

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

October 14, 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 6:06 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
- Teresa Castellanos San Jose Unified School District-absent
- Cynthia Chang Los Gatos-Saratoga Union High School District-absent
- Matthew Dean Campbell Union High School District
- Lan Nguyen East Side Union High School District-(Arrived at 6:10 PM)
- Katherine Tseng Los Gatos-Saratoga Union High School District-alternate

II. ADOPT CLOSED SESSION AGENDA

It was moved to approve the closed session agenda as presented. M/Bobay S/Tseng; Vote: 4 Ayes, Bobay, Canova, Dean, Tseng; 0 No; Absent, Castellanos, Nguyen.

III. DISCLOSURE OF "CLOSED SESSION" DISCUSSION ITEMS

President Dean read the closed session items into the record.

Conference with Labor Negotiator Pursuant to Government Code: 54957.6(f). The District Negotiators are Marie dela Cruz and Adam Fiss.

Employee Organizations

- AFT, CSEA, CTA
- Unrepresented Employee: Superintendent (District Negotiator: Adam Fiss)

Personnel Matters Pursuant to Government Code 54957

- Public Employee Discipline/Dismissal/Release/Reassignment
- Layoffs/Leaves of Absence/Resignation
- Personnel Assignment Orders

Conference with Legal Counsel-Existing Litigation: Paragraph (1) of subdivision (d) of Section 54956.9. Name of Case: EEOC Charge No. 556-2015-00354.

Conference with Legal Counsel-Existing Litigation: Paragraph (1) of subdivision (d) of Section 54956.9. Name of Case: EEOC Charge No. 556-2015-00358.

Public Employee Performance Evaluation Pursuant Government Code 54957

- Title: Superintendent

Public Employment Pursuant to Government Code 54957

- Title: Superintendent

IV. PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS

President Dean: He noted there were no Public Comments for Closed Session Items.

V. ADJOURN TO CLOSED SESSION

The Governing Board of the Metropolitan Education District adjourned to closed session at 6:09 p.m. Closed session was held in SVCTE Room 819.

VI. CALL TO ORDER/REGULAR MEETING

The regular meeting of the Governing Board of the Metropolitan Education District was called to order by President Dean at 7:34 p.m., in SVCTE’s Auditorium, Room 201, San Jose, California.

VII. REPORT OF CLOSED SESSION ACTIONS

President Dean reported that the Governing Board took action in Closed Session. The Board approved a resignation agreement release between MetroED and classified management employee. The employee will be on paid leave in exchange for resignation at the end of November. President Dean called for a roll call due to action being taken in closed session.

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-absent
- Cynthia Chang Los Gatos-Saratoga Union High School District-absent
- Matthew Dean Campbell Union High School District
- Lan Nguyen East Side Union High School District
- Katherine Tseng Los Gatos-Saratoga Union High School District-alternate

VIII. PLEDGE OF ALLEGIANCE

Board President asked SVCTE students AJ Jaffari and Jennifer Ramos to lead the Pledge of Allegiance.

IX. ADOPT AGENDA

MOTION: It was moved to approve the agenda as presented. M/Bobay S/Tseng; Vote: 5 Ayes, Bobay, Canova, Dean, Nguyen, Tseng; 0 No; Absent, Castellanos.

X. RECOGNITIONS

President Dean: He noted there were no Recognitions for this meeting.

XI. PUBLIC COMMENTS

President Dean: He noted there were no Public Comments for items not on the agenda.

