



METROPOLITAN EDUCATION DISTRICT
 760 Hillsdale Avenue
 San Jose, California 95136

Amended 11/13/13 9:30 A.M.

November 13, 2013

Governing Board Meeting Agenda

If you would like to address the Board on any item on this agenda, please complete the **Request of Visitors** form located near the entrance of the meeting room and hand it to the Superintendent. On the form, please list the agenda item(s) you would like to speak to. When your name is called, please come to the podium, state your name and address for the record, and limit your remarks to two minutes. Those speaking on items **not** on the agenda will be recognized by the Chair under **Public Comments**. The Board shall limit the total time for public input on each item to 20 minutes (BB 9323).

Special Accommodations

Individuals who require special accommodation should contact the Superintendent's Office at (408) 723-6464 at least two business days before the meeting date.

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This agenda and approved minutes of Board meetings may be viewed and printed from the Internet: www.metroed.net

REGULAR MEETING

Date: November 13, 2013
 Time: 6:00 p.m.

LOCATION

CCOC Auditorium
 760 Hillsdale Avenue
 San Jose, CA 95136

I. CALL TO ORDER/ROLL CALL

(Richard Garcia)

Daniel Bobay
 Cynthia Chang
 J. Manuel Herrera

Jim Canova
 Richard Garcia
 Pam Parker (alt)

II. DISCLOSURE OF "CLOSED SESSION" DISCUSSION ITEMS

All meetings of the Governing Board are open to the general public, with the exception of those items which are specifically exempt under the Ralph M. Brown Act.

A. Conference with Labor Negotiator Pursuant to Government Code: 54957.6(f)

District Negotiator

- Tom Mullin

Employee Organizations

- AFT
- CSEA
- CTA
- Unrepresented Employees

III. PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS

Members of the public may address the Board on any subject not on tonight's agenda; however, provisions of the Brown Act (Government Code 54954.2(a) and .3) preclude any action. As an unagendized item, no response is required from the Board or District Staff and no action can be taken; however, the Board may instruct the Superintendent to agendize the item for a future meeting. When your name is called, please come to the podium, state your name and address for the record, and limit your remarks to two minutes for individuals or five minutes for a group.

- IV. **ADJOURN TO CLOSED SESSION** Time: 6:02 pm
Location: CCOC, RM 819
- V. **REGULAR MEETING** Time: 7:00 p.m.
Location: CCOC Auditorium
Reconvene from Closed Session
- VI. **REPORT OF CLOSED SESSION ACTIONS** (Richard Garcia)
- VII. **PLEDGE OF ALLEGIANCE** (Richard Garcia)
- VIII. **ADOPT AGENDA** (Richard Garcia)
- IX. **STUDENT REPORTS** (5 Minute limitation) (Richard Garcia)
- A. CCOC Student
- B. MAEP Student
- X. **SPECIAL ORDER OF BUSINESS** (Alyssa Lynch)

The Superintendent will update the Board on special projects or may request that individuals be allowed to present an item out of order on the agenda to accommodate their schedules.

XI. **PUBLIC COMMENTS**

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XII. **APPROVAL OF MINUTES** (Richard Garcia)

1. **Action Item:** [Approval of Minutes](#) from the Regular Board Meeting of October 9, 2013

XIII. **CONSENT/ACTION CALENDAR (ACTION)**

All matters listed under the Consent/Action Calendar and marked with an *asterisk are considered by the Governing Board to be routine and will be enacted in one motion. There will be no discussion of these items prior to the time the Board considers the motion, unless members of the Board or the Superintendent request specific items to be discussed and/or removed from the Consent Calendar.

Recommendation: The Superintendent recommends approval of Consent Calendar items *2 through *10.

BUSINESS AND FINANCIAL FUNCTIONS

- *2. **Action Item:** Approve [October Warrants](#) Approval List (Joyce Shen)

Recommendation: That the Governing Board approve the Board Warrant List as presented for October.

