Superintendent

**IV. PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS**

President Dean noted there were no public comments regarding Closed Session Items.

**V. ADJOURN TO CLOSED SESSION**

President Dean adjourned the regular Governing Board Meeting to Closed Session at 6:12 PM. Closed Session was held in SVCTE Room 819.

**VI. CALL TO ORDER/REGULAR MEETING  
Reconvene from Closed Session**

The regular meeting of the Governing Board of the Metropolitan Education District was called to order by President Dean at 7:10 PM in SVCTE’s Auditorium, Room 201, San Jose, California.

All Members present, except when noted “Absent:”

- Daniel Bobay                      Milpitas Unified School District
- Jim Canova                        Santa Clara Unified School District
- Teresa Castellanos            San Jose Unified School District
- Cynthia Chang                 Los Gatos-Saratoga Union High School District
- Matthew Dean                 Campbell Union High School District
- Lan Nguyen                      East Side Union High School District

**VII. REPORT OF CLOSED SESSION ACTIONS**

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

**VIII. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by President Dean and adult SVCTE Precision Machining student, Christian Buenconsejo.

**IX. ADOPT AGENDA**

**MOTION:** It was moved to approve the agenda as presented. M/Chang S/Castellanos; Vote: 6 Ayes, Bobay, Canova, Castellanos, Chang, Dean, Nguyen; 0 Noes

**X. RECOGNITIONS**

President Dean asked Superintendent Lynch if there were any Recognitions for this meeting, and she said there were none.

**XI. PUBLIC COMMENTS**

President Dean noted AFT Co-Presidents Kathy Jasper and Valerie Kiadeh will address the Board regarding subjects not on the agenda.

AFT Co-President Kathy Jasper acknowledged that the 3% off the schedule was ratified by their bargaining unit. Ms. Jasper said she and Ms. Kiadeh are members of a consortium, which spent two years on a planning grant. Seventy teachers were involved in the consortium, and Ms. Jasper and Ms. Kiadeh represented MetroED and served on behalf of our organization. The consortium worked for 30 hours collaborating with nine schools and other organizations on how to articulate programs and make smooth transitions between community colleges and careers. As part of the consortium process, a public meeting was conducted on October 26 in which the public was informed of how the award of \$4.5M would be divided. Ms. Jasper thanked Member Castellanos for attending the public meeting and for supporting Adult Education. Ms. Jasper distributed information to the Board, which detailed the allocation and plans for the funds. She said Los Gatos-Saratoga Joint UHSD was the only district without representation in the consortium because their Adult Education operated through the Recreation Department. Ms. Jasper said Principal Curd made a very strong case for the consortium. She also said in the past 10 years she has served as AFT President, this is the first year that there is conversation about building a program to serve more adult students and to improve the Adult Education programs.

AFT Co-President Valerie Kiadeh shared good news regarding SVAE going through a WASC review this year. She said SVAE is conducting collaborative meetings more than once a month. She also

said this is the best collaborative effort she has seen at SVAE, and many of the teachers are more unified. Ms. Kiadeh said she is the Focus Study Leader, and there are four Self-Study groups.

Board Clerk Chang said she is happy to be back, and she is happier to hear all the great news. She said these reports are setting the tone for future Board Meetings.

