

METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes
January 22, 2014

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 Silicon Valley Career Technical Education (SVCTE) Room 819, 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
Lan Nguyen	East Side Union High School District

II. 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 Garcia at 7:05 p.m., in SVCTE Room 201, auditorium, San Jose, California.

III. REPORT OF CLOSED SESSION ACTIONS

President Garcia reported the Governing Board took no action in closed session.

IV. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice President Bobay.

V. ORGANIZATIONAL MEETING

1A. Election of Officers: President, Vice President, and Clerk

President Garcia: He noted it was the organizational meeting of the MetroED Governing Board and called for nominations for the office of president.

MOTION: It was moved to nominate Dan Bobay for President. M/Chang, S/Dean, Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

President Garcia: He thanked the Governing Board for his selection and called for nominations for the office of vice president.

MOTION: It was moved to nominate Matthew Dean for Vice President. M/Canova, S/Chang, Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

President Garcia: He called for nominations for the office of clerk.

MOTION: It was moved to nominate Lan Nguyen. M/Dean, S/Bobay, Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

President Garcia: He congratulated the new officers and turned the gavel over to President Bobay.

President Bobay: He thanked Member Garcia for his service as President and his leadership over the last year.

1B. Appoint two MetroED Standing Audit Committee Representatives

President Bobay: He noted that Member Chang and Vice President Dean currently serve on the Audit Committee and they both noted they would be willing to continue.

MOTION: It was moved to appoint Member Chang and Vice President Dean to the MetroED Standing Audit Committee. M/Nguyen, S/Garcia, Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

1C. Choose a representative for the Santa Clara County School Boards Association

President Bobay: He asked if any member of the board would like to serve as the representative to the Santa Clara County School Boards Association.

Member Chang: She said she serves as a delegate to the County School Boards Association and regularly attends the meetings as well as Member Garcia and the Governing Board is well represented.

Member Garcia: He said he does attend and he would be more than happy to represent MetroED.

MOTION: It was moved to appoint Member Garcia as the representative to the County School Boards Association. M/Dean, S/Canova; Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

1C. Appoint Superintendent as Secretary of the Board

MOTION: It was moved to appoint the Superintendent as Secretary of the Board. M/Canova, S/Chang; Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

1D. Approval of Calendar of Regular Board Meetings for February 2013 through January 2014

President Bobay: He said the other item under the organizational meeting is approval of the calendar for regular board meetings from February 2014 to January 2015.

MOTION: It was moved to approve the calendar of regular board meetings for February 2014 through January 2015 as recommended by the superintendent. M/Garcia, S/Dean; Vote: 6 Ayes, M/Garcia, S/Dean; Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

VI. ADOPT AGENDA

MOTION: It was moved to adopt the agenda as presented. M/Dean, S/Nguyen; Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

VII. STUDENT REPORTS

- A. CCOC -- SVCTE Director Marianne Cartan introduced former student Jose Pena who graduated from Del Mar High School in 2012.

Jose Pena: He said he was in the Fire Science program with instructors Oscar Tovar and Phil Gonzalez. He said it was a program that provided him the ability to be successful and he is now working as an EMT for a Danish company out of San Mateo. He said he is currently a student at Foothill College in the paramedic program. He said attending classes at the center put him on the road to his career. He also shared that when he was working as a Security Guard at

Oakridge Mall he received a call about an employee suffering a heart attack. He used the skills he learned at the center to begin CPR and used the AED to shock the victim until other emergency personnel arrived. He said the Paramedics and San Jose Police were there and they were very impressed with how he handled the situation and he received an award from San Jose Mayor Chuck Reed for his actions. He said the victim was only 19 years old and he did fully recover.

- B. MAEP – SVAE Principal Suzi Glass introduced Dr. Safari's Medical Assistant students Anabel Ortega and Grecia Neves.

Anabel Ortega: She shared the Medical Assisting class is one of the best in the area. She said the students learn what an LVN learns and the class is very extensive.

Grecia Neves: She shared the students learn how to draw blood and give injections. She said when they started their externship at a clinic they were both very lucky as they were hired after the second week.

Anabel Ortega: She said she asked why they were hired over those from other schools and staff said it was because of their technique and how thorough they were about everything and how professional they were about everything. She said the staff was very surprised when they heard they were from MetroED and adult schools don't have a very good reputation in the area. She also shared the environment of the class and the amount of work and tests that is a part of the class. She said many students stop the class after the first week due to the amount of training and work that is involved.

