

METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes November 12, 2014

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 Bobay at 7:14 p.m., 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
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. REPORT OF CLOSED SESSION ACTIONS

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

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by President Daniel Bobay.

IV. ADOPT AGENDA

MOTION: It was moved to approve the agenda as presented. M/Dean, S/Chang; Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Nguyen; 0 No;

V. PUBLIC COMMENTS

President Bobay: He noted there were no Public Comments for Board Items, which were not on the agenda.

VI. STUDENT REPORTS (5-Minute Limitation)

A. Silicon Valley Career Technical Education (SVCTE) Student

No Student Report was provided for Silicon Valley Career Technical Education because the guest speaker was not available.

B. Silicon Valley Adult Education (SVAE) Student

Current SVAE student, Victoria Cordero, is enrolled in the Advanced English Second Language (ESL) class. She enrolled in Advanced ESL to explore ways to help her children achieve success in school. In addition to learning how to speak English, she has learned life-skills: traffic rules, history, typing keyboard, how to use a computer, and writing. She is thankful for having the opportunity to learn ESL at SVAE. She said it is important for SVAE to exist and offer adults an opportunity to learn and continue their education. She thanked the Governing Board for supporting the program.

Board Clerk Nguyen thanked Ms. Cordero for sharing her story. Vice President Dean thanked her for taking advantage of the program. Board Member Garcia thanked her for telling her success story. He said it was important for the Board to see how much our program helped her. Member Chang told her to return and provide the Board an update of her progress. President Bobay congratulated her and said she spoke English very well.

VII. SILICON VALLEY CTE FEATURED PROGRAM

A. Dental Assisting

Silicon Valley CTE's *Dental Assisting* program was presented to the Board by Instructor Michelle Sugden; Ms. Sugden's former student, Amy Brown, a 2010 graduate of Santa Teresa High School; and Kassandra Peña, a junior from Del Mar High School and current student of Instructor Gina Fleming. Mrs. Sugden provided a brief overview of the Dental Assisting program with a PowerPoint, a two-page flier listing the Dental Assisting Work-Based Learning Partners and Dental Assisting Employer Advisory Members, and a two-page program flier.

Member Garcia said the presenters are great ambassadors for the Dental Assisting program. Member Canova said the presentation was excellent. Member Chang received confirmation from Superintendent Lynch of the recording of our students' testimonies. She was very pleased a record of the presentations will be preserved for posterity and will be shared with others to inform them of this program. Board Clerk Nguyen would like both of these students to present to the Board of Trustees at the next East Side Union High School District Board Meeting. Vice President Dean said the students provide a profound service in the dental field, and he wished them continued success.

VIII. SPECIAL ORDER OF BUSINESS

Superintendent Lynch informed President Bobay of a special presentation for Member Garcia. Due to the Mid-Term Elections this month Member Garcia will be leaving his position shortly as a Member of the MetroED Governing Board. Member Garcia received accolades from President Bobay and fellow Board Members. Superintendent Lynch presented Member Garcia with a plaque honoring his many years of service on the MetroED Governing Board.

IX. CONSENT/ACTION CALENDAR (ACTION)

MOTION: It was moved to approve consent items #1 through #4, items #7 through #8, and items #13 through #14; hold items #5 through #6 and items #9 through #12 for discussion. M/Chang, S/Dean; Vote: 6 Ayes, Bobay, Canova, Chang, Garcia, Dean, and Nguyen; 0 No

- *1. Minutes from the Regular Board Meeting of October 10, 2014.

BUSINESS AND FINANCIAL FUNCTIONS

- *2. October Warrants Approval List (Joyce Shen)
- *3. Monthly Financial Update for the period ended October 31, 2014 (Joyce Shen)
- *4. Surplus Items (Joyce Shen)
- *5. Approve Governmental Accounting Standards Board (GASB) Actuarial Study as of July 1, 2013 (Joyce Shen)

Member Chang wanted more information on this item. After receiving the information from CBO Fry, Member Chang said she wanted employees to consider the overall compensation package because it is money they are entitled to, and if school districts cannot make the payment in the future, the retirees will lose money. By increasing monies on the current salary schedule, we could potentially hurt the long-term financial stability of the District. Member Dean agreed with Member Chang's comments, and he said we need to define a plan for benefits.

It was moved to approve the GASB Actuarial Study as of July 1, 2013.

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

After voting, Chang said to bring back this item for discussion when a new CBO is in place.

- *6. Award Bid for SVCTE Building 200/600 Renovations to Southland Construction Management, Inc. (\$253,032) (Scott Hall)

Member Chang wanted to know if we are using the District's money to renovate, and if we are using the same architect which renovated the other buildings on this campus. Mark Bartos of Bartos Architecture introduced himself and stated his architectural firm will oversee the renovation project. He said the contract with Southland Construction Management, Inc. is a single-contract. Renovations will begin in December and will be completed before the SVCTE Car Show, which will be on May 1, 2015. Member Chang said she looks forward to seeing the end-product.

