

# METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes  
February 12, 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 – Absent
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 Bobay at 7:10 p.m., in SVCTE Room 201, auditorium, San Jose, California.

## III. REPORT OF CLOSED SESSION ACTIONS

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

## IV. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Bobay.

## V. ADOPT AGENDA

**MOTION:** It was moved to adopt the agenda as presented. M/Chang, S/Nguyen; Vote: 5 Ayes, Bobay, Canova, Chang, Garcia, and Nguyen; 0 No; 1 Absent, Dean

## VI. STUDENT REPORTS

A. Silicon Valley CTE Director Marianne Cartan introduced former student Greg Mosher who graduated from Leland High School in 2003.

Greg Mosher: He said during his junior year he attended the Animation class and it sparked an interest to expand his career opportunities. He said he received a scholarship to attend the Art Institute in San Francisco to get a Bachelor's degree. He said he is currently employed at Sony Play Station where he works with the marketing department.

B. Silicon Valley Adult Education Principal Suzi Glass introduced Jeff Roth, 2013 GED Completer.

Jeff Roth: He said he grew up in San Jose and attended Prospect High School and then Blackford before dropping out of high school when he was 15 years old. He said he struggled with a drug addiction for seven years and at the age of 26 decided he needed to do something with his life. He said he wanted to do catering and barbecuing; however, due to felony convictions and no education he was not able to do what he wanted to do with his life. He said when he was 30 he started an adult basic skills class at SVAE where he gained confidence and finally was able to begin the GED Preparation class with Mr. MacDonald. He said the positive

environment helped him get his GED. He said he plans to go to Mission College to take the Hospitality classes so he can start his own catering/barbecuing business.

**VII. SPECIAL ORDER OF BUSINESS**

None

**VIII. PUBLIC COMMENTS**

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

**IX. APPROVAL OF MINUTES**

1. **Action Item: Approval of Minutes from the Organization Board Meeting of January 22, 2014.**

**MOTION**: It was moved to approve the minutes of the Organizational Board Meeting of January 22, 2014. M/Canova, S/Nguyen; Vote: 5 Ayes, Bobay, Canova, Chang, Garcia, and Nguyen; 0 No; 1 Absent, Dean

**X. CONSENT CALENDAR**

Member Garcia: He requested the removal of item #7.

**MOTION**: It was moved to approve consent items # 2 through #13 with the removal of item # 7. M/Chang, S/Nguyen; Vote: 5 Ayes, Bobay, Canova, Chang, Garcia, and Nguyen; 0 No; 1 Absent, Dean

**BUSINESS AND FINANCIAL FUNCTIONS**

- \*2. **Action Item: Approve the January Monthly Warrant Approval List**

The Governing Board approved the January Warrants.

- \*3. **Action Item: Monthly Financial Update**

The Governing Board approved the budget changes included in the Monthly Financial Update for the period ended 1/31/14.

- \*4. **Action Item: Donations Offered to District**

The Governing Board accepted the donation on behalf of the District from Kalman Manufacturing.

- \*5. **Action Item: Budget Calendar 2014**

The Governing Board approved the budget calendar for review of the 2013-14 budget and development of the 2014-15 fiscal year budget.

- \*6. **Action Item: MetroED Comprehensive School Safety Plan**

The Governing Board adopted the revised MetroED Comprehensive School Safety Plan.

7. **Action Item: Revised 2013-14 Schedule of Fees for Silicon Valley Adult Education**

SVAE Principal Glass: She shared information on the new classes to assist students to become more employable with additional certifications that are fee-based. She said the new EKG Technician and Speaking & Listening classes are no added costs to the budget.

Member Garcia: He said he understands the need to have fees; however, he was watching a public hearing on education and one of the speakers was asked how you assist students that may be priced out of paying the fees and the speaker said the school provides scholarships for students in need by their Foundation. He asked if we have any opportunities here through the MetroED Foundation for scholarships to assist students or has it been discussed.

SVAE Principal Glass: She said until January 1, 2012, SVAE was not allowed to charge students that were in classes that led to an adult education diploma. She said at this point the classes are filled and there is a waiting list.

Member Chang: She asked if there were any opportunities to through the District's foundation if there was a need.

SVAE Principal Glass: She said there are dedicated funds for adult education; however, there is only approximately \$800 in the fund through the Foundation.

Member Garcia: He said it may be something the MetroED Foundation would consider and he knows if a foundation is aware there is a need they can get funds to assist.

**MOTION**: It was moved to approve the revised 2013-14 Schedule of Fees for Silicon Valley Adult Education. M/Nguyen, S/Garcia; Vote: 5 Ayes, Bobay, Canova, Chang, Garcia, and Nguyen; 0 No; 1 Absent, Dean

## **PERSONNEL FUNCTIONS**

### **\*8. Action Item: Administrative Personnel**

The Governing Board approved one resignation of Miriam Vargas-Padilla, CalWORKs Site Representative, STEPS Program.