XII. STUDENT REPORTS

A. Silicon Valley Adult Education (SVAE) student

- Principal Gloria Curd introduced Maria Perez, a SVAE Medical Assisting student in Nazila Safari’s class. Maria began the Medical Assisting program in April 2014 and will graduate in November 2015. She said that prior to attending SVAE, she worked for 15 years in a dental office. Maria said that SVAE’s Medical Assisting program is challenging but life changing and she would recommend the program to anyone who doesn’t know what path to take. At first the program was very overwhelming. She said you have modules, stacks of books, draw blood, give shots, take blood pressure, and do all the things that a Medical Assistant would do. She said she has seen a lot of her classmates who have graduated get jobs in hospitals, medical offices, and some moved onto nursing. She said that her instructor brings out the potential in her students and that the community needs more programs like these. She said she took Medical Assisting two times. The first time she failed the modules but her teacher gave her a second chance because she saw potential in her. Dr. Safari told her she knew she could do it and gave her a second chance and Maria said it was hard work but it was worth it. She is currently working as a Medical Assistant, and will be doing her internship there.

Member Bobay congratulated Maria on her hard work and determination.

President Dean asked Maria what was the toughest part about going back to school and Maria replied that it was making time for three to four hours of homework a day. She said that Dr. Safari provided her with studying tips to

maximize her time which have helped make her more successful in retaining what she studied.

President Dean said that is a skill she will use for her entire life and congratulated her on her success.

B. Silicon Valley Career Technical Education (SVCTE) student

- SVCTE Principal, Sharon Brown introduced Administrative Assistant program Alumni, and current MetroED HR Systems Specialist, Farah Ubaidulah. Farah said that prior to attending CCOC, life was very hard. Both her and her husband worked 70 hours a week at two different jobs to make ends meet. Food was scarce and they lived in a tiny room. During that time, she had a daughter and decided to attend CCOC's Administrative Assistant Program. She said the class provided her with lifelong skills and changed her life. She said her instructor, Mrs. Rodriguez, encouraged her to apply for her first job at MetroED in CCOC's Career Center where she used skills she had learned in the Administrative Assistant Program. After four years, she moved to MetroED's District Office as a Credential Analyst and currently works in MetroED's HR department as a Systems Analyst. She is a lifelong learner. She now has three kids and is going to college full-time while working full-time. She said she loves her job and she said in her nine years at MetroED, she has witnessed the changes in many people's lives. She thanked Alice Rodriguez and everyone for working behind the scenes to make a difference.

Member Canova thanked Farah for sharing her story and said that she is an example of the success of the programs. He commented that the passion she has can be seen in her eyes.

Farah replied that a CTE education helped her get a job that could help her support her family and changed her life forever. She said she will get her degree and it all started at CCOC which proved to be a stepping stone and changed her life forever.

Member Bobay thanked both Farah and Maria for sharing their stories and said that they both are examples of why they are so passionate about why they want to be Board Members at MetroED and why they want to continue to support MetroED's programs.

Member Tseng congratulated both students on their success and also thanked the teachers for changing lives and making a difference in students' lives.

President Dean said it is hard to go back to school and takes determination and perseverance. He recognized both students for their efforts.

XI. SILICON VALLEY CTE FEATURED PROGRAM 15-Minute Limitation)

A. Office Careers-Public Services (Alice Rodriguez)

SVCTE Principal Sharon Brown introduced Office Careers-Public services instructor, Alice Rodriguez and students AJ Jaffari and Jennifer Ramos. Principal Brown said that each month, SVCTE will feature an alumni student from the CTE Featured Program and then a presentation from current students. AJ, a junior at Leigh High School and Jennifer, a junior at Prospect High school, gave a PowerPoint presentation that provided an overview of the coursework and what they have learned so far this year in their class. AJ said the reason he took the class was to make some new friends, learn new skills, and have a good experience. Jennifer said she took the class because of the many job offers available upon completing the class. They said that they do integrate computer projects that cover Word, Excel, PowerPoint, and Outlook as well as office procedures. They gave examples of how they learned to code and file, discussed how they learn legal components of the class such as the various types of courts, court cases, appellate procedures, and displayed a community mapping project that they had worked on. The class is also an a-g class-a "b" in English. To incorporate those requirements they read a book called *Tortilla Curtain* on extreme poverty which led to the community mapping project. They also spoke about the types of reports they do in the class including a 5 to 7 page MLA report on poverty, internships available to them, the jobs available to them upon completing the class, industry certifications, articulations with colleges, They discussed future projects including what to where to work

