

METROPOLITAN EDUCATION DISTRICT
760 Hillsdale Avenue
San Jose, California 95136

June 24, 2015

**Governing Board Work-Study Session Minutes
and Board Meeting Minutes**

I. CALL TO ORDER / ROLL CALL WORK-STUDY SESSION

The Work-Study Session of the Governing Board of the Metropolitan Education District was called to order by President Dean at 4:10 PM in Silicon Valley CTE Room 810, San Jose, California.

No action was taken for roll call.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was not recited at this time.

III. ADOPT WORK-STUDY SESSION AGENDA

No action was taken to adopt the Work-Study Session Agenda.

IV. PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS

President Dean noted there were no public comments regarding Work-Study Items.

V. WORK-STUDY SESSION

A. Organizational Information

- MetroED Credential Program

HR Director Anne Welsh-Treglia addressed the topic of the MetroED Credential Program. She said she, Superintendent Lynch, President Dean, and Member Bobay will be traveling to Sacramento on June 25th to attend a meeting at the California Department of Education (CDE). She reviewed the *Agreement Between Sonoma County Superintendent of Schools as the Local Educational Agency for the North Coast Beginning Teacher Program, and Metropolitan Education District*, dated June 19, 2015 and referenced *F. Funding to Program*. She said if Sonoma County Office of Education (COE) hires MetroED's teachers to teach the modules, they will be paid from MetroED's budget. In this scenario, CDE will not be MetroED's mentor. Sonoma COE will be shepherding MetroED through its probationary period. HR Director Welsh-Treglia provided a flier of pluses and minuses regarding the *Teacher Credentialing Program Feasibility Analysis*.

CBO Marie dela Cruz said under *E. District Responsibilities*, MetroED would be funding the Credential Program through the Adult Education Program. Only 5% from Adult Ed. would be used for emergency because it is already operating in the red. She also said it could be funded through General Funds, but the amount would be significant. Ninety percent of the General Fund comes from partner districts, "pass through of funds." HR Director Welsh-Treglia said the cost will be applied to the MOU for the first year. President Dean said the funds to pay for the Credential Program should not come from Adult Ed.; they should come from General Funds. Member Canova suggested that the Credential Program could be let go. CBO dela Cruz suggested that MetroED could charge Charter Schools a fee; these fees may be used to fund the Credential Program.

Member Castellanos asked Superintendent Lynch for the background of how the Credential Program was put in jeopardy. Superintendent Lynch and HR Director Welsh -Treglia provided a brief historical explanation of a previous employee's impact to the program, which led to its current situation. Member Castellanos said she understands the issue was a lack of communication institutionally, and wanted to know what process was in place to avoid another occurrence of this situation. Superintendent Lynch said weekly updates would be provided, and the new coordinator will be educated about the Credential Program and will have remedies in place.

CBO dela Cruz said \$1.5 million is available in Reserves, and \$300,000 could be designated to the Credential Program.

- Charter School Information/JPA Agreement

CBO Marie dela Cruz addressed the topic of *Charter School Information/JPA Agreement*. She said before LCFF, ROPs were funded directly by the state, but now they are funded by districts. School Services of California (SSC) wanted MetroED to determine if it is allowed to serve charter schools and non-member districts. CBO dela Cruz said MetroED is not allowed to charge fees to charter schools because these would be a gift of funds. Member Castellanos said charter schools should be charged a similar fee as the member districts. CBO dela Cruz asserted that SSC said the fee for charter schools should be 10% more than the fee of member districts. She said if charter schools are charged a fee of the same amount as the member districts, this amount would cover the cost to operate the MetroED Credential Program.

President Dean agreed with the suggestion of having charter schools pay the same fee as MetroED's member districts and to add 10% for overhead. Member Castellanos suggested phasing in the fee for charter schools until MetroED is able to charge them the same fee as member districts. CBO dela Cruz agreed with Member Castellanos' suggestion. She said by the third year, charter schools should be paying \$1,950, which, is the fee of MetroED's member districts. President Dean agreed with the suggestion of phasing in the fee of \$1,950 for charter schools. He said there should be contingencies in place and to round the charge up to \$2,000. Superintendent Lynch provided an explanation of how MetroED determined the set-fee of \$1,950 for member districts. President Dean understood that the money for charter schools goes directly to charter schools, bypassing local districts.

CBO dela Cruz's recommendation was to reconsider the JPA Agreement, which has suggested language addressing the issue of allowing charter schools into MetroED's program and charging them a fee. President Dean told CBO dela Cruz to present this information at the next Governing Board Meeting and to include contingency options, fiscal impacts, and outcomes for charging charter schools different fees. The Governing Board will make a decision about charter schools in this meeting.

