

**METROPOLITAN EDUCATION DISTRICT**  
**760 Hillsdale Avenue**  
**San Jose, California 95136**

**September 9, 2015**

**Governing Board Meeting Minutes**

**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 Vice President Nguyen at 6:07 PM in Silicon Valley CTE Room 201, auditorium, San Jose, California.

All Members present, except when noted "absent:"

- Daniel Bobay Milpitas Unified School District -(Arrived at 6:10 PM)
- Jim Canova Santa Clara Unified School District
- Teresa Castellanos San Jose Unified School District
- Cynthia Chang Los Gatos-Saratoga Union High School District-absent
- Matthew Dean Campbell Union High School District-absent
- Lan Nguyen East Side Union High School District
- Katherine Tseng Los Gatos-Saratoga Union High School District-alternate

**II. ADOPT CLOSED SESSION AGENDA**

No Action was taken.

**III. DISCLOSURE OF "CLOSED SESSION" DISCUSSION ITEMS**

Vice President Nguyen: No Action was taken.

**IV. PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS**

Vice President Nguyen: He noted there were no Public Comments for Closed Session Items.

**V. ADJOURN TO CLOSED SESSION**

The Governing Board of the Metropolitan Education District adjourned to closed session at 6:09 p.m. Closed session was held in SVCTE Room 819.

**VI. CALL TO ORDER/REGULAR MEETING**

The regular meeting of the Governing Board of the Metropolitan Education District was called to order by Vice President Nguyen at 7:12 p.m., in SVCTE's Auditorium, Room 201, San Jose, California.

**VII. REPORT OF CLOSED SESSION ACTIONS**

Vice President Nguyen reported that the Governing Board took no action in Closed Session and there was no business to report.

**VIII. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Board Vice President Lan Nguyen.

**IX. ADOPT AGENDA**

**MOTION:** It was moved to approve the agenda as presented. M/Castellanos S/Tseng; Vote: 5 Ayes, Bobay, Canova, Castellanos, Nguyen, Tseng; 0 No; Absent, Dean.

**X. RECOGNITIONS**

- A. 2014-15 Teacher of the Year-Sheila Sanford
  - Superintendent Lynch introduced SVCTE Fashion Design and Textile Art instructor, Sheila Sanford to the Board and announced that Sheila has been selected as MetroED's 2014-15 Teacher of the Year. She will be honored at the SCCOE Teacher of the Year ceremony at the Heritage Theater on October 1 in

Campbell. Superintendent Lynch read the nomination from Sheila's peers who said that she has the knowledge of a veteran CTE teacher, even though she is entering her 3<sup>rd</sup> year at SVCTE. According to her peers, Sheila has brought her years of experience from community college to SVCTE's high school students and the program has flourished. Superintendent Lynch said word of mouth is what brings students to the program and Sheila's class has a steady enrollment. Her class is a-g approved and students say that they find her class fun and engaging. Superintendent Lynch read a long list of accomplishments that Sheila has achieved in the past two years at SVCTE including starting a fashion club, putting on a sold out Fashion Show that a Board member attended and having her class featured on channel 5's Cool School of the Week. The Fashion Design class has held several student led community fundraisers including Sacred Heart and Jeans for Troops. Sheila was commended for her organization, passion, creativity, resourcefulness and passion for student success. These are some of the many reasons why she was selected as Teacher of the Year. She also integrates technology into her curriculum by using advanced software and QR codes.

B. MetroFRED of the Year (August) Bob McTaggart

- Superintendent Lynch introduced SVCTE Autobody Repair instructor, Bob McTaggart and stated that he has been chosen as a MetroFRED of the Year. Superintendent Lynch said that the MetroFRED program is based on the book FRED Factor which is about a mailman going the extra mile and doing extraordinary things. It is now the culture at MetroED to go the extra mile. Twice a year we award the MetroFRED award. Bob was selected based on nominations received by the MetroFRED committee. The MetroFRED committee received more nominations for Bob this past year for his work on the car show than it had for any other employee previously staff nominated for a MetroFRED since the program began. Each year Bob does a terrific job heading up the SVCTE Car Show, which is a fundraiser for SkillsUSA. This year's event was the largest ever. Bob's peers in their nominations said he is always upbeat and dedicated to the students. He is willing to do whatever it takes to create success for the good of all. Bob helps make the car show a huge success every year with his effort, dedication, and teamwork.

C. Recognition of new SVCTE Teachers

- SVCTE Principal Sharon Brown introduced new teachers, Mark Brautigam for Mobile Apps & Computer Design teacher, Jennifer Rockett for Sports Medicine & Kinesiology, Neelam Jha from Foothill College for Pharmacy Technology. Sneha Mohile from Pharmacy Technology was unable to attend because they were teaching that night. She said they are doing a fantastic job. The Board welcomed the new teachers to MetroED. Vice President Nguyen explained that they serve as delegates from the JPA districts to MetroED's Board. Member Bobay said that he has a son in the Sports Medicine & Kinesiology class and that from what he has heard from his son, the class is outstanding. He said that the class has reached him and that he has heard from many SVCTE parents how the classes have also helped their students. Member Castellanos said that they have come to a legacy of teachers who give the students an opportunity to find their passion. She said they are very excited that they are here.