PowerPoint and work on their resumes, learn telephone technology, analyze court cases. We will also have work on additional book reports and community service projects. Future field trips include visiting a superior court, the 911 communications center, GoPro, and Twitter. Jennifer said that she has taught a lot so far in the class about computer and office skills that she will use throughout her life. AJ said that he really enjoys the class and is having a lot of fun and has learned a lot of skills that he will use throughout life. He stated that he has learned a lot, especially from the community mapping project.

Vice President Nguyen said that he is impressed that AJ, as a junior, already knows what pathway he wants to follow in life. He requested more information on the community mapping project and what goals and objectives Ms. Rodriguez wanted her students to achieve from the project.

Ms. Rodriguez said the class is UCCI approved. She responded that the project was designed to get students more involved in social services and how they can make changes in society today. This portion was a key assignment where they looked at the area where they lived.

AJ said the project widened his eyes to his community (Campbell) and what is available to the homeless.

Ms. Rodriguez said students can use the information from the project and help others with it by directing those in need to the resources they found. She was impressed with the information they found during their research.

Member Canova complimented the students on their presentation and commented that the class has a great set of business partners.

President Dean thanked the students for an excellent presentation. He said he really liked the Community Mapping Project assignment because it was open ended and matched well with what happens at colleges and in real life.

XII. EXECUTIVE REPORT / ADMINISTRATIVE REPORTS

1. SVAE Principal Gloria Curd

She reported the following:

- The Governor signed legislation that stops making the CAHSEE a graduation requirement through 2017. Diplomas can be issued to those, all the way back to 2003, if that was the only thing holding them back from receiving a diploma. Per state legislation, diplomas can't be issued until January 1, 2016. At this time, SVAE doesn't know how many students it will effect. There are a lot of things that SVAE has to do before they start issuing diplomas and transcripts.
- SVAE has started its WASC process. The visit is scheduled for April 25-27, 2016. SVAE instructor, Peter McDonald, is the WASC coordinator and Gloria praised his work. SVAE has four teams based on the criteria and standards.
- For the AB 104 Consortium, they must report out by October 31 how they will use the \$4.6 million of consortium money. The Consortium's website is up and at the public meeting on October 26, they will vote on the plan on how the money will be used. The location of the meeting has not been finalized. The consortium is working with Bob Harper of CACE and he is the lead on the immigration pathway, which has been adopted by the Consortium.

President Dean commented that he is very happy about the news regarding the CAHSEE and that the consortium is working with Dr. Harper.

2. SVCTE Principal Sharon Brown

She reported the following:

- SVCTE is going school wide with SkillsUSA and the club recently held their first meeting. Over 300 students participated and elected 10 officers who will travel to Petaluma on Saturday for Leadership Training and SkillsUSA Advisors training. Gina Fleming will serve as the SVCTE Student Council/SkillsUSA Advisor this year. Both Gina and Kurt Cheetsos will travel with the students to Petaluma.
- The Medical Science/Health Careers class held a two-day blood drive in which over 300 students participated. The Blood Centers of the Pacific said they will use the setup intake process that Instructor Collette Betters had for the drive as a model for future drives.

- SVCTE held College/Career day in the hub on October 9. Over 60% of students and teachers participated in researching colleges and careers in the hub.
- This week, over 200 students participated in ASVAB testing, which helps with career choices.
- The Navy band, the Destroyers performed two shows today. Other military branches had information booths on the careers they offered.
- Other events included a Pipefitters' field trip, Chicken Day, and Hug-a-Horse day will be held this Friday.
Member Bobay requested additional information on Chicken Day.
Principal Brown stated that Veterinary Assisting instructor works with her EAB members to bring in a wide variety of chickens for students to work with. It is a day for students to get hands-on experience with farm animals.