- SVCTE Course Criteria for Adding and Closing Programs

Superintendent Alyssa Lynch addressed the topic of *SVCTE Course Criteria for Adding and Closing Programs*. She said she attempted to close one of the programs last year based on enrollment, and the teachers told her she did not provide the paperwork with program data, which the previous administration used to close a program. She presented a policy to the Board that the previous administration used and was approved by the Board on May 8, 2013: *Criteria for Closing CCOC Classes*. She included the *SVCTE Program Data Information Sheet for Spring 2015*, which would be modified. The teachers didn't receive this supporting document, and not receiving it caused great concern. To remedy the situation, Superintendent Lynch created a simple table that included the same Board-approved criteria on the left side and enrollment criteria on the right side, *Enrollment & 11 Elements of High Quality CTE and New AB 104*. This table would be used to evaluate a program. Also, the

Silicon Valley CTE Data Collection sheet was designed and used to collect data for MetroED directly from students over a two-day period at the end of May while students were in class. The students' data was placed on a spreadsheet entitled *Silicon Valley CTE 2014-2015 Summative Data*; it may be used to track enrollment and for marketing programs. Based on the *2015-2016 Pre-Enrollment Counts for SVCTE* (as of June 1, 2015), Superintendent Lynch was able to see which programs had low enrollment numbers, less than 20 students, in the morning and afternoon. Some classes with low numbers may be back-filled with adult students. Superintendent Lynch said if a program's three-year history shows consistently low enrollment, it should no longer be offered, and a full contract should not be offered to the teacher. She also said the Biennial Course Review, labor market, and student demand would determine whether a program will continue or not.

President Dean said practically, a teacher should be asked how many students is he or she able to effectively manage and instruct. He also said in the case of a welding program that is material-intensive, the cap should be at 26 students when considering supply and safety. President Dean said a method should be used to collect data more consistently without disrupting the teachers' instruction time. Member Castellanos said the criteria should be positive and renamed *SVCTE Course Criteria for Continuing Programs*. She added that we need to build support from staff that are not receptive to change.

- Bell Schedules, Barriers, and New Ideas

Superintendent Lynch addressed the topic of *Bell Schedules, Barriers, and New Ideas*. She said MetroED is trying to be creative and innovative when remedying low enrollment in certain SVCTE classes. She met with principals of San Jose Unified School District to discuss ideas of offering special classes, such as *Introduction to Automotive Careers*, to freshmen and sophomores in the morning and to offer bussing for these classes. The principals were very receptive to the idea of offering special two-hour classes and offering classes to their underclassmen. Superintendent Lynch said new teachers with new contracts would teach these classes. She also said the special classes and schedules may be created for all of MetroED's member districts. Member Castellanos said fliers advertising the special classes may be tailored to reach Spanish-speaking and Vietnamese-speaking communities. Superintendent Lynch proceeded to explain how to implement this special program, and discussion ensued with the Board Members.

- District Staffing Review

The topic of *District Staffing Review* was not addressed because the Work-Study Session adjourned at 6:01 PM, in time for Open Session.

VI. 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 6:04 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
- Matthew Dean Campbell Union High School District
- Lan Nguyen East Side Union High School District
- Katherine Tseng Los Gatos-Saratoga Union High School District

VII. ADOPT CLOSED SESSION AGENDA

President Dean requested a motion to approve the Closed Session Agenda.

MOTION: It was moved to approve the Closed Session Agenda as presented. M/Bobay, S/Castellanos; Vote: 6 Ayes, Bobay, Canova, Castellanos, Dean, Nguyen, and Tseng; 0 Noes.

VIII. PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS

President Dean noted there were no public comments regarding Closed Session Items.

IX. ADJOURN TO CLOSED SESSION

President Dean adjourned the regular Governing Board Meeting to Closed Session at 6:05 PM.

**X. CALL TO ORDER / REGULAR MEETING
Reconvene from Closed Session**

The regular meeting of the Governing Board of the Metropolitan Education District reconvened from Closed Session and was called to order by President Dean at 7:16 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
- Matthew Dean Campbell Union High School District
- Lan Nguyen East Side Union High School District
- Katherine Tseng Los Gatos-Saratoga Union High School District

XI. REPORT OF CLOSED SESSION ACTIONS

President Dean said the Governing Board took no action in Closed Session, and there was nothing to report.

XII. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led President Matthew Dean.

