

METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes
August 20, 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 Bobay at 6:00 PM, 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
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 7:07 p.m., in Silicon Valley CTE 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 Daniel Bobay.

V. ADOPT AGENDA

MOTION: It was moved to approve the agenda with the following modifications as recommended by Superintendent Lynch: Under Special Order of Business, introduce four new employees to the Governing Board, and advance Board Agenda Item #18 to Special Order of Business.
M/Chang, S/Dean; Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

VI. SPECIAL ORDER OF BUSINESS

Introduction of New Staff:

SVCTE Director Marianne Cartan: She introduced two new teachers of Silicon Valley CTE (SVCTE): John Furtado and Cassidy Cannizzaro.

Mr. Furtado began teaching for SVCTE this year in March. He is a graduate of California State University, Chico and has been in industry for 10 years making movies and as a director of photography.

Mr. Cannizzaro is a graduate of Los Gatos High School and was enrolled in the metal shop course at his high school. He was interested in becoming a teacher, and he began his educational career as a Teacher's Aide. He earned his Associate's Degree in Welding at Butte College.

Member Chang: She welcomed Mr. Cannizzaro, and she said she is a representative of Los Gatos-Saratoga Joint Union High School District. She asked Mr. Cannizzaro to come back to the district to speak to the students.

Cassidy Cannizzaro: He said he has already made arrangements to return to Los Gatos-Saratoga Joint Union High School District and speak to the students in the metal shop course.

Vice President Dean: He said he is a graduate of California State University, Chico, and he appreciates that we have new teachers who are graduates of his alma mater and Butte College.

President Bobay: He welcomed Mr. Furtado and Mr. Cannizzaro to MetroED.

Superintendent Lynch: She introduced Jodi Edwards-Wright, Director of Instruction and Accountability and Gloria Curd, Coordinator of Adult Programs.

Ms. Edwards-Wright worked in industry and has been in education for 28 years. She was an English teacher, taught at the business magnet at Santa Teresa High School in Evergreen School District, and taught an ROP program. She was the Small School Principal of Evergreen High School and was the Vice Principal of Branham High School and Leigh High School. She served students and parents in East Side Union High School District and Campbell Union High School District.

Ms. Curd has a Bachelor of Science in Accounting from California State University, Los Angeles and a Master of Science in Educational Leadership from California State University, San Jose. She worked eight years in industry as an Auditor, General Accountant, Financial Analyst, Cost Accountant, and Systems Analyst. She taught CTE computer, accounting, and business courses in the Santa Clara Adult Education program and community colleges. Her last job was at Hacienda La Puente Adult Education where she had worked for three years in community education.

Member Chang: She said she has a Master of Business Administration in Accounting and Information Systems from California State University, Los Angeles. She acknowledged that she and Ms. Curd are both alumnus of the same college, and she welcomed her to MetroED.

18. **Information Item: MetroED Foundation LeRoy R. Morell Trust Investment Report by John Moore, LPL Financial and John Sellarole, MetroED Foundation Vice President (Alyssa Lynch)**

John Moore, LPL Financial and John Sellarole, MetroED Foundation Vice President presented information of the MetroED Foundation LeRoy R. Morell Trust Investment Report to the MetroED Governing Board. Mr. Moore submitted an updated packet of the Trust, which was dated August 19, 2014. The following information is an excerpt from the updated report:

Metro Ed Morell Trust as of August 19, 2014
\$1,281,841.00 – TOTAL INVESTMENT as of 2010
\$160,194.02 – Total Withdrawn – (for Scholarships)
\$1,121,646.98 – Net investment
\$1,372,395.15 – Current Total Value
\$250,748.17 – Profit on Remaining Investment Dollars
\$160,194.02 – Withdrawals added back (for Scholarships)
\$410,942.19 – TOTAL PROFITS on investment since 2010, 4.94%

The Governing Board Members, Mr. Moore, and MetroED Foundation Vice President Sellarole discussed the Weekly Market and the Quarterly Report extensively.

Vice President Dean: He said that he would like the MetroED Governing Board to receive the Quarterly Report.

Mr. Moore: He said he would be able to email the Quarterly Report under the direction of the Chair of the Investment Committee, which is MetroED Foundation Vice President Sellarole.

President Bobay: He said that the request for the Quarterly Report is for informational purposes only.

MetroED Foundation Vice President Sellarole: He asked Superintendent Lynch for the email addresses of the MetroED Governing Board Members to fulfill MetroED Vice President Dean's request.

Member Canova: He said he is pleased that the investments are conservative

Member Chang: She said she appreciates the thorough explanations.