3. CBO Marie dela Cruz

She reported the following:

- She said that at each Board Member's spot at the Dias is a copy of a letter from SCCOE stating that the budget was approved. It did have a word of caution on collective bargaining and for us to keep in mind that the increases to STRS/PERS in the next 5 years will go 10/11% to 20/21% in 2021.
- She said that the Auditor's visit went well and they had no findings. The auditors confirmed and verified that the previous findings from last year had been corrected. The draft audit report will be reviewed by our Audit Committee in December or November if completed by then, before our Board meeting.
- Marie and Superintendent Lynch met this week with the JPA superintendent's and made significant progress with the Master Business Agreement. The revisions will be presented at the next Board meeting. It's a renewal with some revisions that she thinks the Board will be happy with.
- The CTE Incentive Grant was part of the discussion with the superintendents. They reviewed a draft MOU shared with MetroED by the CDE. Part one of the grant requires partner districts to commit ADA allocations and also what we can afford as matching funds. The details of the grant have not been released by California Department of Education and the superintendents need more specifics. The turnaround time to submit the grant is proposed to be less than a month and that is why MetroED shared what details they have so far with the districts so that they can be prepared and have a MOU signed and prepared by our member districts. One of our concerns is the level of funding and the match. We don't want to overcommit. Future funding of years 4-6 is fully funded by us and our member districts.
- The JPA amendment that went to MetroED's Board last month is going to the JPA members Boards this month. Once all member districts approve the MOU, the next step is to start charging fees to our non-member charter schools and private schools. The goal is to start charging next semester before enrollment begins.
- The new Fiscal Services Manager and Senior Accountant will be starting in the next week, pending Board approval.
President Dean asked if there was anything the Board members could do to guide the superintendents with committing to funding for the CTE Incentive Grant. He said one of the frustrations is that we don't have all the details of the grant. He said that the Superintendents are a critical component but they do not set the vision and the strategy and direction of the district. That is done by the Boards that the Board Members belong to. He said if they have to do that more affirmatively, to let them know.
CBO dela Cruz responded they were all very supportive but cautious.

4. MetroED Superintendent Alyssa Lynch

She reported the following:

- Acknowledged that this week is the week of school administrators and thanked her team of administrators for all that they do.
- She said that in the last three weeks, she has been to the Los Gatos-Saratoga UHSD Board meeting, and the Milpitas Board meeting and presented a

PowerPoint on SVCTE. She said that in addition to making a presentation at each district's Board meeting, she will have a one-on-one meeting with each superintendent of the six districts. She holds 12 meetings at the beginning of the year and 12 at the end of the school year.

- She is working on dual enrollment with Foothill College. Dual enrollment is another bill that the Governor signed. She will discuss more under her Legislative Update section.
- She said the SCCOE Teacher of the Year ceremony, where SVCTE teacher Sheila Sanford was honored, was very nice
- She said that MetroED will have an article in the Silicon Valley Business Journal for their Education Month issue in November. She will be profiled and they only profile 52 people a year.

XIII. SPECIAL ORDER OF BUSINESS

President Dean reported that there were no items to report under Special Order of Business.

XIV. CONSENT/ACTION CALENDAR (ACTION)

MOTION: It was moved to approve consent items #1 through #14, hold item #11 for discussion. M/Nguyen, S/ Tseng; Vote: 5 Ayes, Bobay, Canova, Dean, Nguyen, Tseng; 0 No; Absent, Castellanos.

- *1. Approve Minutes from the Regular Board Meeting of June 10 and September 9, 2015; and Work Study Session & Regular Board Meeting of June 24, 2015.

