

METROPOLITAN EDUCATION DISTRICT
760 Hillsdale Avenue
San Jose, California 95136

August 19, 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 6:03 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-(Arrived at 6:10 PM)
- Teresa Castellanos San Jose Unified School District
- 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

II. ADOPT CLOSED SESSION AGENDA

MOTION: It was moved to approve the Closed Session agenda Items. M/Bobay S/Tseng; Vote: 5 Ayes, Bobay, Castellanos, Dean, Nguyen, Tseng; 1 Absent, Canova; 0 No

III. DISCLOSURE OF "CLOSED SESSION" DISCUSSION ITEMS

President Dean: He read the list of closed session items into the record.

- A. Conference with Labor Negotiator Pursuant to Government Code: 54957.6(f)
District Negotiator
 - Anne Welsh-TregliaEmployee Organizations
 - AFT, CSEA, CTA, and Unrepresented Employees
- 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. 556-2015-00358.
- D. Superintendent's Evaluation: Pursuant Government Code: 54957

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 6:05 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 7:28 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 no action in Closed Session, and there was no business to report.

VIII. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board President Matthew Dean.

IX. ADOPT AGENDA

MOTION: It was moved to approve the agenda as presented. M/Nguyen S/Tseng; Vote: 6 Ayes, Bobay, Canova, Castellanos, Dean, Nguyen, Tseng; Absent, No

X. RECOGNITIONS

A. Recognition of New SVCTE Teachers

- o SVCTE Principal (pending Board approval) Sharon Brown gave the Board a brief description of each new SVCTE teacher hired and said that they will be introduced at the September Board meeting.
- o Jennifer Rockett is the new instructor of Sports Medicine and Kinesiology. She lives in San Francisco and recently worked at Drew University in New Jersey as the Athletic Director. She is originally from California and graduated from UC Davis with her Master's Degree.
- o Pharmacy Technology class will be team taught by two Foothill College Professors, Sneha Mohile and Neelam Jha.
- o Mobile App & Coding Class has 30 new Apple computers. The hiring of the teacher for this class is still in process.

XI. PUBLIC COMMENTS

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

XI. EXECUTIVE REPORT / ADMINISTRATIVE REPORTS

President Dean explained that he asked the Superintendent to move reports up in the agenda so that they could be heard by a larger audience, earlier in the meeting.

1. SVAE Principal Gloria Curd

She reported the following:

- SVAE's Academic classes started on August 12 and the evening CTE classes began August 17.
- SVAE is getting the WIA grant for ESL/ABE/HS equivalency/HS diploma students. In July, SVAE began online pre-testing every student. Post-tests are done after 40 hours on every student. Scores are almost instant. SVAE receives payments, up to \$500 for increases in student scores.
- Began online registration in July for the evening CTE classes using the ASAP platform.
- Meeting with the South Bay Consortium for Adult Education. We should know in two weeks how much money is allocated for the consortium from AB 104. The consortium consists of five adult education programs and four community colleges.

2. SVCTE Principal (Pending Board Approval) Sharon Brown

She reported the following:

- Teachers came back to school August 10 for All-Staff meeting and Team activities/building activities lead by three teachers from CRY-ROP, which focused on curriculum alignment training align curriculum with common core. Will continue to work on this throughout the school year.
- Three new courses began August 17: Mobile Apps & Coding, Pharmacy Technology, and Sports Medicine & Kinesiology. She invited the Board to visit the Mobile Apps lab and said that the class is already full in the afternoon session.
- SVCTE has increased the number of UC a-g courses to 14 with the addition of Construction Technology and Sports Medicine. Hoping to expand a few more by

the end of the school year. Teachers that are currently teaching UC a-g courses came in for 18 hours of curriculum development.

- Programs Reps are developing a Student Ambassador Program. A training session will be held on Saturday, September 26. Principal Brown invited the Board to attend.
- SVCTE launched their first Parentlink message prior to school beginning to incoming students announcing the first day of school. They had an over 90% success rate and will work to update the database.
 - Board Vice President Nguyen asked how SVCTE aligned its curriculum with common core. Principal Brown responded that experts have aligned CTE and common core curriculum and crossmapped them together to create the CTE model curriculum. She cited examples of how that works. Board Vice President Nguyen said he was very impressed.