*3. **Action Item: Monthly [Financial Update](#) (Joyce Shen)**

Recommendation: That the Governing Board approve the budget changes included in the Monthly Financial Update for the period ended 10/31/2013.

*4. **Action Item: [Accept Donations](#) Offered to the District (Joyce Shen)**

Recommendation: That the Governing Board accept the donation to the CCOC Metals Technology Program on behalf of the District.

*5. **Action Item: [Surplus Item](#) (Joyce Shen)**

Recommendation: That the Governing Board surplus the items listed in the Board agenda item.

PERSONNEL FUNCTIONS

*6. **Action Item: [Certificated Personnel](#) (Tom Mullin)**

Recommendation: That the Governing Board approve one teacher stipend for duties outside of the classroom for the 2013-14 school year.

*7. **Action Item: [Classified Personnel](#) (Tom Mullin)**

Recommendation: That the Governing Board approve one new hire.

*8. **Action Item: Approve [Revised Job Descriptions:](#) Director of Instruction & Accountability; Senior Executive Assistant/Superintendent; CCOC Video Production Teacher (Tom Mullin)**

Recommendation: That the Governing Board approve the revised job descriptions for the positions of Director of Instruction & Accountability; Confidential position, Senior Executive Assistant/Superintendent; and CCOC Video Production Teacher.

*9. **Action Item: Approval of [Reduced Workload](#) Program, Confidential Employee (Tom Mullin)**

Recommendation: That the Governing Board approve one reduced workload request.

*10. **Action Item: [Organization of Staff](#) for 2013-14 (Tom Mullin)**

Recommendation: That the Governing Board ratify the proposed MetroED organizational structures for the 2013-14 school year.

INSTRUCTIONAL AND STUDENT FUNCTIONS

--None--

END OF CONSENT ITEMS

XIV. INFORMATION ITEMS

11. **Information Item:** [Metropolitan Education District Strategic Plan](#) (Alyssa Lynch)

Recommendation: That the Governing Board review the draft Strategic Plan and provide input to staff as needed.

END OF INFORMATION ITEMS

XV. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

12. **Action Item:** [Second Reading: Board Policies; Tri-Annual Update](#) (Alyssa Lynch)

Recommendation: That the Governing Board adopt the revised Board policies.

13. **Action Item:** [Name Change Survey Results](#) and **Name Change Recommendations for CCOC and MAEP** (Alyssa Lynch)

Recommendation: That the Governing Board review the Name Change survey results, change the name of the center to Silicon Valley Career Technical Education (**SVCTE**) Center (**SVCTC**), **the name of the adult education program to Silicon Valley Adult Education (SVAE)**, and authorize the Superintendent to take any necessary actions.

BUSINESS AND FINANCIAL FUNCTIONS

--None--

PERSONNEL FUNCTIONS

14. **Action Item:** [San Jose Federation of Teachers](#) (AFT), **Sunshine Proposals for 2013-14** (Tom Mullin)

Recommendation: That the Governing Board review and make public "sunshine" the San Jose Federation of Teachers (AFT) proposal.

INSTRUCTIONAL AND STUDENT FUNCTIONS

--None--

XVI. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

Superintendent Alyssa Lynch, the MAEP Principal and CCOC Program Director will have recent **significant** information to present to the Governing Board on topics not on the agenda. (3 Minute limitation)

- Oral Report: MAEP Principal Suzi Glass
- Oral Report: CCOC Director Marianne Cartan
- Oral Report: MetroED Superintendent Alyssa Lynch

XVII. BOARD COMMENTS

(Richard Garcia)

Individual Board members may report on: visits to schools, programs, conferences, meetings attended and/or items of interest to the public. A board member may wish to express a concern or observation about a topic not appearing on the agenda, or request items to be scheduled on a future agenda.

XVIII. OTHER MEETINGS

Audit Committee Meeting, December 11, 2013	Bldg. 400	5:00 pm
Regular Meeting, December 11, 2013	Closed Session	6:00 pm
	Open Session	7:00 pm

XIX. ADJOURNMENT

(Richard Garcia)

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