It was moved to approve the Award Bid for SVCTE Building 200/600 Renovations to Southland Construction Management, Inc. (\$253,032).

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

- *7. Burlington English System Purchase (Suzi Glass)
- *8. Agreement with Independent Contractor, Roy Blitzer: \$3,000. (Debbie Fry)
- *9. Approve Agreement with Independent Contractor, Amanda Johnston, Grant Writer: \$36,000 (Jodi Edwards-Wright)

Member Chang asked Superintendent Lynch to provide more information on this item. Superintendent Lynch said the Independent Contractor, Amanda Johnston, is a national grant-writer from Denver, Colorado. Jodi Edwards-Wright had done extensive research on Ms. Johnston. Superintendent Lynch said the District advertised this past summer for a grant writer who would not be on staff, would not include benefits, and would work full time with no interruptions. She said the District negotiated a contract, which is equivalent to \$3,000 per month. Ms. Johnston and her team of six grant writers will write three grants per month. Ms. Johnston has a track record of acquiring \$6-\$10 million dollars. Superintendent Lynch said the District's goal is to have Ms. Johnston help with the Career Pathways Trust Grant as well as federal and national grants. The District will pay for Ms. Johnston's travel to California in December so she could tour Silicon Valley CTE's programs. This will enable her to envision what she will be applying for when she writes our grants. Superintendent Lynch said the decision to hire Ms. Johnston was based on her solid track record with other non-profit organizations.

It was moved to approve the Agreement with Independent Contractor, Amanda Johnston, Grant Writer.

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

- *10. Approve Agreement with Silicon Valley Business Journal: \$51,490. (Debbie Fry)

Member Chang asked Superintendent Lynch to provide more information on this item. Superintendent Lynch said the contract with Silicon Valley Business Journal (SVBJ) is a 15-month campaign. Superintendent Lynch said the rebranding of Silicon Valley Adult Education and Silicon Valley CTE will be exemplified in the strip ads in SVBJ. She chose to advertise in SVBJ because the top businesses in Silicon Valley read it and the Book of

Lists, which SVBJ produces. Superintendent Lynch said the District will have three strip ads in the Book of Lists in December. Superintendent Lynch said prestigious and well-known businesses advertise in SVBJ. She said MetroED will be able to connect to these businesses and let them know who we are, we can provide them 1,500 students per year in internships and job shadowing, and we can be their future resource for employees.

Member Chang asked Superintendent Lynch if it is possible to measure success after advertising in SVBJ after one year. Superintendent Lynch said a funding stream is forthcoming for ROPs, and one of the elements of being funded is accountability for the number of secured internships in CTE. She said the state has encouraged ROPs to partner with businesses and support Linked Learning and CTE through Work-Based Learning. She said the students' involvement with businesses is measurable. Member Chang said she hopes the District will be able to connect with more businesses which can provide internships for our students. Vice President Dean said success may be measured by the incremental additions of businesses the District acquires to support our programs. He reads and supports SVBJ. He said it is the premier journal.

It was moved to approve the Agreement with Silicon Valley Business Journal.

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

- *11. Approve Agreement with Independent Contractor, Jim Stoch, Business Partner Liaison, \$20,000. (Debbie Fry)

Member Chang asked Superintendent Lynch to provide more information on this item. Superintendent Lynch said the Career Pathways Trust Grant requires an intermediary, which is a person who helps to partner the businesses with an educational institution. Superintendent Lynch said Jim Stoch is well-known in education and is a former business owner. She said he is able to provide information about prospective business partners to the District, and he recruits business partners for the District's grant application. Superintendent Lynch said Mr. Stoch has volunteered his time for the last six months, and the District would like to hire him for contract work as a Business Partner Liaison.

It was moved to approve the Agreement with Independent Contractor, Jim Stoch, Business Partner Liaison.

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

- *12. Adopt Resolution #03-11-12-14 on Local Reserves Cap (Debbie Fry)

Member Chang said with the recommendation of CSBA, she had asked the Governing Board to adopt this Resolution during the October Board Meeting. She wanted to discuss this item because Proposition 2 passed in the General Mid-Term Election. She said she was very uncomfortable with the cap being placed on the local school districts. She felt it was very irresponsible enforce school districts to lose the flexibility to put aside money for rainy-day funds. She said she supports this resolution and hopes the Board and the District will be able to change the existing resolution. Board Clerk Nguyen said this is the right time to support this resolution. Vice President Dean said this resolution provides a way to pay for programs, and we want to prevent discontinuing them when students have only completed half of their courses. President Bobay said the LCFF is not reasonable, and although the revise was in May, his district did not receive information about being funded until October/November.