## **XII. STUDENT REPORTS**

### **A. Silicon Valley Adult Education (SVAE) student**

Principal Gloria Curd introduced SVAE student Guadalupe Gutierrez Jimenez; she is enrolled in the Adult High School Diploma program. Five years ago she dropped out of high school because she thought the job she had at the time was enough to earn a living. Later in life, she got married and gave birth to her daughter. She realized she needed to earn more income to support her family. She was not able to get hired for any new job she applied for because she did not meet the requirement of having a high school diploma or recognized equivalent. Four more years had elapsed, and she returned to school. It is a big challenge for her because she is going to school full time, working full time, and she is caring for her family. Her schedule has been adversely affected as well. She wakes up much earlier in the morning to take her daughter to day care and to arrive on time at work. She picks up her daughter after work and completes chores at home. When her husband arrives home from work, she attends night school at SVAE. Although she is experiencing this tremendous challenge at this point in her life, and it is taking much longer for her to complete her studies, she realizes it is temporary, and she was given a second chance, thanks to SVAE. She is especially grateful to SVAE Instructors Sam Ajam and Yvonne Washington, and their Instructional Aides, Marita Baker and Gerard Truong because they helped her accomplish her goals. The staff has encouraged her to continue her education. Mrs. Jimenez plans to attend community college, and then transfer to a four-year college to earn a degree.

President Dean congratulated Mrs. Jimenez for being able to accomplish her goals and wished her continued success.

Member Canova said the Board is very proud of her and her ability to overcome her adversities.

Member Castellanos thanked her for reminding everyone that there are always second chances, and education always transforms lives. She also said she is a role model for her daughter, and this is very important.

### **B. Silicon Valley Career Technical Education (SVCTE) student**

President Dean noted there was no Student Report from SVCTE.

## **XI. SILICON VALLEY CTE FEATURED PROGRAM**

### **A. Precision Machining**

Because John Betts, Precision Machining Teacher was unable to attend the Governing Board Meeting, his colleague, Alice Rodriguez, Office Administrative Assistant Teacher, introduced his students to the Governing Board. Tom Woodrum and Christian Buenconsejo are both adult students, and they will be completing their first year in Precision Machining in December. Mr. Woodrum graduated from Leland High School. Mr. Buenconsejo graduated from Milpitas High School and is attending West Valley College. The students presented a slideshow about Precision Machining and passed out examples of their work for the Board to examine tactilely. A machinist is one who shapes and cuts materials to predetermined specifications to blue prints or Computer Aided Design (CAD) using metal or plastics. The machinist uses machine tools and drive-cutting tools. Machinists make components for, but are not limited to, electronics, textiles, aerospace, medical devices, transportation, and agriculture. The students reported that Mr. Betts is working on several things for the program and his students: internships with partner companies such as FM Industries, Inc. and Tru-Tech; getting industry certification for his students with the National Institute for Metalworking Skills; and field trips to Tru-Tech, FM Industries, and MDR. The students are able to receive

college credit at De Anza College because of an articulation agreement in place. The students designed and created models from 3D printers.

Mr. Woodrum and Mr. Buenconsejo informed the Board of how they became interested in Precision Machining. Mr. Woodrum said he had worked at many different jobs. Those jobs and his hobbies helped him realize that a machinist created many of the products he admired and enjoyed. He said being raised in a family of craftsmen fostered his interest in creating things and determining how these work. His imagination drew inspiration from his experiences. He said in the short time he has worked with Mr. Betts, he acquired so much knowledge by leaps and bounds and is now able to work on difficult projects on complex machines. He learned so much about himself and has a new career path. Mr. Buenconsejo said he enrolled in this program because he knew it was his first step to obtaining his ideal dream job. He is currently studying Robotics Engineering at West Valley College, and he said obtaining his certificate in SVCTE's Precision Machining program sets him apart from the other college students because he will have more experience than them. He also said he and Mr. Woodrum share a passion for creativity. He said before an object is created, one must think critically how to create it, determine different approaches, troubleshoot, and learn while experiencing the process. This aspect motivates him.

Member Canova complimented both students by telling them they are excellent presenters. He is very impressed with them and included they are in a very exciting career. The other Board Members offered feedback with similar compliments.

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

### **1. SVAE Principal Gloria Curd**

Principal Curd provided fliers and reported out on the SBAE Consortium, AB104 Outcomes, and the Annual Template. The SBAE Consortium has an emerging model of universal pathways linking Adult Education and Community Colleges. The principle is there are multiple points of entry to the path of a better career, and there is "No Wrong Door." The AB104 Outcomes showed what adults whom were served by members of the consortium were able to demonstrate: improved literacy skills; completion of high school diplomas or their recognized equivalents; completion of postsecondary certificates, degrees, or training programs; placement into jobs; and improved wages. The Annual Template illustrated through a table how the \$1.5M will be distributed.