VII. PUBLIC COMMENTS

President Bobay: He noted there were no speakers this evening.

VIII. APPROVAL OF MINUTES

1. **Action Item: Approval of Minutes from the Regular Board Meeting of June 11 and 25, 2014 and the Governing Board Retreat of July 31, 2014.**

Member Chang: She said prior to this Board Meeting she discussed with Superintendent Lynch the minutes from the Governing Board Retreat on July 31, 2014. She said these minutes did not include two reports that were presented. She made a motion to only approve the minutes from June 11 and 25, 2014.

MOTION: It was moved to approve the minutes from the Regular Board Meeting of June 11 and 25, 2014 and to table the minutes from the Governing Board Retreat of July 31, 2014 for approval in the Regular Board Meeting on September 10, 2014. M/Chang, S/Dean Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

IX. CONSENT/ACTION CALENDAR (ACTION)

MOTION: It was moved to approve consent items #2 through #5, items #8 through #9, items #11 through #14, and items #16 through #17; hold items #6 through #7, item #10, and item #15 for more information. M/Nguyen, S/Dean; Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

BUSINESS AND FINANCIAL FUNCTIONS

- *2. **Action Item: Approve June Warrants Approval List (Joyce Shen)**

The Governing Board approved the Board Warrants List as presented for June.

- *3. **Action Item: Approve July Warrants Approval List (Joyce Shen)**

The Governing Board approved the Board Warrants List as presented for July.

- *4. **Action Item: Surplus Items (Joyce Shen)**

The Governing Board surplused the items listed in the Board packet.

- *5. **Action Item: Donations Offered to District (Joyce Shen)**

The Governing Board accepted the donations on behalf of the District.

- *6. **Action Item: Renew Agreement for Evening Campus Security Services (Debbie Fry)**

Vice President Dean: He said he wants our students to be leveraged for the opportunity to gain experience through internship with the security company. He said he was able to provide this experience to his students when he was a campus supervisor.

Member Chang: She said she wants CBO Fry to check on the age requirement of employees who are working for this security company to determine if our students will be able to participate in an internship.

President Bobay: He said that students would have to be employees of the contracted security company.

CBO Fry: She said it would not be advisable to involve students, especially if they are under age because they could be exposed to dangerous situations.

Vice President Dean: He said perhaps graduates who become of age can take advantage of an internship or employment opportunity such as this. He said that he would like to discuss this possibility in the future.

MOTION: It was moved to approve the service agreement for Evening Campus Security Services. M/Dean, S/Nguyen Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

*7. **Action Item: Call for Bids: Building 200 & 600, Outside Restrooms Accessibility Upgrades (Scott Hall)**

Vice President Dean wanted MetroED to consider using the local unions for the upgrade projects of outside restroom accessibility for buildings 200 and 600.

MOTION: It was moved to approve a Call for Bids for an accessibility upgrade to the outside restrooms in building 200 & 600. M/Dean, S/Nguyen Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

*8. **Action Item: Resolution #01-08-20-14 Authorizing Designated Management Personnel to Sign Official Electronic Funds Transfer Forms of the District (Debbie Fry)**

The Governing Board adopted Resolution #01-08-20-14 authorizing the specified individuals to sign all official electronic funds transfer forms on behalf of the District and authorize the filing of said signatures with the County Controller's Office.

*9. **Action Item: Resolution #02-08-20-14 Authorizing Designated Management Personnel to Sign Orders Drawn Upon the Funds of the District (Debbie Fry)**

The Governing Board approved Resolution #02-08-20-14 authorizing the designated District employees to sign orders drawn upon the funds of the District.

*10. **Action Item: Transportation Contract: First Student, Inc. (Debbie Fry)**

Vice President Dean: He asked if there was any consideration of working with partner districts to secure a transportation contract.

CBO Fry: She said yes, the District has considered working with partner districts, such as San Jose Unified School District (SJUSD), but the window to secure the contract was short. Next year, MetroED will work with SJUSD on a transportation contract.

MOTION: It was moved to approve the one-year-transportation-services contract between MetroED and First Student, Inc. M/Dean, S/Chang Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

PERSONNEL FUNCTIONS

*11. **Action Item: Personnel Assignment Order #2 (Debbie Fry)**

The Governing Board approved four resignations, one leave of absence, and two transfers.

*12. **Action Item: Approve Salary Schedules for each of the Employee Groups for Fiscal Year 2014-15 (Debbie Fry)**

The Governing Board approved the Salary Schedules for Certificated and Classified employees for fiscal year 2014-15.