It was moved to Adopt Resolution #03-11-12-14 on Local Reserves Cap.

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

PERSONNEL FUNCTIONS

- *13. Revised Salary Schedule for Certificated Counselor (Unrepresented) and New CTA Annual Stipends Salary Schedule for Fiscal Year 2014-15 (Debbie Fry)

INSTRUCTIONAL AND STUDENT FUNCTIONS

- *14. Out-of-State Travel (Marianne Cartan)

X. INFORMATION ITEMS/DISCUSSION ITEMS

- 15. ParentLink Presentation (Jodi Edwards-Wright)

Curriculum & Instruction Director Jodi Edwards-Wright presented information to the Board about ParentLink. She said the three vital components to this service were notify (integrates our data in Schoolhouse), activate (gives our audience 'delivery' options), and sociability (use social media to tell our story). She also said message history is retained, videos may be posted, and messages may be posted on social media websites. She said end-users may access the application from any device which supports it. Ms. Edwards-Wright presented a video from the ParentLink website. She assured the Governing Board that students' information will be protected from push notifications. She informed the Governing Board of ParentLink being merged with Blackboard as of November 12th. Although this occurred, the service, which MetroED purchased, will not be compromised. After Ms. Edwards-Wright's presentation, she guided the Governing Board and the audience on how to download the ParentLink application.

- 16. Veterans Career Technical Training Initiative (Alyssa Lynch)

Superintendent Lynch said the information provided was compiled for Member Garcia at his request during the October Governing Board Meeting. The three distinct programs at MetroED which offer assistance to Veterans (and their dependents) who enroll in CTE courses at SVCTE and SVAE are Veteran's Career Training Initiative, Work2Future (contract grant through the City of San Jose), and the GI Bill Authorized Provider. Member Garcia wanted MetroED to determine ideas to increase participation in these programs because there is a demand to assist this population. Superintendent Lynch reviewed the list of future recruitment opportunities, and included having Jim Stoch, Business Partner Liaison, educate our business partners. Vice President Dean said this subject should be brought back in six months to report out on how the District has taken steps to improve the offering of this program and how it has helped the rehabilitation of veterans.

- 17. First Reading: Board Policies; Tri-Annual Update (Alyssa Lynch)

Superintendent Lynch said this is a normal update of Board Policies by CSBA. Vice President Dean said it would be helpful to see the change bar so it is apparent what changes were applied. Member Chang said changes should be highlighted. CBO Fry said the Policy Guidesheet provides details of the changes.

- 18. New MetroED Student Success Videos (Alyssa Lynch)

Superintendent Lynch shared two new MetroED student success videos of former students Nick Clausen, SVCTE Truck Mechanics Program and Vanessa Harris, SVAE GED Program and Adult Medical Assisting Program.

Member Garcia said the video about Ms. Harris was very powerful because she stated her teachers believed in her more than she believed in herself. He also said Ms. Harris should be interviewed further because she works with veterans.

XI. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

19. Approve Biennial Review of Board Bylaw 9270 (Alyssa Lynch)

Superintendent Lynch said the County of Santa Clara Office of the County Counsel contacted every school district and local agency in the county regarding the biennial review of their Conflict of Interest Code (Form 700 Filing Officials). She said the Board Bylaw 9270 was updated to reflect the language the County had requested. The required amendments by MetroED include accurate disclosure of new positions (including consultants) that must be designated and revisions of titles of existing positions.

It was moved to approve the Biennial Review of Board Bylaw 9270.

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

BUSINESS AND FINANCIAL FUNCTIONS

None.

PERSONNEL FUNCTIONS

None.

INSTRUCTIONAL AND STUDENT FUNCTIONS

20. Approve Williams Textbook Report for Silicon Valley Adult Education (Jodi Edwards-Wright)

Director of Curriculum & Instruction Jodi Edwards-Wright said during the October Governing Board Meeting, she presented the Williams Textbook Report for Silicon Valley CTE. During the November Governing Board Meeting, she presented the Williams Textbook Report for Silicon Valley Adult Education.

It was moved to approve the Williams Textbook Report for Silicon Valley Adult Education.