XIII. ADOPT AGENDA

President Dean requested a motion to approve the Board Agenda.

MOTION: It was moved to approve the Closed Session Agenda as presented. M/Castellanos, S/Nguyen Vote: 6 Ayes, Bobay, Canova, Castellanos, Dean, Nguyen, and Tseng; 0 Noes

XIV. PUBLIC COMMENTS

President Dean noted there were no comments to the Board regarding subjects on the agenda.

XV. SPECIAL ORDER OF BUSINESS

President Dean asked Superintendent Lynch if there was any special order of business. Superintendent Lynch said there was no Special Order of Business.

XVI. CONSENT/ACTION CALENDAR (ACTION)

President Dean requested a motion to approve the Consent/Action Calendar.

MOTION: It was moved to approve Board Items #1, #3, #4, and #5 and to remove Board Item #2 for further discussion. M/Nguyen, S/Castellanos; Vote: 6 Ayes, Bobay, Canova, Castellanos, Dean, Nguyen, and Tseng; 0 Noes

BUSINESS AND FINANCIAL FUNCTIONS

- *1. Donations Offered to District

PERSONNEL FUNCTIONS

- *2 Approve Personnel Assignment Orders #2015-14

Administrative Position

Resignation

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Position Control #</u>
Marianne Cartan	SVCTE Director	6/30/15	140001

Confidential Positions

Out-of-Class*

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Position Control #</u>
Michelle Alaimo	Executive Assistant & Public Information Officer	6/17/15-6/30/15 & 7/1/15-7/31/15	142100

*Temporary 10% increase

Classified Positions

Resignation

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Position Control #</u>
Juanita Valdez	Administrative Assistant Superintendent's Office	6/18/15	152207

Temporary Position

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Position Control #</u>
Julia Xu	Interim Fiscal Services Manager	7/1/15-12/31/15	142002

Certificated Positions

Resignation

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Position Control #</u>
Shirley Atkins	Hourly Teacher SVAE	5/30/15	141102
	Hourly Teacher SVAE	5/30/15	141120
	Curriculum Specialist SVAE	5/30/15	147001

President Dean requested a motion to approve Personnel Assignment Orders #2015-14.

MOTION: It was moved to approve Personnel Assignment Orders #2015-13. M/Castellanos, S/Bobay; Vote: 6 Ayes, Bobay, Canova, Castellanos, Dean, Nguyen, and Tseng; 0 Noes

- *3. New Job Descriptions: Mobile Applications Design and Computer Coding Teacher, Pharmacy Technology Teacher, First Aid and CPR Teacher, Sports Medicine and Kinesiology Teacher

INSTRUCTIONAL AND STUDENT FUNCTIONS

- *4. SVAE Course Titles for 2015–2016
- *5. Out-of-State Travel

XVII. INFORMATION ITEMS/DISCUSSION ITEMS

- 6. Legislative Update

Superintendent Lynch reported that the governor passed his budget today, and he had previously released information on what it would look like for Career Technical Education (CTE) and Adult Education. CTE will receive \$900 million over a three-year period, and the distribution of the grant is as follows: 1st year, \$400 million; 2nd year, \$300 million; 3rd year, \$200 million. The governor wants districts to match the amount of money that an entity or consortium is applying for. His goal is for districts to support CTE after the three-year period. By the end of the three-year period, districts should have their funding to support CTE. Formal agreements should be in place for the three-year plan. The regulations will be available in January 2016. Adult Ed. will receive \$500 million. The plan for the first year, 2015-2016, is to allocate funds at the same level as the Maintenance of Effort (MOE), which is \$325 million. An additional \$175 million will be allocated to the new consortiums in January 2016.

XVIII. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

None.

BUSINESS AND FINANCIAL FUNCTIONS

- 7. Climate Survey

Jodi Edwards-Wright reported to the Board the results of two surveys: the *2014-2015 Student & Parent Climate Survey* and the *2014-2015 Teacher, Staff, & Community Partner Climate Survey*. The climate surveys were distributed via Blackboard (formerly ParentLink) to 3,650 stakeholders including parents and students. Due to a glitch in the system, the survey went out after the end of the school year. It will be redistributed in the 2015-2016 school year to provide an opportunity to stakeholders that were not able to participate in the climate survey. The data and comments from the climate surveys will be used to improve MetroED's educational services.