Grecia Neves: She said that a lot of the doctors and nurses don't expect an adult program to provide the level of training. She said many times they are teaching other employees the techniques they had learned in class.

Anabel Ortega: She said they are also updated with new skills and techniques even after graduation. She said Dr. Safari continues to contact the students to provide them with current information. She also said as a testament to how good the class is, doctors will call Dr. Safari to ask for students to do their externships even though they were only in class for five months as the students are better trained than those who have completed the program. She also said that more than half of the class leaves with a job.

Grecia Neves: She thanked the Governing Board and staff for the advocacy at the state level to keep the classes at MetroED. She said they were proof of the hard work and efforts to keep the programs at MetroED. She said she was from the East Side of San Jose and she never thought she would have such a great opportunity to make a difference helping people in the community.

VIII. SPECIAL ORDER OF BUSINESS

IX.

None

X. PUBLIC COMMENTS

President Bobay: He noted there were no requests to speak at this time.

XI. APPROVAL OF MINUTES

2. **Action Item: Approval of Minutes from the Regular Board Meetings of December 11, 2013.**

MOTION: It was moved to approve the minutes of the Regular Board Meeting of December 11, 2013. M/Garcia, S/Chang; Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

X. CONSENT CALENDAR

President Bobay: He said that he understood we would be removing item # 11 and Member Chang requested the removal of item # 8.

MOTION: It was moved to approve consent items # 3 through #16 with the removal of items # 8 and # 11 for further discussion. M/Dean, S/Chang; Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

BUSINESS AND FINANCIAL FUNCTIONS

***3. Action Item: Approve the December Monthly Warrant Approval List**

The Governing Board approved the December Warrants.

***4. Action Item: Monthly Financial Update**

The Governing Board approved the budget changes included in the Monthly Financial Update for the period ended 12/13/13.

***5. Action Item: Donations Offered to District**

The Governing Board accepted the donation on behalf of the District from Bartos Architecture and Rafael Quintana.

***6. Action Item: Surplus Items**

The Governing Board approved the surplus of the electronic items listed in the board packet.

***7. Action Item: Approve Grant Writer**

The Governing Board approved the Independent Contractor Agreement for Alexandra Duran.

8. Action Item: Renewal of SURR Agreement; July 2014-June 2019

President Bobay: He noted this item had been removed from consent and asked Member Chang if she had specific questions.

Member Chang: She said she had sent an e-mail to CBO Fry and she responded to her questions; however, she thought it would be good to have a presentation so that she can better understand. She asked if there were other school districts that use this service.

CBO Fry: She said it is a co-op purchasing of natural gas.

Member Chang: She said on the last page of the agreement they can do corrections to PG&E after comparing the meter readings.

CBO Fry: She said it has to do with the cost per therm over the commodity market and if there is a correction in the market, a correction is made to the cost of the natural gas.

Member Chang: She said it lists the other school districts so it must not be just for the market.

Vice President Dean: He said his home district participates and as he reads this they look for spikes that don't appear to match. He said districts will usually have the same usage and if you all of a sudden see one district with a huge spike it is often a misread from the meter and then you have the correction with the therms. He said the main purpose of SPURR is the bulk

purchase of the natural gas so that districts pay less per therm than would be paid if brought directly from PG&E. He said he didn't see the net savings in the report.

CBO Fry: She said they did ask for a comparison from last year to the year before and going with SPURR, MetroED saved approximately \$10,000.

Member Chang: She asked how long MetroED has been with SPURR and CBO Fry said she didn't know. She asked if it is more cost effective to go with SPURR versus PG&E.

CBO Fry: She said it is six cents cheaper to go with SPURR than with PG&E on the average.

MOTION: It was moved to approve the renewal of the SPURR Agreement from July 2014-June 2019. M/Chang, S/Dean; Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

PERSONNEL FUNCTIONS

***9. Action Item: Certificated Personnel**

The Governing Board approved one SVCTE Teacher Stipend for duties outside the classroom, two resignations, two recall of permanent AFT teachers, and two new assignments for the 2013-14 school year.

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

The Governing Board approved one reassignment, one out-of-class stipend, and one resignation.

11. Action Item: Approve Revised Job Descriptions; Senior Executive Assistant/Supt and Video Production Teacher/SVCTE

President Bobay: He noted this item had been removed from the consent calendar and asked Vice President Dean if he had any questions.