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

XII. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

- **SVAE Principal Suzi Glass**

She invited the Governing Board to attend two events:

- Silicon Valley Adult Education Medical Assistant Graduation Ceremony
 - Saturday, December 6th at 1:00 PM in the Hub
 - There will be 22 graduates.
 - The students coordinated the event.
 - There will be a light reception after the ceremony.
 - RSVP to Suzi Glass.
- Annual CalWORKs Fine Achievement Award Ceremony
 - Tuesday, December 9th in the Chamber of the Board Supervisors' Room at Santa Clara COE

- Four CalWORKs students achieving their studies were nominated by MetroED CalWORKs site representatives.
 - Of the four nominated students, Felicia Sierra will receive an award.
- **SVCTE Director Marianne Cartan**
 - She thanked Board of Trustee Garcia on behalf of the SVCTE staff for his support.
 - The Fashion Design and Textile Arts class held a fundraiser, Jeans for Troops. Students and staff donated money to wear jeans today. The donations were \$1 for students and \$5 for staff. She does not have a total of the donations yet.
 - Sara Crowder, the new SVCTE Program Coordinator and Assistant Principal, is transitioning the interim instructor of her former class, Accounting/Financial Services. She is also assisting with updating the articulation agreements with the community colleges.
 - SVCTE is a partner in San Jose State's National Science Foundation grant application to develop curriculum for workforce development with hybrid and electric cars. SVCTE's role in the grant is to offer two summer sessions. One session will teach students about automotive engineering. Another session will train teachers on how to teach this component.
 - Modified Day on Thursday, November 13th for three and a half hours will be used for professional development. The focus will be on the WASC Self-Study.
 - Directors' Advisory, comprised of four teacher representatives and SVCTE administrators, and Support Staff were created as vehicles of two-way communication to discuss the needs of the staff and to develop procedures.
 - Kory Keadle, Computer Technology Careers Instructor, is the Technology Mentor. This is a Board-Approved-Stipend position. Mr. Keadle will provide support and training to staff that need assistance with Jupiter and other technology needs.
 - A new counselor has been selected. The name of the counselor will be revealed in the December Governing Board Meeting.
 - SVCTE will implement a school-wide community service activity: The Toy Drive with the Hispanic San Jose Fire Fighters, "Los Bomberos."
- **MetroED CBO Debbie Fry**
 - There will be new laws coming into effect on January 1, 2015:
 - AB 1584
 - SB 1177
 - AB 1442
 - AB 1611
 - AB 2040
 - AB 1432
 - AB 420
 - SB 1255
 - AB 1455
- **MetroED Superintendent Alyssa Lynch**
 - She is pleased with the progress of our District. Everyone has been working very hard.
 - She thanked CBO Debbie Fry for her commendable service. She has accomplished so much in 20 months, and she has made a positive impact on our District. She will do very well in her new role with School Services of California, Inc.

XIII. BOARD COMMENTS

- **President Bobay**
He said there will be a ribbon-cutting ceremony for the new aquatic center. Although he did not win the election for Mayor of Milpitas, he is happy to still be a Board Member of MetroED. Milpitas Unified School District acquired land from the City and will build a new state-of-the-art school; new homes will also be built. He will have knee surgery on November 19th.
- **Vice President Dean**
He informed the Board about Plug and Play Incubator Technology Center, which is an 180,000-square foot facility with over 300 companies in various stages of starting up their business. The most interesting company is Pivot. It has a device which can determine whether a person is male, female, and increases POS rates at retail stores. The screen which picks up the presence of a consumer will show this person in a picture holding a product and may influence him or her to purchase it. He said the Governing Board will miss Member Garcia.
- **Board Clerk Nguyen**
He said East Side Union High School District (ESUHSD) passed Measure I, the Education Technology Bond. He said this is the first Technology Bond to pass in the county and in Northern California. This will enable all 11 high schools to become wireless. The district will also be able to provide eBooks to students. ESUHSD will develop policies to provide laptops to students.
- **Member Canova**
He congratulated CBO Fry for her job with School Services of California. Santa Clara Unified School District (SCUSD) devoted its energy to Measure H Bond, which enables the building of schools and homes on the Agnews property. There will be district-wide upgrades. SCUSD will hold its Organizational Meeting in December. New Board Members will be sworn in; he is the only one who will return. He said he enjoys being a Board Member of MetroED.
- **Member Chang**
She said because she ran unopposed in her district, she will be returning as a Board Member of MetroED. She said her district passed a \$19 million dollar bond in last June; they are now in the planning stages of construction. She said she is sorry CBO Fry will be leaving MetroED, but she knows she will do well at School Services of California.
- **Member Garcia**
He said CBO Fry helped to keep MetroED solvent, and he thanked her for her expertise. While he was campaigning, his constituents inquired about CTE and MetroED; there is genuine interest of the programs we offer. He said he is happy his opponent has become an advocate of CTE. He thanked the Governing Board and MetroED staff for their well-wishes.

XIV. OTHER MEETINGS

Regular Meeting, December 10, 2014	Closed Session	6:00 pm
	Open Session	7:00 pm

XV. ADJOURNMENT

President Bobay adjourned the meeting at 9:31 PM.



Lan Nguyen, Clerk of the Board