Principle Curd also reported that SVAE will be conducting a two-year WASC Self-Study. The WASC visiting committee will be with SVAE from April 24-27, 2016. The Chair of the WASC Visiting Committee is Joyce Ludi.

Member Castellanos offered assistance for the WASC Self-Study because this is the area she represents. She said she can help with making connections and networking in the downtown area of San Jose. She also said the State of California has allowed for 200 professional certifications. These certifications will help the undocumented citizens.

Superintendent Lynch added that the consortium is working on an immigration pathway, which will fill the niche in those discussions.

### **2. SVCTE Principal Sharon Brown**

Principal Brown gave kudos and accolades to SVCTE teacher John Betts. He worked with Xilinx in the STEM Academies last spring and summer. He is continuing to work with Xilinx to develop curriculum for the STEAM Academy for next summer. He also attended the STEAM Conference in Anaheim. This weekend, he will be attending a CTE conference. She said Mr. Betts also helped to get Precision Machining approved for UC "a-g," which will attract more students. He will collaborate with Principal Brown to rename the program because UC "a-g" includes Engineering Machining, and they will be building pathways with interested member districts. They will develop the course for AM and PM enrollment.

At the Counselors Meeting, SVCTE launched their 2016-2017 Advisor's Handbook, which was updated to look like their college handbooks. This will be available to counselors

next fall. It is filled with information about SVCTE, courses, policies, and procedures, to name a few. She offered to make additional copies available to the Board and their fellow Trustees at their districts.

She is very proud that SVCTE teachers and students of Construction, Electrical, and HVAC programs have launched their first community project at 700 Northrup Street. The staff and students are refurbishing a house. This project was opened up school wide and on November 7 and 14, over 50 students and a number of staff from different SVCTE programs collaboratively worked on the house. She invited the Board to visit the site to view its progress. At the completion of the project, there will be a presentation of the overall project.

Regarding the 2016-2017 Advisor's Handbook:

President Dean suggested making the handbook available online with a searchable format. He also said if the handbook was available online, the districts could print the handbooks on their own.

Member Castellanos requested four more copies of the handbook for her Board of Trustees. She said it provides a clear picture and captures the depth of SVCTE's programs.

Vice President Nguyen said the handbook is a great marketing tool.

Regarding the 700 Northrup Street Community Project:

President Dean was impressed with this great hands-on project. He said the students will have great memories of this experience, and they have developed lifelong skills.

### **3. CBO Marie dela Cruz**

CBO dela Cruz said we finally received the info on the CTE Incentive Grant, which was released on October 27. She and Superintendent Lynch attended the first information seminar in Clovis on October 23. She said they had also participated in a webinar on November 2, which helped to answer questions and provide clarification. The CTE grant has made \$900M available for three years. It is a six-year program cycle, which begins January 2016 and ends June 30, 2022. The way this program works: MetroED will match the state funds for the first three years, and we are expected to sustain it 100% for years four, five, and six. The state's match diminishes over the three-year period; the funds go down to zero in years four, five, and six. CBO dela Cruz and Superintendent Lynch met with the JPA Superintendents and CBOs on November 9. They discussed the Incentive Grant and how it would impact their business agreement and MOU, which needs to be approved. She said MetroED is ready to submit Part I. It includes the ADA allocation that each of our member districts have agreed to allocate to us, and it also includes the members of our consortium and what the members in our consortium have agreed to match. The JPA members have agreed to support MetroED with a match of \$5.5M. She said MetroED plans to maintain its existing programs and to expand to other programs such as Project Lead the Way (PLTW) and STEM. She said MetroED will support our existing programs by upgrading equipment and modernize technology. She said in regards to the JPA Amendment, the District received a legal opinion that it may charge our charter schools and non-member agencies; and it is already charging the adult programs and Job Corps.