Vice President Dean: He asked that this item be removed from the agenda and brought back to a future meeting.

President Bobay: He noted there were no objections and the item was removed for a future meeting.

INSTRUCTIONAL AND STUDENT FUNCTIONS

***12. Action Item: Williams Uniform Complaint Procedures Report**

The Governing Board approved the quarterly report on the Williams Uniform Complaint Procedures for the quarter ending December 31, 2013.

***13. Action Item: Adopt Resolution #02-01-22-14; Career & Technical Education (CTE)**

The Governing Board adopted resolution #02-01-22-14 and recognized the month of February as Career and Technical Education month.

***14. Action Item: Memorandum of Understanding (MOU) with Foothill-De Anza Community College District, CTE SB70 Grant #12-140-422**

The Governing Board approved the 2013-14 Memorandum of Understanding (MOU) with Foothill-De Anza Community College District (STE CTE SB70 Grant #12-140-422)

***15. Action Item: Approve Out of State Travel**

The Governing Board approved the out-of-state travel for Silicon Valley Career Technical Education Teacher Chris Smith, to attend the 86th annual Western Veterinary Conference.

***16. Action Item: Community Classroom Agreement**

The Governing Board approved the agreement with Eduardo Vergara, M.D., to provide on-the-job clinical training to Silicon Valley Career Technical Education medical students.

XI. INFORMATION ITEMS

17. Information Item: Metropolitan Education District Strategic Plan, Draft

President Bobay: He asked Superintendent Lynch if she would like to provide a short report.

Superintendent Lynch: She said the draft plan has been brought to the Governing Board at a previous meeting. She said the draft plan has been shared with the teachers and staff at the center and adult education. She said there are five focus areas with action steps. She said it is important to have all stakeholders involved in the progress and staff is still in the process of working on the objectives. She said it will be brought back after it is reviewed at Cabinet. She said it is an internal plan for student outcomes.

President Bobay: He asked if the superintendent would like input on any items that should be elevated and the superintendent said yes.

Member Garcia: He said on page 4 of 10, item 2.10, it talks about research after school programs for implementation and he wasn't sure what was planned for this.

Superintendent Lynch: She said examples that have been implemented in the state are Robotics program and here there has been an exploration camp in the summer. She said you could do this after school with teacher volunteers that would provide the students the opportunity to explore different classes to see what they are interested in as well as assist with future enrollment. She said staff is looking at some after school clubs. She said in Santa Clara Unified they do a student organization with their Culinary students, the Hero program.

Member Garcia: He said on page 5, item 3.13, he asked what it is meant by position control.

Superintendent Lynch: She said position control means that nothing is brought to the Governing Board without approval and a budget for the position.

Member Garcia: He asked on page 9 under item 4.16, he asked about restoring a position in the area of public relations. He said everything he has seen here at MetroED in terms of videos and other areas is incredible. He said at San Jose Unified they are moving more and more to Common Core and the Project Based Learning and he was thinking we could do some project based learning coming up with strategies in our programs on developing campaigns in both the business and graphic arts programs. He said he was thinking rather than restoring positions we look at other strategies for public relations.

Vice President Dean: He said on this item, one of the things that tells our story the best is the students speaking like this evening as well as the award ceremony for Jose Pena. He said if we could start stringing the stories together, it would be hugely powerful.

Member Canova: He said when we hear from our students that our programs are better than the for profit schools in the market place, here is proof that our programs work.

Member Chang: She said the students are our best marketing tool.

Vice President Dean: He said another example is when the students catered the school board association dinner and taking on the spot interviews with those who attended.

President Bobay: He said the Governing Board has provided a number of things for the staff to consider. He said regarding the organizational structure on page 3 under items 2.5 and 2.6, he thinks these are important to put the positions in the structure and evaluate the need.

Member Chang: She said she had a question under timeline as some of the items list June 2014 and others do not have a timeline. She asked if this means all the tasks will be finished by June 2014 or will it be the start of the item.

Superintendent Lynch: She said some of the items will be completed by that date; however, the timelines will be coming back at a later date.

Member Chang: She said overall she is very impressed with the plan and she will be taking it back to her home district.

Vice President Dean: He said he saw this as starting a process and the plan is aggressive and more than can be accomplished in one school years. He said he sees it as some of the areas will be on-going and he said it provides a framework to see how we are doing as a district and how staff is doing.