BUSINESS AND FINANCIAL FUNCTIONS

- *2. Approve September Warrants Approval List (Marie dela Cruz)
- *3. Approve Donations Offered to District (Marie dela Cruz)
- *4. Approve Surplus Items (Marie dela Cruz)
- *5. Approve Change Order #003, SVCTE Buildings #200 & 600 Restrooms Renovations Project (Southland Construction, Inc-\$4,781.66) (Scott Hall)
- *6. Approve Proposal to Contract with CPRS Assets for a Fixed Asset Inventory, \$9,100 (Marie dela Cruz)
- *7. Approve Proposal to Contract with Fiscal Crisis and Management Assistance Team (FCMAT) for a Technology Study, \$17,500 (Marie dela Cruz)

PERSONNEL FUNCTIONS

- *8. Approve Personnel Assignment Orders #2016-04 (Marie dela Cruz)

AFT co-President Kathy Jasper requested that President Dean read the list of names into the record. President Dean said that MetroED is the only location where he is asked to read the names in. He said that the titles are listed so he no longer needs to read the list but he will because Ms. Jasper asked. He also suggested that Ms. Jasper could come up and take a picture of the list of names to save time. Superintendent Lynch stated that the list will be sent out to all employees on Thursday.

Administrative Positions

<u>New Hire Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Position Control #</u>
Ariel Owen	Fiscal Services Manager	10/15/15	142002

Classified Positions

<u>New Hire Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Position Control #</u>
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Shanny Yam	Senior Accountant	10/19/15	142245
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<u>Leave Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Position Control #</u>
Sheena Fuentes	Accountant	9/21/15-12/31/15	142203

<u>Resignation Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Position Control #</u>
Robert Ruiz	Assessment Tech	10/15/15	142207

<u>Out-of-Class Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Position Control #</u>
Sarah Martin	Account Tech II	9/21/15-12/31/15	142201

<u>Reassignments</u>			
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Position Control #</u>
Helen Tran	Site Registrar, Human Resources FTE 0.50	12/1/15	142240
From:	Credential Analyst, Human Resources FTE 0.50	12/1/15	142226

TO:	Site Registrar, SVCTE FTE 1.0	12/1/15	142238
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Alexis Agustin	Site Registrar SVCTE, Evening FTE 1.0	12/1/15	142242
From:			

To:	Site Registrar, SVAE FTE 1.0	12/1/15	142243
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<u>Lay-off</u>			
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Position Control #</u>
Angela Perez	Site Registrar,SVAE	12/1/15	142238

<u>Contract Employees</u>			
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Position Control #</u>
Alex Nguyen	School Resource Officer	8/31/15	N/A
Scott William	School Resource Officer	8/31/15	N/A

SVCTE Teacher Stipends for the 2015-16 School Year

<u>Name</u>	<u>Class</u>	<u>Rate</u>
Kurt Cheetsos	Club Advisor for Skills USA	\$1,500.00

- *9. Approve Certificated Personnel for the 2015-16 School Year (Marie dela Cruz)
- *10. Approve Revised Job Descriptions; Director of Human Resources, Custodian/Delivery Driver/Receiving Clerk (Marie dela Cruz)

INSTRUCTIONAL AND STUDENT FUNCTIONS

- *11. Approve Agreement with San Diego County Office of Education (Marie dela Cruz)

Vice President Nguyen requested more information on why the agreement is for five years but no money or budget is involved.

Superintendent Lynch replied that the agreement is so when a new employee is hired, they have an opportunity to apply for their preliminary credential. She said San Diego COE requested the MOU stating that we agree to send candidates to them. When they clear the credential, they take a series of six classes, and the fees are paid directly to San Diego County Office of Education. MetroED is also working with Ventura COE and Sonoma COE but those two agencies do not require a MOU.