3. CBO Marie dela Cruz

She reported the following:

- Staffing gaps within the Fiscal Department. She recently promoted the Senior Accountant to Fiscal Services Manager. Now that employee has resigned leaving a both positions unfilled. The District has posted both positions.
- Currently Fiscal is working on closing out the 2014-15 budget and rolling out the 2015-16 budget.
- Helped prepare for All-Staff meeting, order furniture for new classes.
- Making progress with legal issues involving Charter schools and should soon have MOU's between SVCTE and Charter schools that have students attending SVCTE. She stated an amendment is in the Board packet that addresses Charter schools.
- Waiting for more direction and instruction from the state on the CTE Incentive Grant. The 3-year plan actually ends up being a 6-year plan.

4. MetroED Superintendent Alyssa Lynch

She reported the following:

- Superintendent Lynch is very excited about the successful start to the school year and how the new Principals, Sharon and Gloria, work so well together as a team.
- Enrollment is looking good for all three new classes.
- She will be a moderator at the Silicon Valley Leadership Group Education Summit on August 28. We will also have a table staffed by two people from SVCTE.
- Patty Nation won ACTE National Business Leader of the Year. Jodi Edwards-Wright wrote the nomination. This is the first time ever that California has had anyone win. Patty will be recognized in New Orleans in November.
- The SVCTE bus ads have been very successful. Because of that, SVAE will have bus ads that run for three months.

XII. SPECIAL ORDER OF BUSINESS

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

XIII. CONSENT/ACTION CALENDAR (ACTION)

MOTION: It was moved to approve consent items #1 through #6, item #8; hold item #7 for discussion. M/Nguyen, S/ Castellanos; Vote: 6 Ayes, Bobay, Canova, Castellanos, Dean, Nguyen, Tseng; Absent, No

- *1. Minutes from the Special Board Meeting of July 22, 2015

BUSINESS AND FINANCIAL FUNCTIONS

- *2. Approve June Warrants Approval List (Marie dela Cruz)

- *3. Approve July Warrants Approval List (Marie dela Cruz)
- *4. Approve Donations Offered to District (Marie dela Cruz)
- *5. Approve Consultant Agreement with Independent Contractor, Ruth Liu (\$20,000) (Marie dela Cruz)

PERSONNEL FUNCTIONS

- *6. Approve Revised Job Descriptions: Fiscal Services Manager, Senior Accountant (Anne Welsh-Treglia)
- *7. Approve Salary Schedules for Each of the Employee Groups for Fiscal Year 2015-16 (Anne Welsh-Treglia)

President Dean: He requested to hold item #7 for discussion because a request to speak form had been submitted on that item by Kathy Jasper.

Kathy Jasper: She expressed concern about the Board approving the Salary Schedules for 2015-16 because negotiations have not finished for the year. She asked the Board members what each of their Districts received as raises for the past year because all three groups at MetroED are still bargaining for last year.

President Dean: He replied that it is the Board's expectation that if the salary schedule were to change at the competition of negotiations, they would be brought back to the Board for approval again. He also said that the Board meeting is not the appropriate forum to ask about District raises. He stated that in CUHSD, they have not finished negotiations for the year.

Vice President Nguyen: In ESUHSD, teachers received 4% last year. However, the funding is different than MetroED because ESUHSD has LCFF funding while MetroED doesn't.

The remaining Board members said they would have to check to see what increases, if any their Districts gave last year.

MOTION: It was moved to Salary Schedules for each of the Employee Groups for Fiscal Year 2015-16. M/Castellanos S/Tseng; Vote: 6 Ayes, Bobay, Canova, Castellanos, Dean, Nguyen, Tseng; Absent, No

INSTRUCTIONAL AND STUDENT FUNCTIONS

- *8. Approve MetroED Representative's for the South Bay Consortium for Adult Education Regional Consortium (Gloria Curd)

X. INFORMATION ITEMS/DISCUSSION ITEMS

- 9. Quarterly Investment Report as of 12/31/2014 (Marie dela Cruz)

CBO Marie dela Cruz presented the Quarterly Investment Report ending 12/31/14. She said the report was just made available to us by the county, which is later than normal. She said the average yield was about 2.6% which is conservative.

President Dean said the report is annualized at 5%. He also asked CBO dela Cruz to clarify that the report was late getting to us, not that the Board didn't receive it in their packet earlier.

- 10. Highlights of 2014-15 School Year (Alyssa Lynch)

Superintendent Lynch shared a PowerPoint and a Year in Review video that was shared with staff at MetroED's All-Staff Meeting on August 10.

