

METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes
September 10, 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 – Absent
Richard Garcia	San Jose Unified School District
Linda Goytia	Campbell Union High School District – Alternate
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 7:08 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 modification as recommended by President Bobay: Advance Board Item #10 of Information Items and position it after Student Reports. M/Chang, S/Garcia; Vote: 6 Ayes, Bobay, Canova, Chang, Garcia, Goytia, and Nguyen; 0 No; 1 Absent, Dean

VI. STUDENT REPORTS

A. Silicon Valley Adult Education (SVAE) Student

Former Silicon Valley Adult Education (SVAE) Medical Assistant Student, Kamaldeep Kaur presented to the Board. She completed the Medical Assisting program in June 2014. Her instructor was Dr. Nazila Safari. She provided very passionate and heartfelt details of her experience in the Medical Assisting program. She exceeded her own expectations while acquiring the skills she needed to pursue her dream in this field of study. She continued her education at Evergreen Valley College and attained her Associates Degree in Health Science. She is now a junior at San Jose State University, and she is studying to become a nurse. Ms. Kaur said she was grateful to have had the opportunity to enroll in the Medical Assisting program because it changed her life.

B. Silicon Valley CTE Featured Program: *Transportation*

Silicon Valley CTE's Transportation Industry presented to the Board. Instructors Nathan Chukes of Auto Body Painting, Bob McTaggart of Auto Body Repair, and James Walker of Automotive Careers: Brakes & Alignment accompanied their student-speakers, Liliana Santos, Justin

Moreno, and Ricardo Miranda. Each student provided detailed accounts of their experiences with the various automotive programs. The Board was pleased and impressed with each student's testimony of what they learned from each program acquiring important and industry-standard employable skills as well as their pursuit in well-paying jobs in the automotive industry. Members of the Board inquired about each student's knowledge in their field of study and learned more about their future goals.

VII. SPECIAL ORDER OF BUSINESS

None.

VIII. PUBLIC COMMENTS

President Bobay: He noted there was one speaker this evening.

Kathy Jasper: She thanked the Board for approving the Public Agency Retirement Services (PARS) program. She said the Union Leaders were invited to the MetroED Leadership Team Retreat on August 7. She learned about many of the forthcoming positive changes in the new school year; much of it was dedicated to communication. She and two of her AFT constituents met with Superintendent Lynch on September 9 in the first quarterly AFT Union meeting. She shared a concern regarding hiring criteria for teachers to possess the skills of presenting information to students in a PowerPoint presentation. She hopes AB86 Consortium, of which she is a representative, will save Adult Education. On Saturday, September 13, she will walk for MetroED Governing Board Member, Richard Garcia. He is running to maintain his seat as a Board of Trustee of the San Jose Unified School District.

A discussion ensued regarding Ms. Jasper's comment on the hiring criteria for teachers. President Bobay inquired what other methods would teachers utilize to demonstrate their level of 21st Century technology skills, which would be used to instruct their students. The Governing Board requested to include this topic in the October Board Agenda for further discussion.

IX. APPROVAL OF MINUTES

*1. Action Item:

a. Approval of Minutes from the Governing Board Retreat of July 31, 2014.

MOTION: It was moved to approve the minutes from the Governing Board Retreat of July 31, 2014. M/Nguyen, S/Chang; Vote: 6 Ayes, Bobay, Canova, Chang, Garcia, and Nguyen; 1 Abstain/No, Goytia; 1 Absent, Dean

b. Approval of Minutes from the Regular Board Meeting of August 20, 2014.

MOTION: It was moved to approve the minutes from the Regular Board Meeting of August 20, 2014. M/Chang, S/Garcia; Vote: 6 Ayes, Bobay, Canova, Chang, Garcia, and Nguyen; 1 Abstain/No, Goytia; 1 Absent, Dean

X. CONSENT/ACTION CALENDAR (ACTION)

MOTION: It was moved to approve consent items #2 through #9. M/Chang, S/Nguyen; Vote: 6 Ayes, Bobay, Canova, Chang, Garcia, Goytia, and Nguyen; 0 No; 1 Absent, Dean

BUSINESS AND FINANCIAL FUNCTIONS

- *2. Board Warrant List as presented for August
- *3. Surplus of the items listed in the Board packet
- *4. Budget changes included in the Monthly Financial Update for the period ended August 31, 2014.