MOTION: It was moved to approve the agreement with San Diego County Office of Education. M/Nguyen S/Tseng; Vote: 5 Ayes, Bobay, Canova, Dean, Nguyen, Tseng; Absent, Castellanos

- *12. Approve Williams Uniform Complaint Procedures Report (Jodi Edwards-Wright)
- *13. Approve MOU for Silicon Valley Engineering Tech Pathways (SVETP) Grant (Jodi Edwards-Wright)
- *14. Approve Independent Contractor Agreement with Susan Hamilton, \$18,000 (Sharon Brown)

XVI. INFORMATION ITEMS/DISCUSSION ITEMS

- 15. Legislative Update (Alyssa Lynch)

Superintendent Lynch said that AB288 was signed by the Governor on October 8, 2015. It's an act to serve underserved students. It allows schools to start a middle college, an early college, or a gateway to college. She said this means that high schools can offer college classes on their campus, called dual enrollment. She said that is what SVCTE is doing with the new SVCTE Pharmacy Technology class. She will be bringing wrap around services to the class which means a counselor will be on site to discuss with students how to apply their units and credits earned at SVCTE toward Foothill College. She said it is a new process and will need to be approved by MetroED's Board and at the Community College level. She will bring it back to a future Board meeting. She said they will pilot dual enrollment with this one class and go from there.

XVII. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

- 16. Board Policies-Second Reading (Alyssa Lynch)

President Dean said that on BP1112a, the word "student" is missing in the last sentence. He also said in regards to on page 2 of 3 of the guide sheet, it refers to a policy on interns; just be careful to unpaid interns if MetroED uses them. BP 1112b on the media communication plan, none of this should prevent a Board member from speaking to the media if they feel it is necessary, as an elected official.

MOTION: It was moved to approve the agreement with Board Policies-Second Reading. M/Nguyen S/Bobay; Vote: 5 Ayes, Bobay, Canova, Dean, Nguyen, Tseng; Absent, Castellanos

BUSINESS AND FINANCIAL FUNCTIONS

None

PERSONNEL FUNCTIONS

None

INSTRUCTIONAL AND STUDENT FUNCTIONS

17. Approve MetroED 2015-16 Local Control Accountability Plan (LCAP) (Jodi Edwards-Wright)
 Director of Instruction & Accountability said that the draft of the LCAP was presented to the Board at the September meeting. The LCAP has been posted on the website. Minor adjustments were made based on feedback from the team. The first year goals were updated and the financial portion were finalized. The SCCOE also finalized MetroED's LCAP.

MOTION: It was moved to approve the MetroED 2015-16 Local Control Accountability Plan (LCAP). M/Nguyen S/Tseng; Vote: 5 Ayes, Bobay, Canova, Dean, Nguyen, Tseng; Absent, Castellanos

XVIII. BOARD COMMENTS

(Matthew Dean)

1. Member Bobay

Member Bobay said the Superintendent Lynch and CBO dela Cruz attended the Milpitas Board meeting last night and it went well. He said he appreciated them attending the meeting and invited both of them back to a future meeting.

2. Member Tseng

Member Tseng said Superintendent Lynch visited her district with great success. She said there is lots of excitement regarding the new courses and a-g approved classes.

3. Member Canova

Member Canova said he is looking forward to Superintendent Lynch presenting at the Santa Clara USD Board meeting.

4. Vice President Nguyen

Vice President Nguyen said the speaking points that Superintendent Lynch provides are very helpful to him in communicating with his Board the things that go on at MetroED and requested speaking points for this month.

5. President Dean

President Dean said he is happy to see what has happened to see what the state has done with the CAHSEE. Happy to see that MetroED has a new tenant at the site that will with the placement of the students as they move forward in their careers.

XIX. OTHER MEETINGS

Regular Board Meeting: November 18, 2015	Closed Session	6:00 PM
	Open Session	7:00 PM

XX. ADJOURNMENT

(Matthew Dean)

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President Dean requested a motion to adjourn the meeting at 8:45 PM.

MOTION: It was moved to adjourn the meeting. M/ Bobay, S/Tseng; Vote: 5 Ayes, Bobay, Canova, Dean, Nguyen, and Tseng; 0 No; Absent, Castellanos

Cynthia Chang, Board Clerk