Board Clerk Chang said she wants to ensure that the students in the JPA are served first and other students from non-member districts and other agencies will be placed only if space is available. CBO dela Cruz assured her this will be the plan of action.

CBO dela Cruz said the First Interim Report will be presented in December 2015. She said the Audit Report will be presented in January 2016 rather than in December 2015. The draft of the Audit Report could be available on December 9 for the Audit Committee and the Board to approve. CBO dela Cruz said we are only awaiting response from San Jose USD. Member Castellanos said she will help to expedite receiving information from her district.

CBO dela Cruz said the doors on our campus will be modernized with electronic keys, which will cost \$400K. She said replacing the switch gear (electrical transformer) will cost \$600K. The Facilities Reserve will pay for this modernization.

CBO dela Cruz introduced two new staff members of Fiscal Services: Ariel Owen, Fiscal Services Manager and Shanny Yam, Senior Accountant.

#### 4. **MetroED Superintendent Alyssa Lynch**

Superintendent Lynch reported out briefly on the following subjects:

- SVAE Principal Curd and SVCTE Principal Brown have been doing a great job the past three months.
- CSEA President Rosalee Ruiz commented that the climate of the organization is 95% better.
- Discussion of the Incentive Grant at the JPA Superintendent and CBO meeting
- San Jose Mayor's office called her to participate in *My Brother's Keeper*.
- Superintendent Lynch will travel to Sacramento on January 19, 2016 for legislative meetings
- Visit from the Department of Finance: MetroED shared its model with three new JPAs in California
- She attended the Santa Clara USD Board Meeting
- She met with Bonnie Billing on November 17 to start an early-college model or program at MetroED. We have space available on our campus, and this may happen in one year.
- She served on an education breakfast panel for Silicon Valley Business Journal (SVBJ)
- There will be two stories in SVBJ: one will be about MetroED's partnership with Patty Nation and Xilinx; the other will focus on Superintendent Lynch. Tough questions were asked about the closure of the Credential Program.
- She, Jodi Edwards-Wright, and Patty Nation will fly to New Orleans to honor Ms. Nation as 2016 ACTE Business Leader of the Year.

### **XIII. SPECIAL ORDER OF BUSINESS**

President Dean asked Superintendent Lynch if there was any Special Order of Business. Superintendent Lynch said there was no Special Order of Business.

### **XIV. CONSENT/ACTION CALENDAR (ACTION)**

**MOTION:** It was moved to approve Board Items #1 through #11 and hold #8 for discussion. M/Nguyen, S/Castellanos; Vote: 6 Ayes, Bobay, Canova, Castellanos, Chang, Dean, Nguyen; 0 Noes.

- \*1. Minutes from the Regular Board Meeting of October 14, 2015.

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

- \*2. October Warrants Approval List
- \*3. Surplus Items
- \*4. Resolution #02-11-18-15 Authorizing Designated Management Personnel to Sign Orders Drawn Upon the Funds of the District
- \*5. Resolution #03-11-18-15 Authorizing Designated Management Personnel to sign Electronic Funds Transfer Forms of the District
- \*6. Resolution #04-11-18-15 Authorizing Designated Management Personnel to Appoint a Representative and alternate to South Bay Area Schools Insurance Authority
- \*7. Revised 2015-16 Silicon Valley Adult Education Schedule of Fees

## **PERSONNEL FUNCTIONS**

- \*8. Approve Personnel Assignment Orders #2016-05

President Dean read into the record the following personnel changes:

### **Administrative Positions**

#### **Resignation**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>	<b><u>Position Control #</u></b>
Anne Welsh-Treglia	Director of Human Resources	11/30/15	140002