*13. **Action Item: Certificated Personnel Stipends (Debbie Fry)**

The Governing Board approved ten stipends for Silicon Valley Career Technical Education Teachers for the 2014-15 school year.

INSTRUCTIONAL AND STUDENT FUNCTIONS

*14. **Action Item: Approve Williams Uniform Complaint Procedures Report (Debbie Fry)**

The Governing Board approved the quarterly report on the Williams Uniform Complaint Procedures.

*15. **Action Item: Agreement to Fund Services for CalWORKs Recipients in the Morgan Hill Unified School District (Suzi Glass)**

Member Chang: She said she wanted to discuss this item because it concerns students from Morgan Hill Unified School District. She reflected when Palo Alto Unified School District funded services with MetroED, and this district was charged a rate that was questionable. She wanted to know how this agreement through CalPERS differs from the agreement with Palo Alto. She wanted to know if it was possible next year to have other school districts fund services through CalPERS to get a lower rate.

SVAE Principal Suzi Glass: She said the students will not come to the MetroED campus. Morgan Hill Unified School District is a CalWORKs site-representative station, which serves students from Morgan Hill and clients in that area.

MOTION: It was moved to approve the agreement to provide services for recipients who are referred to MetroED and Morgan Hill Unified School District, by the Department of Social Services of the county of Santa Clara. M/Chang, S/Dean Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

*16. **Action Item: ROCP Course Review – Carpentry Apprenticeship & Roofing Apprenticeship (Marianne Cartan)**

The Governing Board reviewed the information regarding the list of ROCP courses.

*17. **Action Item: Community Classroom Agreements (Marianne Cartan)**

The Governing Board approved the agreements to provide on-the-job clinical training to Silicon Valley Career Technical Education medical students.

XIII. INFORMATION ITEMS

18. **Information Item: MetroED Foundation LeRoy R. Morell Trust Investment Report by John Moore, LPL Financial and John Sellarole, MetroED Foundation Vice President (Alyssa Lynch)**

Recommendation: That the Governing Board review the presentation on the MetroED Foundation's Investment portfolio.

19. **Information Item: Affordable Care Act (Debbie Fry)**

CBO Fry presented a PowerPoint on The Affordable Care Act's Impact on MetroED. She clarified definitions of new vocabulary in the Affordable Care Act to exemplify who would be impacted by this. Some examples include the following:

- Eligibility: who is being offered coverage – ACA requires districts to expand medical coverage to include FTEs that are not now eligible for coverage or risk a \$2,000 tax/FTE.
- Affordability: for those who are offered medical coverage – Is the lowest cost self-only coverage equal to or less than 9.5% of each FTEs household income?
- Reporting: giving information to the IRS about FTEs; demands that districts track the hours of service of their entire employee workforce.

CBO Fry included ten very involved steps to prepare for the Affordable Care Act. The tenth step, Signing on the Dotted Line, is similar to filing taxes and may be interpreted as a steady income for the federal government.

CBO Fry said The Affordable Care Act has numerous IRS Code. The people that developed this were newly-hired IRS agents two years before The Affordable Care Act was implemented. There will be stiff penalties.

CBO Fry strongly recommended to interview vendors now and to find a vendor that is competent to track the hours and report potential problems before they occur.

Member Chang: She wanted to know who MetroED has chosen as its vendor.

CBO Fry: She said MetroED chose American Fidelity because they offered a rate of forty-five cents per employee.

Member Canova: He said that he hopes one of the legislators in Sacramento will lobby for something different.

20. **Information Item: Legislative Update (Alyssa Lynch)**

Superintendent Lynch shared an email from Gerry Shelton, Partner of Capitol Advisors Group, which provided an update on two bills.

- *AB 1480 (Committee on the Budget) authorizes JPA ROCPs to be the grant recipient for the Career Pathways Trust Grant. A JPA ROCP can function as the lead agency in submitting a proposal for the second round of the Career Pathways Trust Grant. Recall that the county offices of education and school districts could already be the grant recipient; this simply adds ROCPs operated by JPA to that list.*
- *AB 2216 (Muratsuchi) was heard (during the first week of August) in the Senate Appropriations and was moved to the Assembly and Senate Education Committees Suspense File. If this bill does not move forward and is passed out of the Legislature, it will still face an uncertain future on the Governor's desk.*

Superintendent Lynch said 13 JPA superintendents will meet at North Orange County ROP on Wednesday, September 17. Some of the topics of discussion will be Advocacy Efforts, JPA Agreements/Amendments, and Career Pathways Trust Grant. Nancy LaCasse said School Services of California will lobby for the JPAs, if they form a coalition.