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

The Governing Board approved one Silicon Valley Adult Education (SVAE) teacher stipend for duties outside of the classroom.

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

The Governing Board approved two out of class stipends.

### **\*11. Action Item: Approve Revised Job Descriptions; Senior Executive Assistant/Supt**

The Governing Board approved the revised job description for the position of Senior Executive Assistant/Supt.

## **INSTRUCTIONAL AND STUDENT FUNCTIONS**

### **\*12. Action Item: Community Classroom Agreement**

The Governing Board approved the agreement with Good Samaritan Hospital to provide on-the-job clinical training to Silicon Valley Career Technical Education medical students.

### **\*13. Action Item: SVCTE Textbook Approval**

The Governing Board approved the textbook for SVCTE's Fashion Design & Production class.

## XI. INFORMATION ITEMS

### 14. Information Item: Cost of Operations at the Silicon Valley Career Technical Education Center

President Bobay: He asked CBO Debbie Fry to provide information on the cost of operations.

CBO Fry: She shared the PowerPoint presentation given to the JPA District Superintendents and she noted it had been modified slightly in answer to some of the questions by the superintendents.

Member Chang: She asked if the information was from School Services.

CBO Fry: She said no, she had done the research here at MetroED. She reviewed the expenses and revenues as well as operating costs in specific areas to assist in understanding the operating costs. She also reviewed the staffing support for the center only as well as district support services including HR, Facilities, Custodial, etc. She said of the last five years, there has been a 21% reduction in staffing. She also shared a slide showing the decline in enrollment at the center over five years and the current enrollment for each of the participating school districts. She summarized the presentation by sharing 24% of all revenue is related to program additions, grants and other endeavors and 76% of the total revenue is ROP pass-thru funding. She said reserves are 10% higher than our highest participating district which is necessary for stabilization and to protect limited cash flow periods. She said there are significant differences and needs between a regular school district and a regional program including the expense of the program and length of the course time which leads to internships, certifications, and employment.

Member Canova: He said he was quite surprised to learn from the presentation that a dental chair costs \$4,000 each.

Member Garcia: He said he was pleased to see the slide on the differences in Education Code between ROPs and comprehensive high schools and he asked why this was not shared with the superintendents during that presentation.

CBO Fry: She said when the presentation was made to the superintendents it was to present data and the information on ratios of personnel as was done this evening. She said in the discussions and questions from the superintendents, she realized that the additional information was important to include and the original plan was to do a joint presentation.

Member Garcia: He asked if the information would be shared with the superintendents and CBO Fry said yes. He said it was important information for the superintendents to have as well.

Member Chang: She said on the slide regarding the comparison of the center to other high schools there is a column pupil services and it is a little confusing and asked for clarification.

CBO Fry: She said this column indicates the counselors or psychologists at the comprehensive high schools and the center only has one FTE with a pupil services credential.

Member Chang: She asked what a para-pro is and CBO Fry said this would indicate instructional assistants.

Member Nguyen: He said 60% of the revenue goes to salary and benefits which is impressive compared to most school districts that spend 86%. He asked if there has been a comparison of revenues and expenses to similar institutions of the same size as here at the center.

CBO Fry: She said the data is not as readily available as the reporting requirements are different for ROPs. She said ROPs are not all the same across the state so it can be difficult to compare

with the parameters being so different. She said she used Ed Data that had the information that was received from each of the districts at the end of the year.

President Bobay: He said one of the concerns he gathered from the presentation was the number of support staff of 28 compared to the number of teachers of 31.

CBO Fry: She said the number also includes district support staff and the teachers at the center support two programs as they have a morning and an afternoon session with different students.

Member Chang: She said it shows two pupil services and she asked if they were counselors.

CBO Fry: She said on slide 10 this indicates a counselor and a career technician. She said the career technician is not a credentialed employee and the position would not show up on the slide comparing to other high schools.

Member Chang: She suggested putting a notation so this would be clear for those who may be viewing the presentation and not have the explanation between slides 10 and 20.

Member Nguyen: He said that most school districts have to deal with class size and in calculating the teachers by the students it comes out to over 45 students per teacher. He asked if there were any issues with class size here at the center.

CBO Fry: She said when the ratio is broken down in Ed Data it is by the number of sessions and when the pupil to staff ratio was done here at the center she used the number of sessions to get the ratio of 25 to one.

President Bobay: He asked if this included adult education hours and CBO Fry said no.

Member Chang: She asked about the staffing and the percentage of costs between adult education and the center.

CBO Fry: She said it is now 80% for the center and 20% for adult education and it is based on the revenue and adult education is about 20% of the total revenues.

President Bobay: He said it was a good presentation and thanked CBO Fry on behalf of the Governing Board.

#### 15. Information Item: ***Success in The New Economy Video Presentation***

President Bobay: He asked Superintendent Alyssa Lynch if she would like to share information prior to the video presentation.