#### **New Hire**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>	<b><u>Position Control #</u></b>
Edward D. "Ted" Altenberg	Assistant Principal SVCTE	11/19/15	14009

### **Classified Positions**

#### **Leave**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>	<b><u>Position Control #</u></b>
Angela Perez	Site Registrar SVAE	10/1/15-11/30/15	142238

### **Certificated Positions**

#### **New Hire**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>	<b><u>Position Control #</u></b>
Oscar Bazurto	Law Enforcement Teacher - SVCTE	11/19/15	141023

**MOTION:** It was moved to approve Personnel Assignment Orders #2016-05. M/Chang, S/Nguyen; Vote: 6 Ayes, Bobay, Canova, Castellanos, Chang, Dean, Nguyen; 0 Noes.

- \*9. Agreement between Metropolitan Education District and CSEA Chapter 227 Regarding the Reduction of Force in the 2015-16 School Year
- \*10. Addendum to Consultant Agreement with Independent Contractor, Ruth Liu

## **INSTRUCTIONAL AND STUDENT FUNCTIONS**

- \*11. Medical Apprenticeship Agreement, SVAE

## **XV. INFORMATION ITEMS/DISCUSSION ITEMS**

None.

## **XVI. ACTION ITEMS AND REPORTS**

### **BOARD AND ADMINISTRATIVE FUNCTIONS**

12. Approve Superintendent's Employment Contract

President Dean read aloud the Background for this board item, which clarifies the reason for modifying Superintendent Lynch's contract. He also said the law was modified such that if the Superintendent was charged with or was convicted of a crime related to budget or the finance area, the Superintendent would not be paid by the District. If the Superintendent was paid, then the Superintendent would pay the District back. If the Superintendent was charged and not convicted, it would be verified by an independent audit. There is no additional charge to the District, and it receives more protection. Superintendent Lynch's contract now aligns with the new law.

**MOTION:** It was moved to approve Superintendent's Employment Contract. M/Bobay, S/Chang; Vote: 6 Ayes, Bobay, Canova, Castellanos, Chang, Dean, Nguyen; 0 Noes.

**BUSINESS AND FINANCIAL FUNCTIONS**

None.

**PERSONNEL FUNCTIONS**

None.

**INSTRUCTIONAL AND STUDENT FUNCTIONS**

None.

**XV. BOARD COMMENTS**

**1. Member Bobay**

Member Bobay said Milpitas broke ground on Saturday, November 14 for Evergreen Community College, which will be across the street from Milpitas High School. He said he is recovering from recent knee surgery.

**2. Member Canova**

Member Canova said we had a great Board Meeting and congratulated the MetroED staff for all their hard work.

**3. Member Castellanos**

Member Castellanos said she attended the San Jose/Evergreen Outreach Breakfast. San Jose USD has an interim superintendent in place now, and her district is working on recruitment for a new superintendent.

**4. Board Clerk Chang**

Board Clerk Chang said she is happy to be back. She said everyone is on the right track and heading in the right direction. She said she cannot wait to see how MetroED will be one to six years from now. She said she thanked Senator Beall for supporting MetroED.

**5. Vice President Nguyen**

Vice President Nguyen said he is happy that Board Clerk Chang is back with the Governing Board. He mentioned two East Side UHSD events, and wished everyone a Happy Thanksgiving.

**6. President Dean**

President Dean wished everyone a Happy Thanksgiving.

**XVI. OTHER MEETINGS**

Regular Board Meeting: December 9, 2015	Closed Session	6:00 PM
	Open Session	7:00 PM

**XVII. ADJOURNMENT**

President Dean requested a motion to adjourn the meeting at 8:50 PM.

**MOTION:** It was moved to adjourn the meeting. M/Castellanos, S/Chang; Vote: 6 Ayes, Bobay, Canova, Castellanos, Chang, Dean, and Nguyen; 0 Noes

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Cynthia Chang, Clerk of the Board