Board Member Castellanos requested that a link be sent to the Board to the video so that they can share it with their Board.

Superintendent Lynch reviewed the data on each PowerPoint slide in the Board packet. Additional information included that she has reached out to Morgan Hill and Gilroy High School Districts regarding sending students to SVCTE. She said that TeenForce's move to MetroED was almost complete and that they were expected to move into their office in room 13 tomorrow. She said that she is working with staff to collect data which is now required and has set up meetings with staff to start brainstorming the best ways to collect data.

11. Legislative Update (Alyssa Lynch)

Superintendent Lynch gave the Board a brief Legislative Update. She announced that a bill was passed for a new Adult Ed Week. There are three other bills in the Senate or Assembly that we are waiting to hear about. She said that the District is waiting to hear how to apply for the CTE Incentive Grant.

Board President Dean and Vice President Nguyen discussed what their districts are doing for students, now that the CAHSEE is currently not being offered. President Dean encouraged the Board to have their own districts look into the issue.

12. CTC Credentialing Program Update (Anne Welsh-Treglia)

HR Director Anne Welsh-Treglia provided the Board with a packet of information regarding the timeline for the discontinuation of MetroED's Credentialing Program. She reviewed with the Board the documents in the packet including letters provided to candidates, the information provided on the MetroED website, other districts that MetroED has partnered for the Credentialing plan, providing Sonoma County with a database of our candidates, an information session that was held at MetroED, and the one-one-one guidance sessions that she is holding with candidates. She said the discontinuation plan was approved by CTC. JPA stakeholders were also informed of the discontinuation of MetroED's Credentialing Program. She said they will continue to hold individual guidance sessions.

During the one on one guidance session, a transition plan is completed with each candidate when they meet so they know where the candidate wants to continue their program. Then a plan of continuance form and the transcript is sent to the school of their choice. Each candidate receives a transcript. She said that they have sent out 880 letters to candidates, held 27 guidance transition sessions, and avoided 2 lawsuits. Total number of candidates impacted is approximately 100.

President Dean asked in regards to refund requests, what is the last date she is allowing refunds because the letter states August 15. HR Director Welsh-Treglia said the last day is August 30. HR Director Welsh-Treglia said so far for refunds, they have issued \$12,203 in refunds to 25 candidates for different modules and processing fees.

Board Member Castellanos thanked HR Director Welsh-Treglia for her complete update.

President Dean that even if someone is not timely in requesting their refund request, he would rather it is granted. President Dean thanked HR Director Welsh-Treglia for her hard work and how it is handled now from a customer service point will make a big difference in the future. He asked if Sonoma is counting our coursework toward their program.

HR Director Welsh-Treglia said that Sonoma and San Diego County Office of Education are creating a crosswalk to compare our curriculum to theirs. She said when she meets with candidates, she lets them know that there is no guarantee of what courses will be accepted. She said we have done everything we can to make sure candidates receive some credit.

XI. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

13. Approve First Amendment to Metropolitan Education District Joint Powers Agreement (Marie dela Cruz)

CBO Marie dela Cruz said that MetroED's current JPA agreement does not include charter schools. Charter/Private/3rd party schools have not been paying for SVCTE services because the LCFF Funding goes through the districts. She said that each Board member will need to take the amendment to their Board for approval. Once we have all six approvals back, then MetroED will bring the amendment back to the Board for final adoption.

President Dean said the amendment is an appropriate step to take and asked what she thinks is the estimate of the financial impact of the agreement.

CBO dela Cruz said the Districts pay an average of \$4,500 per student and San Jose Job Corps pay \$2,000. It would incrementally go up each year depending on the amount of students who attend. She said that the Job Corps agreement is the model for this agreement.

Superintendent Lynch said we have 257 San Jose Job Corps students, 8 from the county, 2 from North County, 13 from private schools, and 3 from SCCOE for a total of 26 students. In summary, 257 are adults and 26 high school students.

President Dean asked Superintendent Lynch if San Jose Job Corps already pays us and she replied yes, but the rate was recently increased. President Dean said that currently, with this agreement, the impact would be whatever rate we charge times 26 students.

Superintendent Lynch said she thought the enrollment numbers will increase in the next few weeks as school begins and they have more data. She said she thinks the number will be 50 to 100 students. She added that the preliminary enrollment numbers for SVCTE are for CUHSD 201 students, 485 from ESUHSD, 66 from MUSD, 245 from SJUSD, 84 from SCUSD, and 13 from LGSUD.