Superintendent Lynch: She said this is a video that SVCTE Director Cartan brought with her and it was put together by an instructor at a community college in Southern California and the video makes the case for hands-on learning, life skills, and the labor market.

## XII. ACTION ITEMS AND REPORTS

None

## XIII. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

### SVAE Principal Suzi Glass

- She shared a copy of the program for the GED celebration for completers held at SVAE.
- She said the ESL Listening and Speaking class is 8 units on a quarterly basis and she said it has been a very popular class.

- She said there was a food drive held for Second Harvest and 2,191 pounds of food and they had just been notified that adult education would receive the Bronze award for their efforts.

SVCTE Director Marianne Cartan

- She expressed appreciation to all of the staff for all of their dedication during the month of February which is CTE Month.
- She said there were over 80 presenters at the very successful Career and College Fair and 30 students were hired on the spot for various positions.
- She said 57 students participated in the SkillsUSA regional competitions last month in Salinas.
- She said two SVCTE administrators, Sharon Brown and Jeff Schmidt, are attending the Leadership Development Workshop sponsored by the California Department of Education for CTE administrators and they go for two days a month from October through May. She said last Tuesday they were learning about advocacy and they were able to meet with legislators.
- She said she attended the JPA Executive Council meeting at the invitation of Superintendent Lynch and she had the opportunity to meet them and share information about herself and the center.
- The Student Council is having activities for Valentine's Day and she invited to the Governing Board to the Open House to be held on March 14, 2014.

CBO Debbi Fry

- She reported the Budget Advisory Committee has been meeting to review and understand all of the state accountability measures for LCAP and how it leads to the budget.
- She said they also discussed legislation on how to keep CTE alive and funded and several of the businesses asked how they could assist in advocacy for the programs at MetroED.

Superintendent Lynch:

- She also commended the CTE teachers and noted these teachers remembered most by the students they have in their classes.
- She said she attended ACSA's Leading the Leaders Academy in Monterey last week as well as the state superintendent's annual conference where there were approximately 600 superintendents from around the state. She said there was an "app" that was purchased by several of the districts to assist with communicating with students and parents.
- She said last Thursday she attended the Legislative Policy Council in Sacramento where she has been a member for six years and for the first time in a long time and adult education and ROPs were ranked fourth in their eight priorities as we speak as One Voice. She said our lobbyists are continuing to fight that funding is a priority.
- She said we are working on a Pathways Grant and bringing community colleges and four of our six districts are participating to apply for a 15 million dollar grant.
- She said the legislative bill we have been working on will be sponsored by Assembly Member Campos or Marasuchi from Southern California.

**XIV. BOARD COMMENTS**

Member Garcia:

- He said since it is CTE Month, one of the differences he sees with the students here and those on high school campuses is the students here have incredible respect for their teachers. He said he has never heard any bad comments about any of the teachers here. He said the hands-on learning that takes place here excites the students. A big difference is the students choose to be here. He said the life experiences gained here create credibility that he doesn't hear from students on a regular high school campus. He said it is a mentoring profession and teachers here know their students will move on in their careers and be successful. He said there are so many success stories and he thanked the teachers for

everything they do for the students and said they make a big difference in the lives of the students.

Member Canova:

- He said he didn't have anything to add to the well expressed comments by Member Garcia.
- He noted that the app for parents and students to be used on a smart phone is brilliant since so much communication is now done this way.
- He said he was encouraged by the news from Sacramento regarding adult education and ROPs. He said it will be important to continue going to Sacramento to let them know what our needs are.
- He said the news has been good for Santa Clara Unified to secure the property at Agnews to build a high school and K-8 school for the community.

Member Chang

- She said she agreed with the comments from Member Garcia and she thanked the teachers for all they do for the students.

Clerk Nguyen:

- He said he is looking forward to attending the SVCTE Open House on March 14.

President Bobay:

- He said Milpitas Unified had a Crab Feed recently and as part of the auction was a cake made by the students here at SVCTE. He said the cake sold twice, the first time for a little over \$300 and then it was donated back and sold again. He said they definitely appreciated the support of the students and staff in making the event successful.
- He suggested that it might be possible to do a Crab Feed at the center one day and include all six districts. He said the one Milpitas Unified held was in support of the music program at Milpitas High School.

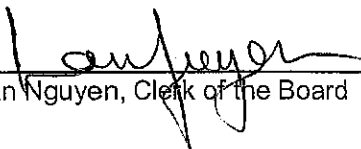
**XV. OTHER MEETINGS**

President Bobay: He noted the next meeting will be on March 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 8:30 PM.

**MOTION:** It was moved to adjourn the meeting. M/Garcia, S/Chang; Vote: 5 Ayes, Bobay, Canova, Chang, Garcia, and Nguyen; 0 No; 1 Absent, Dean

  
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Lan Nguyen, Clerk of the Board