PERSONNEL FUNCTIONS

- *5. Two new hires and four stipends
- *6. Salary Schedules for fiscal year 2014-15.
- *7. Revised Job Description for the position of SVCTE Counselor

INSTRUCTIONAL AND STUDENT FUNCTIONS

- *8. 2014-2015 fundraising activities for Silicon Valley CTE
- *9. Memorandum of Understanding with the Educational Testing Service

XI. INFORMATION ITEMS

10. SVCTE Featured Program: *Transportation* (Marianne Cartan)

The SVCTE Featured Program, Transportation, was advanced up the agenda, and was presented after the student report of Silicon Valley Adult Education.

11. MetroED Staffing Report (Debbie Fry)

CBO Fry presented a PowerPoint on the MetroED Staffing Report. Through charts and graphs, it detailed the demographics of SVCTE and SVAE employees by expenses (salaries and benefits) based on 2013-2014 unaudited actuals; full time and part time positions as of August 2014; years of service; percentage of age and gender; and race. SVCTE students and Adult Education students were also exemplified in charts and graphs by percentage of gender and race.

Discussion ensued regarding the percentage of race. SVCTE and SVAE serve a high population of Hispanic students. Indian was formerly included in with White/Non-Hispanic before 2014; therefore the percentages of White/Non-Hispanic in previous years may be inflated. The representation of specific races has been remedied, and each race will be coded separately. However, there is not yet a remedy to categorize mixed race. Those who are multiracial will often choose "Other" or a specific race which they identify most with.

12. Quarterly Investment Report as of 06/30/2014 (Debbie Fry)

CBO Fry discussed the information from the Quarterly Investment Report, which is current as of June 30, 2014. Most district investments are on deposit with the Santa Clara County Treasurer. The County Treasurer has no particular issues or concerns. The current investment policy was included in the report, and the portfolio is compliant with MetroED investment policy #3430. Although the stock market has been rising, the County Treasurer will follow the county's conservative investment policy.

13. Legislative Update (Alyssa Lynch)

Superintendent Lynch apprised the Governing Board with information regarding a visit with Senator Jim Beall and the status of bills. On Tuesday, September 2nd a group comprised of SVCTE students, MetroED and SVCTE staff, MetroED Governing Board Member Jim Canova, MetroED Governing Board Member Cynthia Chang, and MetroED Business Partner Mark Clark of MONEYdawg \$olution\$ visited Senator Beall to discuss two key issues. *Key Issue #1* was funding for all ROPs in California is set to end after the 2014-2015 school year. Governor Brown rolled all categorical programs into the Local Control Funding Formula (LCFF). *Key Issue #2* was about the \$250 million dollar Career Pathway Trust Grant, which is funded through Linked Learning and was created by Daryl Steinberg. School Districts and ROPs will be competing for this grant to remain viable. Senator Bell advised the group to develop a political strategy and contact specific legislators to determine which of their staff members are knowledgeable of our situation and evolve our plan from that point. He also advised the group to reach out to their

education committee. She included Senator Beall's staff members, Field Representative and Scheduler Alex Wara and Legislative Aide Anna Alvarado garnered information from the California Department of Education on behalf of MetroED regarding the Career Pathways Grant, which will assist our organization in the forthcoming second round of the grant application. This information was provided to Superintendent Lynch.

School Services of California provided a Legislative Bill Report to MetroED, which lists bills that may or may not be approved by the end of September. Superintendent Lynch addressed the bills which impact Career Technical Education.

October 24th is a prospective date of an event at MetroED, which is a CTE Call to Action: *The Buzz on CTE*. Senators, politicians, the MetroED Governing Board, business partners, educational and community stakeholders, Governor Brown, and his aide will be invited to hear and see the buzz on CTE on the MetroED campus. Superintendent Lynch will confer with to Silicon Valley Education Foundation for additional ideas for this event. They are politically connected, and she would like them to sponsor this event. They may also assist us to get State Superintendent of Public Instruction Tom Torlakson to attend the event.

Member Cynthia Chang suggested we send a link of a video of our programs and facilities to the people who are not able to attend this event. She also said the Santa Clara School Board Association Annual Spring Legislative Brunch will be held at MetroED. She will find out when this event is going to take place and she will forward it with additional information to Superintendent Lynch. The attendees of this event will have an opportunity to see the classrooms and programs.

XII. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

14. Annual CALCP/CAROCP Conference (Alyssa Lynch)

The Governing Board authorized reimbursement of expenses as noted in the District's Travel & Conference procedures for as many MetroED Governing Board members who attend the annual CALCP/CAROCP conference on November 19-21, 2014.