Superintendent Lynch: She said the process will be continuing and the plan will be brought back to the Governing Board.

President Bobay: He said this plan is going to change and the Governing Board looks forward to seeing it as it is developed.

XII. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

18. Action Item: MetroED Legislative Priorities for 2014-15

President Bobay: He asked if there were any questions regarding the legislative priorities.

Superintendent Lynch: She said she had just gone to Sacramento with Member Canova. She said MetroED does not receive Common Core funding; however, the districts have received the funds and just received their second allocation. She said MetroED is not included in Proposition 39 for energy funding. She said we keep advocating that we are a school district which has high energy usage such as the welding and culinary arts. She said it is planned to continue to advocate for direct funding and \$221 has been allocated for CTE programs on the high school campuses. She said she is advocating for CTE students throughout the district and the center. She said she did an educational opinion piece that she will share with the Governing Board asking for funding for these students.

Member Canova: He said he did travel with the superintendent to Sacramento and spent an entire day advocating for our students with Nancy LaCasse. He said the advocacy by both was tremendous.

Vice President Dean: He said regarding the energy funding, he said the center is a high school district property even though it is shared. He asked if it is possible for the individual districts to apply for funding and this happens to be the location where it is installed for solar for instance. He said he didn't think there was anything in the law to preclude doing this. He said he was thinking if we could do the applications through the districts and use this as the install address. He said all they could do was say no.

Member Chang: She said we would want to be careful as we are a JPA and a separate entity like a company. She said it is a partnership investing in this center.

Vice President Dean: He said it could be considered a subsidiary in the business area. He said he was asking the staff to explore the possibility and then go back to the individual districts to see if this can happen and do the application.

President Bobay: He said if it isn't specifically excluded, then it should be included.

CBO Fry: She said it was her understanding that this could be done.

Vice President Dean: He said he would be happy to go back to his home school district and pursue this and he would ask the other board members to do the same.

President Bobay: He said if we had some language that we could take back to the participating districts, it would be easier.

Superintendent Lynch: She said she would contact our lobbyist to see if this can be done and to get language that could be used. She said it would be great to have the Governing Board lobby on our behalf.

Vice President Dean: He said it would not be lobbying, it would be the standard application process and this would be the install location.

Member Chang: She asked what would happen if there were six different applications from all of the participating districts at the same address when they review the applications.

CBO Fry: She said the way Proposition 39 is set up, solar is the last thing. She said there would need to be an energy audit. She said even one district could do the application and use this site.

Member Canova: He said he knows that many districts worked with Chevron to work on setting up solar.

Vice President Dean: He said Campbell UHSD has a plan already approved by DGS for installation. He said it needs to be site specific for soils but it is approved and it is free except for a donation that is used for scholarships for students and it doesn't go back to the general fund. He said they worked with Mark Bartos and the cost was half of what it would have been through Chevron.

President Bobay: He said we have strayed a little off topic; however, Lindsay Corbin is the energy person with Chevron who just received a promotion that worked with Milpitas Unified. He said it would be good to contact her.

Superintendent Lynch: She said she will follow-up and staff has been in contact with Campbell UHSD regarding solar.

MOTION: It was moved to approve the Legislative Priorities for 2014-2015 as presented. M/Chang, S/Nguyen; Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

XIII. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

SVAE Principal Suzi Glass

- On Friday, January 17, the Medical Assisting held a graduation ceremony that they planned and put together after completing their program including passing a national test.
- The ESL classes all go through specific objectives and just completed US Citizenship and Government and 147 students were given the citizenship interview and 97% passed the oral test (141).

- Adult education has a Think Tank Committee and came up with three classes to provide services to adult students. The two-day a week Speaking and Listening class started with 25 students. Also, the new EKG Technician class will begin on Saturday, January 25 for Medical Assisting students and it is full.
- Member Chang: She asked Principal Glass to thank Dr. Safari for the excellent job she is doing and she really appreciates her work and working with her students and enjoyed the student's presentation this evening.
- Vice President Dean: He shared that many of these students are multi-lingual and there is a process to be certified in another language and it does carry weight with employers. He said it would be something to look into this for the students.