XIV. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

21. **Action Item: Organization of Staff for 2014-15 (Debbie Fry)**

MOTION: It was moved to ratify the proposed MetroED organizational structures for the 2014-15 school year. M/Dean, S/Garcia; Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

22. **Action Item: CSBA Nomination for Directors-at-Large: Asian Pacific Islander and Hispanic (Alyssa Lynch)**

MOTION: It was moved to not nominate anyone for the CSBA Director-at-Large positions because the Board does not know the candidates. M/Canova, S/Chang; Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No

BUSINESS AND FINANCIAL FUNCTIONS

--None--

PERSONNEL FUNCTIONS

--None--

INSTRUCTIONAL AND STUDENT FUNCTIONS

--None--

XV. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

SVAE Principal Suzi Glass:

She reported on the following:

- Adult classes are filling up; however, ESL still has vacancies.
- The working hours of Gloria Curd, Adult Education Coordinator, is 1:30-10:00 PM.

SVCTE Director Marianne Cartan:

She reported on the following:

- SVCTE Teachers participated in Project Based Learning (PBL) training from August 5th – 7th.
 - PBL was very successful.
 - They will follow up with the Buck Institute for additional training.
 - Additional in-service days were negotiated.
 - Teachers took surveys after each day of training. Cartan will share the results of the surveys with the Board.
- Enrollment
 - Enrollment of students at SVCTE is 200 higher than last year's number.
 - Higher enrollment may be attributed to many things including outreach, Public Relations, optimism, program updates/development, great partners, more direction, and now having a full-time counselor at East Side Union High School District.
- A handout of the UC "a-g" Course List was shared with the Board.
- SVCTE Director Marianne Cartan thanked the Board for supporting adding the position of Director of Instruction and Accountability.

MetroED CBO Debbie Fry: She acknowledged that the Fiscal staff increased their responsibilities in successfully accomplishing many challenging tasks this past summer. She also reported that the Human Resources Department is working hard on notifications to staff. She is very happy and proud of our team.

MetroED Superintendent Alyssa Lynch:

She reported on the following:

- Thank you and congratulations to East Side Union High School District for adding a full-time counselor.
- Thank you to Member Canova for bringing Congressman Mike Honda to MetroED on Monday, August 18. Congressman Honda filmed his campaign commercial on our campus.
- Update on All-Staff Meeting:
 - Staff was provided information on TDS and Worker's Comp
 - Newest changes for SVCTE, SVAE, and MetroED
 - New employees
 - New SVCTE business cards
 - New SVCTE Brochure
- Santa Clara County School Boards Association wants to host a breakfast at MetroED in March 2015. Superintendent Lynch wants Chefs Jan and Nancy Joseph to consider catering for this event.

XVI. BOARD COMMENTS

(Daniel Bobay)

Member Garcia: He said the new SVCTE brochure looks great. He said he is happy to see MetroED's new leadership and SVCTE's new teachers.

Member Chang: She said she is very happy to be back, and she is looking forward to working hard. She wants to make sure that we have stable funding. She is happy that the Santa Clara County School Boards Association will host its breakfast at MetroED. She said normally, this event is at Mission College; this is a welcome change.

Member Canova: He shared Congressman Mike Honda's history with MetroED. He said a student of Collette Betters worked for Congressman Honda. He said we will see dividends for all our hard work. He would like to have a full-time counselor from Santa Clara Unified School District at MetroED.

Board Clerk Nguyen: He said it is important to have a full-time counselor at MetroED. He stated that we will see more collaboration from East Side Union High School District. He suggested to the Board to have students from each district come speak at their Board Meetings and at MetroED Governing Board Meetings; their allotted time to present may only be 10 minutes.

Vice President Dean: He commended the increased enrollment at SVCTE. He said to continue communicating with stakeholders and qualifying its courses for UC "a-g" approval. He wants the Board to have more interaction with students from each program prior to a Governing Board Meeting (CSI, Fire Technology, etc.)

President Bobay: He announced that he is running for Mayor of Milpitas. He said that since he has been campaigning he has been in contact with other stakeholder groups. He will extend an invitation to these groups to become business and educational partners of MetroED. He will encourage them to tour MetroED as well.

XVII. OTHER MEETINGS

Regular Meeting, September 10, 2014

Closed Session
Open Session

6:00 pm
7:00 pm

XVIII. ADJOURNMENT

(Daniel Bobay)

President Bobay adjourned the meeting at 9:01 PM.


Lan Nguyen, Clerk of the Board