



METROPOLITAN EDUCATION DISTRICT  
 760 Hillsdale Avenue  
 San Jose, California 95136

December 11, 2013  
**Governing Board Meeting Agenda**

If you would like to address the Board on any item on this agenda, please complete the **Request of Visitors** form located near the entrance of the meeting room and hand it to the Superintendent. On the form, please list the agenda item(s) you would like to speak to. When your name is called, please come to the podium, state your name and address for the record, and limit your remarks to two minutes. Those speaking on items **not** on the agenda will be recognized by the Chair under **Public Comments**. The Board shall limit the total time for public input on each item to 20 minutes (BB 9323).

**Special Accommodations**

*Individuals who require special accommodation should contact the Superintendent's Office at (408) 723-6464 at least two business days before the meeting date.*

*MetroED Governing Board Meetings are tape recorded (audio only).*

*This agenda and approved minutes of Board meetings may be viewed and printed from the Internet: [www.metroed.net](http://www.metroed.net)*

**REGULAR MEETING**

Date: December 11, 2013  
 Time: 7:00 p.m.

**LOCATION**

Silicon Valley Career Technical  
 Education (SVCTE) Auditorium  
 760 Hillsdale Avenue  
 San Jose, CA 95136

- I. **CALL TO ORDER/ROLL CALL** (Richard Garcia)
  - Daniel Bobay
  - Cynthia Chang
  - Richard Garcia
  - Jim Canova
  - Matthew Dean
  - J. Manuel Herrera
- II. **PLEDGE OF ALLEGIANCE** (Richard Garcia)
- III. **ADOPT AGENDA** (Richard Garcia)
- IV. **RECOGNITION** (Richard Garcia)
  - A. Culinary Arts & Baking and Catering Students
- V. **STUDENT REPORTS** (5 Minute limitation) (Richard Garcia)
  - A. Silicon Valley Career Technical Education (SVCTE) Student
  - B. Silicon Valley Adult Education (SVAE) Student
- VI. **SPECIAL ORDER OF BUSINESS** (Alyssa Lynch)

The Superintendent will update the Board on special projects or may request that individuals be allowed to present an item out of order on the agenda to accommodate their schedules.

## VII. PUBLIC COMMENTS

*Members of the public may address the Board on any subject not on tonight's agenda; however, provisions of the Brown Act (Government Code 54954.2(a) and .3) preclude any action. As an unagendized item, no response is required from the Board or District Staff and no action can be taken; however, the Board may instruct the Superintendent to agendize the item for a future meeting. When your name is called, please come to the podium, state your name and address for the record, and limit your remarks to two minutes for individuals or five minutes for a group.*

## VIII. APPROVAL OF MINUTES

(Richard Garcia)

1. **Action Item:** Approval of [Minutes](#) from the Regular Board Meeting of November 13, 2013

## IX. CONSENT/ACTION CALENDAR (ACTION)

All matters listed under the Consent/Action Calendar and marked with an \*asterisk are considered by the Governing Board to be routine and will be enacted in one motion. There will be no discussion of these items prior to the time the Board considers the motion, unless members of the Board or the Superintendent request specific items to be discussed and/or removed from the Consent Calendar.

Recommendation: The Superintendent recommends approval of Consent Calendar items \*2 through \*10.

### **BUSINESS AND FINANCIAL FUNCTIONS**

- \*2. **Action Item:** [Approve November](#) Warrants Approval List (Joyce Shen)

Recommendation: That the Governing Board approve the Board Warrant List as presented for November.

- \*3. **Action Item:** [Monthly Financial](#) Update (Joyce Shen)

Recommendation: That the Governing Board approve the budget changes included in the Monthly Financial Update for the period ended 11/30/2013.

- \*4. **Action Item:** [Donations Offered](#) to District (Joyce Shen)

Recommendation: That the Governing Board accept the donation on behalf of the District.

- \*5. **Action Item:** [Approve Contract](#) for 2014 Legislative Advocacy, School Services of California; \$29,356 plus expenses (Alyssa Lynch)

Recommendation: That the Governing Board approve a contract for legislative advocacy with School Services of California from January 1, 2014 through December 31, 2014 for an annual fee of \$29,356 plus expenses.

- \*6. **Action Item:** [Appointment of Independent Audit Firm](#) for Fiscal Years 13-14; 14-15; 15-16 (Joyce Shen)

Recommendation: That the Governing Board appoint the firm of Matson & Isom as the district's independent auditor for the fiscal year 2013-14, 2014-15, and 2015-16; and

approve the attached agreement to provide professional services between MetroED and Matson & Isom.

\*7. **Action Item:** [Grant writers \(Debbie Fry\)](#)

Recommendation: That the Governing Board approve the independent contractor agreements for Eileen Becker and Catherine Mitchell.

**PERSONNEL FUNCTIONS**

\*8. **Action Item:** [Classified Personnel \(Tom Mullin\)](#)

Recommendation: That the Governing Board approve one new hire, one resignation, and one retirement.

**INSTRUCTIONAL AND STUDENT FUNCTIONS**

\*9. **Action Item:** [Approve Resolution #01-12-11-13, Resolution for support of the South Bay Consortium for Adult Education \(Suzi Glass\)](#)

Recommendation: That the Governing Board approve resolution #01-12-11-13, in support of the South Bay Consortium for Adult Education.

\*10. **Action Item:** [SVAE New Course Approval, EKG Technician \(Suzi Glass\)](#)

Recommendation: That the Governing Board approve the addition of the EKG Technician course.

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**END OF CONSENT ITEMS**

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**X. INFORMATION ITEMS**

--None--

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**END OF INFORMATION ITEMS**

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**XI. ACTION ITEMS AND REPORTS**

**BOARD AND ADMINISTRATIVE FUNCTIONS**

--None--

**BUSINESS AND FINANCIAL FUNCTIONS**

11. **Action Item:** [Fiscal Year 2012-13 Audit Report \(Joyce Shen\)](#)

Recommendation: That the Governing Board accept the audit report for fiscal year 2012-13.

12. **Action Item: [First Interim Financial Report](#), Fiscal Year, 2013-14 (Joyce Shen)**

Recommendation: That the Governing Board accept the First Interim Report and instruct the Board President and District to submit a positive certification to the County Superintendent of Schools.

**PERSONNEL FUNCTIONS**

13. **Action Item: [Management's Initial Proposal](#) to San Jose Federation of Teachers (AFT) Sunshine Proposals for 2013-14 (Tom Mullin)**

Recommendation: That the Governing Board review and make public ("sunshine") the Management's initial proposal to San Jose Federation of Teachers (AFT).

**INSTRUCTIONAL AND STUDENT FUNCTIONS**

--None--

**XII. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS**

Superintendent Alyssa Lynch, the SVAE Principal and SVCTE Program Director will have recent **significant** information to present to the Governing Board on topics not on the agenda. (3 Minute limitation)

- Oral Report: SVAE Principal Suzi Glass
- Oral Report: SVCTE Director Marianne Cartan
- Oral Report: MetroED Superintendent Alyssa Lynch

**XIII. BOARD COMMENTS**

(Richard Garcia)

Individual Board members may report on: visits to schools, programs, conferences, meetings attended and/or items of interest to the public. A board member may wish to express a concern or observation about a topic not appearing on the agenda, or request items to be scheduled on a future agenda.

**XIV. OTHER MEETINGS**

Organizational Meeting, January 22, 2013	Closed Session	6:00 pm
	Open Session	7:00 pm

**XV. ADJOURNMENT**

(Richard Garcia)

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