M/Canova, S/Garcia; Vote: 6 Ayes, Bobay, Canova, Chang, Garcia, Goytia, and Nguyen; 0 No; 1 Absent, Dean

15. Future Funding Commitment from JPA Districts (Alyssa Lynch)

Superintendent Lynch has met with five of the six JPA Superintendents. She will meet with Dr. Vincent Matthews of San Jose Unified School District soon. She received a commitment to MetroED from Los Gatos-Saratoga Joint Union HSD. Member Chang will meet with her district superintendent to be apprised of his meeting with Superintendent Lynch.

This Board Item is not so much an action item as it is an Information Item and a request by Superintendent Lynch. Member Chang understood and clarified that each Governing Board Member may make their own decision to speak to their superintendent about continuing to support MetroED financially. Member Canova asked Superintendent Lynch if each Board Member should talk to their superintendent before the election cycle, and she answered affirmatively. President Bobay stated this conversation may be premature. Superintendent Lynch encouraged each Board Member to meet with their superintendent so that they may receive the same message which was relayed to her. Member Nguyen will report back after he has met with Superintendent Chris Funk.

Member Garcia wants SVCTE and SVAE students to make a presentation at each of their district's Board Meetings. By allowing their Board of Trustees to hear our students'

testimonies, they will have a better understanding of the positive impact our programs have on them. He also suggested a theme for the Buzz on CTE event: "Thank you." By focusing on this theme, the event will be perceived more positively.

The Governing Board discussed the best next-steps in gaining commitments from districts to fund MetroED. No roll-call vote was taken.

BUSINESS AND FINANCIAL FUNCTIONS

16. 2013-14 Unaudited Actual Financial Reports (Debbie Fry)

CBO Fry provided a PowerPoint presentation which detailed information of the MetroED Unaudited Actuals for the 2013-14 School Year. SVCTE and SVAE generated revenues of \$15.2 million dollars and \$3.9 million dollars respectively. The respective expenses of SVCTE and SVAE were \$14.2 million dollars and \$4.1 million dollars. The results showed SVCTE gained \$1.0 million dollars and SVAE lost \$271,000.

Expenses and revenue by percentage have not changed. To prepare for the retirement incentive, the reserve was increased in the ROP fund. The ending fund balance in the Adult Education fund is falling below a level of comfort and will require some reductions in spending. The funding structure for SVCTE and SVAE programs remains uncertain for the future.

CBO Fry's recommendations are to continue to maintain and/or increase reserves to remain flexible during uncertain funding, reduce spending in adult education by \$550,000 (13%) for next fiscal year in order to remain viable, and actively pursue Board, legislative and partner district support to continue to offer these meaningful programs.

The Governing Board approved all 2013-14 interfund transfers, approved all fund balance designations, and authorized the Superintendent to file the 2013-14 Unaudited Actual Financial Report with the Santa Clara County Superintendent of Schools.

M/Chang, S/Garcia; Vote: 6 Ayes, Bobay, Canova, Chang, Garcia, Goytia, and Nguyen; 0 No; 1 Absent, Dean

PERSONNEL FUNCTIONS

--None--

INSTRUCTIONAL AND STUDENT FUNCTIONS

--None--

XIII. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

SVAE Principal Suzi Glass:

Adult students may now take the High School Equivalency Test (HiSET) at the Silicon Valley Regional Testing Center, which is obtained through the Education Testing Service (ETS). It is equivalent to a high school diploma. The State Board of Education approved this exam in March.

The *Workforce Investment Act (WIA) Grant, Title II* is \$18,000 higher than last year's grant. The number of pay points for the Adult Secondary Program (GED and High School Diploma) increased by 40 graduates, which is nearly 20% for SVAE.

She is a member of the South Bay Consortium for Adult Education. The administrators, staff, and faculty are involved in completing a survey, which measures the current state of

each agency's course offerings and needs. The results will provide a foundation of which to build future alignments in articulations for adult education between community colleges and adult schools. This is a shared goal of AB86 and the consortiums.

The Santa Clara County Office of Education will be recognizing the 2014 Teachers of the Year and STEM Teaching Award winners on Thursday, October 2nd at the Heritage Theatre in Campbell. In addition to each Board Member's districts recognizing their Teacher of the Year, a request was made to include recognition of MetroED/SVAE's Teacher of the Year, Sam Ajam. A teacher of 10 year in SVAE, Mr. Ajam teaches High School Diploma, GED preparation, and Adult Basic Skills. He is also the Adult Secondary Education Curriculum Specialist and has been instrumental in elevating the technology skills of our teachers.