- 8. Adopt 2015-16 Budget

CBO dela Cruz discussed details regarding the 2015-16 State Budget, which provides \$6.2 billion for LCFF and \$3.5 billion in one-time funds, estimated at \$601 per ADA for school districts. She said there is no solution for ongoing, permanent funding for ROPs and CTE; \$900 million was set aside for three years of CTE matching grants. The trailer bill language favors applicants who do not have the CTE programs, have low ADA, and serves at-risk students with various limitations. The budget maintains an ongoing \$500 million in the Adult Education Block Grant. The first year equals 2014-15 maintenance of effort funding levels. The CCPT Grant of \$6 million was awarded to MetroED Consortium and will fund new programs at MetroED as well as expand upon current programs. Although the grant money was not included in the proposed budget, we have 45 days to revise it. CBO dela Cruz provided details on how the grant money will be dispersed. MetroED must determine how to continue to receive funding. She said seven funds totaling \$17.8 million in revenues and \$18 million in expenditures provides the general operating budget. The 2015-16 proposed budget ends in a deficit of \$188 thousand. This is an improvement of \$954 thousand compared to the deficit of \$1.1 million projected in the Second Interim Report. This improvement is not a permanent solution; reserves cannot be relied upon to support ongoing expenditures.

PERSONNEL FUNCTIONS

None.

INSTRUCTIONAL AND STUDENT FUNCTIONS

None.

XIX. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

1. CBO Marie dela Cruz

She had no comments at this time. Her presentation to *Adopt 2015-16 Budget* was part of her Executive Report.

2. MetroED Superintendent Alyssa Lynch

She had no comments at this time. Her presentation on the *Legislative Update* was part of her Executive Report.

3. SVAE Principal Suzi Glass

She provided her final report on the following:

- ESL Instructor Cesar Romero has eight students entering college next year.
- Ninety Percent of Dr. Safari's Medical Assisting students have jobs before they completed the program.
- This is the end of this chapter in her life. She thanked the Board for giving her the opportunity to change students' lives and creating brighter futures. She wished everyone good luck at MetroED.
 - Member Castellanos thanked Principal Glass for her many years of service to the community. She said Principal Glass not only changed lives; she changed future generations. She also helped the community integrate itself to a new world, and this will never be forgotten. Member Castellanos said the Board is are incredibly grateful.
 - Member Bobay said it was wonderful watching Principal Glass work. He appreciated everything she has done, and the Board will miss her.
 - Member Canova said he will miss her dedication and hard work. He said Principal Glass is an angel of education.
 - Member Tseng thanked Principal Glass for all the great work she has done for the students. She will be remembered for many generations to come.
 - Vice President Nguyen thanked Principal Glass for everything she has done for Adult Education and especially for the students.
 - President Dean said Principal Glass is an institution, and she is greater than the companies he has worked for. He said she has provided an invaluable service to multiple generations. He enjoyed seeing Principal Glass happy, enthusiastic, and with a smile on her face when she advocated for Adult Education and her students. He said she made everyone feel appreciated and welcome. He thanked her for giving him an opportunity to address the adult students at their high school graduation ceremony.

XX. BOARD COMMENTS

1. Member Bobay

Member Bobay reported the following:

- Needs to talk to Superintendent Lynch about a potential partnership with Juniper Networks and some students developing strong relationships with people in Milpitas who will support MetroED.

2. Member Canova

He had no comments at this time.

3. Member Castellanos

She had no comments at this time.

4. **Vice President Nguyen**

He had no comments at this time.

5. **President Dean**

President Dean reported the following:

- Need to schedule a Special Board Meeting in July to approve Personnel Assignment Orders to fill positions. Only a quorum of four needs to meet. He will not be available to attend this Special Board Meeting.

XXI. **OTHER MEETINGS**

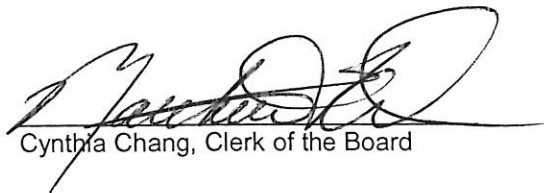
President Dean noted that Closed Session on August 19 will begin at 5:30 PM in lieu of 6:00 PM.

Regular Board Meeting: August 19, 2015	Closed Session	5:30 PM
	Open Session	7:00 PM

XXII. **ADJOURNMENT**

President Dean requested a motion to adjourn the meeting at 8:38 PM in honor of Principal Glass.

MOTION: It was moved to adjourn the meeting. M/Bobay, S/Nguyen; Vote: 6 Ayes, Bobay, Canova, Castellanos, Dean, Nguyen, and Tseng; 0 Noes.



Cynthia Chang, Clerk of the Board

Board President