SVCTE Director Marianne Cartan

- She shared the press release by Public Information Officer Michelle Alaimo on Channel 5 selecting the center and the Fashion Design Class as the "Cool School" of the week. She said this class is new to the center this year. She showed the video clip from Channel 5.
- She invited the Governing Board to the annual Career and College Fair to be held at SVCTE on January 29. She said it will be all day and there are 48 organizations, colleges, and businesses that will be participating. She thanked Chantu Nguyen, Coordinator of Counseling Services, and Lucy Ataide, Career Specialist, for putting this together.
- She said SVCTE continues to work with the staff from the participating districts through the Instructional Council. She said at the meeting she shared with them a resource for the Employer Advisory Boards (EAB) and how it is done here at the center. She said staff is working with San Jose USD staff to join us in meeting with our EAB meetings to participate or use this as a joint EAB meeting and extended to the other districts as well.

Superintendent Lynch:

- She said the county certified the district's 1st Interim Report and she provided the Governing Board with a copy of the letter.
- She shared a handout that was provided to all staff at the back-to-school meeting in early January on the district's five focus areas as well as a bookmark.
- She provided a pocket state budget guide and she was pleased to see that adult education is in the budget and their funding should be secure working with the community colleges for next year. She is disappointed that Career Technical Education was not included.
- She said there is a Pathways Grant that has been released by the state and we will be working with all six participating districts to write them in as we write the grant with a grant team that has been put together.
- She said the visit to Sacramento and meet with legislators and it was very successful and we plan to do this again.
- She said when she began at MetroED, she met with the six district superintendents and had the opportunity to meet with Santa Clara USD retiring Superintendent, Dr. Plough. She said Dr. Plough recommended that she make a presentation to the board. She said she did a presentation at Santa Clara USD and it was very beneficial. She said she would like to do a similar presentation at each of the participating board meetings.
- She thanked MetroED Facilities Manager Scott Hall for all of the signage that is on the buildings.
- Vice President Dean: He said in looking at the marketing documents, he suggested future items include a produced at line to indicate this documents were produced in-house. He said this would be good to put on all items and it could become an option in the future to have districts and businesses to use the services in the future.

XIV. BOARD COMMENTS

Member Nguyen:

- He said he is serving his tenth year on the East Side UHSD Board. He said this is an area that has been long neglected. He said 600 of his home district students come here. He said

in speaking with others in his district, they noted he didn't take an interest in Career Technical Education so he volunteered to serve as an alternate last year and now as a board member.

- He said the three students who spoke this evening were great advocates for the programs here and he looks forward to serving.

Member Canova:

- He said the presentation by Superintendent Lynch at the Santa Clara USD meeting was very well received by everyone.
- He said the legislative trip to Sacramento was a long day; however, Superintendent Lynch advocated for a dedicated funding stream for Career Technical Education. He said categorical funding is definitely not the right approach to the legislators. He said they were able to make the case that students come here and are successful and continue to pursue college. He said he would like to do other legislative visits in the future.
- He said it appears that Santa Clara USD will be successful in their endeavors to build a new K-8 and high school on the Agnew's property next to the CISCO campus.

Member Chang

- She wished everyone a Happy New Year. She said she has been a member at MetroED for 10 years and she is always impressed by the students and staff. She said she is looking forward to another great year.
- She said she understood that progress had been made at the superintendent's meeting and her home district board would be doing a retreat on Friday and MetroED is one of the items on their agenda.

Member Garcia:

- He wished everyone a Happy New Year and we have a great strategic plan, an energized Governing Board and a great staff and he is looking forward to a great year.

Vice President Dean

- He said he is very pleased with the programs here at MetroED and the students always provide a very powerful message.
- He said this is a valuable program for his school district's students and he will continue to support and fund the program because it supports his role as a school board member in his district and wished everyone a Happy New Year.

President Bobay:

- He thanked the Governing Board for their confidence in him and he will continue to fight for the students we serve here at the center as well as at our home districts. He said college is not for everyone and the center here may be than college as the students learn real skills.

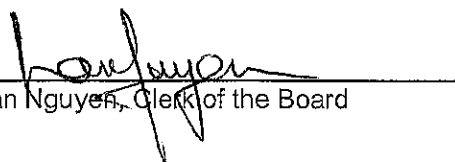
XV. OTHER MEETINGS

President Bobay: He noted the next meeting will be on February 12, 2014 at 7:00 PM with closed session at 6:00 PM if needed.

XVI. ADJOURNMENT

President Bobay asked for a motion to adjourn the meeting at 8:20 PM.

MOTION: It was moved to adjourn the meeting. M/Garcia, S/Dean; Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No


Lan Nguyen, Clerk of the Board