SVCTE Director Marianne Cartan:

She thanked the Governing Board for implementing the Silicon Valley CTE Featured Program.

SVCT Back-to-School Night was Monday, September 8 and was very successful. Students accompanied their parents to the event. SVCTE's new Program Representatives promoted the programs very well. They will be introduced to the Governing Board in the future.

Student Council met for the first time. There are 60 students – 30 each from the morning and afternoon classes. The students engaged in Student Council are provided an opportunity to speak publicly and to develop leadership skills.

The Blood Drive will take place in the morning on Tuesday, October 7th and in the afternoon on Wednesday, October 8th. It will be conducted during the three-hour classes with an additional 30 minutes. She will request Superintendent Lynch to forward this information to the Governing Board if they are interested in donating their blood.

She thanked the Governing Board for approving the Counselor Job Description. It is now more similar to the job description of a high school counselor in each of the Board Member's school districts. The new job description also supports the reclassification of this position.

We are currently interviewing candidates for SVCTE Program Coordinator/Assistant Principal, which Jeff Schmidt vacated to accept a position at the Santa Clara County Office of Education.

Leota Kuzma is a new counselor from East Side Union High School District (ESUHSD) who is assigned to SVCTE. We have a great advocate and liaison at the ESUHSD high school sites that is very knowledgeable about our programs.

It is apparent that the more knowledge high school counselors have about SVCTE programs, the more information they are able to bestow upon the students, parents, and our communities. This translates to higher enrollment numbers. She encouraged the Board Members to continue the support of allowing their counselors to meet as a group for an hour and a half every month and remain apprised of our programs.

MetroED CBO Debbie Fry:

She had nothing to report at this time.

MetroED Superintendent Alyssa Lynch:

She had a "Thank you" theme and thanked the following people:

- Campbell Union HSD for Bob Harper taking the lead in Adult Education. A letter signed by all six JPA Superintendents supports Adult Education and AB 86. It will be mailed to Governor Brown.
- Member Cynthia Chang for inviting her to the Mid-Autumn Festival. Superintendent Lynch had an opportunity to see the Chinese Legacy Museum at this event.
- Member Jim Canova for inviting her to Congressman Honda's meet-and-greet event.

- Wendy Dillingham-Plew, Campbell Board of Trustee who will be coming to MetroED on September 11 with 15 CTA members.
- Our teachers for a wonderful Back-to-School Night
- SVCTE Director Marianne Cartan for working hard on increasing the number of our counselors from 10 to 30. We expect to have up to 50 counselors with our hard work.

XIV. BOARD COMMENTS

(Daniel Bobay)

Member Garcia:

He said thank you for the list of counselors.

Member Chang:

She said Los Gatos-Saratoga Joint UHSD Board of Trustee Michele H. van Zuiden term is expiring. There will be three seats to fill. Member Chang is running unopposed, and she will return in January as MetroED Governing Board Member.

Member Canova:

He said the Agnews Celebration Event will take place on Friday, September 12th. He will forward the invitation and information to Superintendent Lynch and Senior Executive Assistant Kristee Smith.

Board Clerk Nguyen:

He said thank you to the MetroED staff for implementing the SVCTE Featured Program. He also commented on new Board Members not having enough knowledge about CTE and MetroED. Without this knowledge they are not able to give their full support. Board Members who have been in education for a long time, and have full knowledge of CTE and MetroED have given their full support.

Board Alternate Goytia:

She said three seats of the Campbell Union HSD Board of Trustees will be open during election including the seat of MetroED Vice President Matthew Dean who is the Board President of her district.

President Bobay:

He said he has been visiting many schools during their Back-to-School Night events. He thanked Superintendent Lynch for attending his campaign event for Mayor of Milpitas. He spoke on behalf of the MetroED Board Members and confirmed each will speak to their superintendent about continuing their support of MetroED.

XV. OTHER MEETINGS

Regular Meeting, October 8, 2014	Closed Session	6:00 pm
	Open Session	7:00 pm

XVI. ADJOURNMENT

(Daniel Bobay)

President Bobay adjourned the meeting at 9:16 PM.


 Lan Nguyen, Clerk of the Board