President Dean asked Superintendent Lynch to send a copy of the amendment to the Board Members as well as the enrollment numbers that she mentioned during her report.

MOTION: It was moved to approve the First Amendment to the Metropolitan Education District Joint Powers Agreement and to have the Board Members bring the agreement to their Boards for approval. M/Tseng, S/Castellanos, Vote: 6 Ayes, Bobay, Canova, Castellanos, Dean, Nguyen, and Tseng; 0 No

BUSINESS AND FINANCIAL FUNCTIONS

14. California Career Technical Education Incentive Grant Program (Alyssa Lynch)

Superintendent Lynch said the California Career Technical Education Incentive Grant Program was passed by the Governor on June 16. There is a meeting at CDE on Monday to discuss how this grant may work. We need to figure out how our districts are going to help us match funds. We have 4 meetings with the JPA Superintendents scheduled for this year.

Matthew Dean said this actually is more of a 6-year plan. First three years have matching funding but after that have to have matching funding from the districts.

Superintendent Lynch said she will continue to update the Board as she receives more information on the grant program.

MOTION: No Action was taken.

PERSONNEL FUNCTIONS

15. Approve Personnel Assignment Orders #2016-02 (Anne Welsh-Treglia)

President Dean read the list of Personnel Assignment Orders #2016-02 into the record.

<u>Temporary Assignment</u>			
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Position Control #</u>
Sheena Fuentes	Accountant Classified FTE 0.50	8/11/15 – 9/30/15	142203
Sheena Fuentes	Executive Assistant to CBO Confidential FTE 0.50	8/11/15 – 9/30/15	142100

<u>Classified Positions</u>			
<u>Resignation</u>			
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Position Control #</u>
Julia Xu	Interim Fiscal Services Manager	7/31/2015	142002

<u>Dismissal</u>			
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Position Control #</u>
Junjun Candelario	Computer/Network Technician	8/20/2015	142209

<u>Certificated Positions</u>			
<u>Resignation</u>			
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Position Control #</u>
Nathan Chukes	Student Council Advisor	6/30/2015	Stipend
Enrico Sciaky	Law Enforcement Teacher SVCTE	8/12/2015	141023

MOTION: It was moved to approve Personnel Assignment Orders #2016-12. M/Bobay, S/Castellanos; Vote: 6 Ayes, Bobay, Canova, Castellanos, Dean, Nguyen, and Tseng; 0 No

INSTRUCTIONAL AND STUDENT FUNCTIONS

None.

XIII. BOARD COMMENTS

- 1. Member Bobay**
Member Bobay said school started in Milpitas. He added that his son is attending SVCTE this year in the morning. He recently started working at Levi Stadium and would like to invite some of their staff members to visit MetroED.
- 2. Member Tseng**
Member Tseng said she is impressed with all of the new classes at SVCTE and the addition of the new a-g classes. She said to keep up the great work.
- 3. Member Canova**

Member Canova said he is excited about the New Year and looks forward to hearing about all the great things that are occurring at MetroED.

4. Member Castellanos

Member Castellanos said she is very excited about the New Year.

5. Vice President Nguyen

Vice President Nguyen said he has a Board Meeting at ESUHSD on Thursday night and that he always provides updates on MetroED at his meetings. He will discuss the JPA agreement amendment and give them an update on MetroED's Credentialing Program.

6. President Dean

President Dean said he appreciates everyone's comments. He announced that he finished his MBA and that he would like to be a CBO. He plans to attend a CBO Boot Camp later this year. He will also start visiting MetroED classrooms and told teachers that if he comes by to visit and it isn't a good time, just let him know and he will come by on a different day. He said he is very proud of MetroED's programs and what we do here. He said these are the programs that make up life.

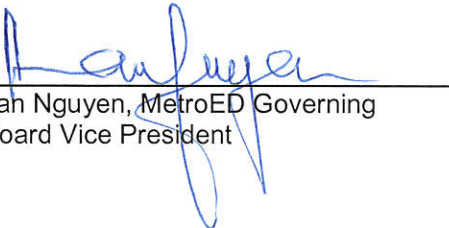
XIV. OTHER MEETINGS

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

XV. ADJOURNMENT

President Dean requested a motion to adjourn the meeting at 8:48 PM.

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



Lah Nguyen, MetroED Governing
Board Vice President