## XI. PUBLIC COMMENTS

Vice President Nguyen: He noted there were no Public Comments for items not on the agenda.

## XII. STUDENT REPORTS

A. Silicon Valley Adult Education (SVAE) student

- Principal Gloria Curd introduced Jessica Estrada, a morning high school student in Yvonne Washington's class. Jessica Estrada said she suffers from mental illness which includes Anxiety and Mood Disorder. She said that SVAE's programs have been a blessing for her. She said she has tried other programs but found the staff not to be well trained to help her. Jessica said that at SVAE, she has found that the teachers and other staff can teach all subjects to the

entire class or work with a student one on one. She said the staff shows that they care by taking time, addressing concerns, and answering questions. She said the staff is well trained to help those with disabilities. They encourage us. Her experience with Amy Daniels and now Yvonne Washington has been very encouraging. She said her instructor, Yvonne Washington, tells her almost daily that she can do it. The staff and the programs make you want to achieve your goals and make you feel proud of yourself, Jessica said. She said SVAE also provides students with the utensils that they need such as Plato, the GED program, and the HiSET. She thanked MetroED's Board for offering these schools and these programs.

Vice President Nguyen thanked Jessica for sharing her story and her wonderful experience with the teachers and staff.

Member Castellanos acknowledged Jessica's persistence in not giving up on her education. She told Jessica that she was very proud of her.

B. Silicon Valley Career Technical Education (SVCTE) student

- SVCTE Principal, Sharon Brown introduced second year Truck Mechanics student Matthew Luis Soul from Branham High School. Matthew said he came to SVCTE as a 16 year old junior not knowing much about SVCTE. He learned and gained so much and found the environment to be very positive and professional that he wanted to come back for a second year. He is now in his second year in Truck Mechanics and is a shop foreman. He helps other students in the class become acclimated with the shop environment. I help them recognize the tools, books. He said that he can also help his fellow students with training that his instructor has gone over but students need more assistance with. He enjoys problem solving and learning with his peers. He is very excited because he said his instructor, Mike Cortese, has set him up in an internship with Central Concrete and he feels this is his foot in the door of the automotive industry. Matthew said he really enjoys his class and would attend for another 2 years if he could just to gain more knowledge of light and heavy duty trucks.

Member Canova thanked Matthew for sharing his story and said he is proud of him. He said he can see his confidence and tell that Matthew has found his niche and passion.

Member Castellanos thanked Matthew for his mentorship of his fellow students. She said that not only has he learned but he is helping others to learn too.

Member Tseng said that Matthew exhibits true leadership and shows that he really cares about others.

Vice President Nguyen told Matthew that the Board can see how confident he is and that they are sure he will be very successful in his field. He encouraged him to come back to SVCTE in the future, perhaps as a teacher.

## XI. EXECUTIVE REPORT / ADMINISTRATIVE REPORTS

### 1. SVAE Principal Gloria Curd

- No report.

### 2. SVCTE Principal Sharon Brown

She reported the following:

- On September 4, SVCTE held a professional development session that focused on teachers learning how to use the Teacher Reach program. It is an extension of parent connect. Teachers will be trained on how to send out messages to parents.
- Back-to-school night was held on September 8. More than 400 parents and students attended. The evening was very exciting and energetic. We incorporated technology which we think helped increase the enrollment at the event on a hot evening. Parents were invited by email, text, and phone.
- Upcoming events include the Culinary Arts class preparing for a Foothill professional development tomorrow, a SJUSD is holding a professional development event on Oct 14 catered by the Culinary Arts class, and a counselor district wide event on September 17.

### 3. CBO Marie dela Cruz

She reported the following:

- Gave an update on the staffing in the Fiscal Department. The second interviews for the Fiscal Services Manager position will be held tomorrow. The Sr. Accountant position has been posted twice with the first round receiving no applicants, an administrative assistant is out on medical leave, and one is vacant.
- The last of the furniture to furnish the 3 new classes arrive. The cost to furnish the 3 new classrooms was approximately \$150,000.
- She updated the Board on the summer facilities projects around campus that were completed which included summer cleaning, opening walls in different buildings throughout campus, moving in TeenForce, preventative maintenance, moving classes, and working on the campus PA system.
- We will follow up on the JPA Amendment.
- She gave an update on the CTE Incentive grant which had now moved toward an application grant. The timeline right now is that the application will probably be released at the end of September or in October. We will have one month to apply. The CDE approves the award, most likely in January. The key right now is to start planning and getting ready to submit the application and working with our member districts.
- The CCPT budget was submitted on Tuesday September 8. Have to wait to see if it is approved. If the budget is approved, will see half of our funds, approximately \$3 million.

### 4. MetroED Superintendent Alyssa Lynch

She reported the following:

- Superintendent Lynch said that her new Sr. Executive Assistant, Michelle Alaimo is doing a fabulous job. She said she works quickly and doing the work of several people.
- She attended the Superintendent's retreat in Santa Cruz last Thursday and Friday with 25 other Superintendents which focused on the 4 C's: Communication, Collaboration, Creativity, and Critical Thinking.
- She attended SVCTE's Back to School night last night and said it was very positive and full of high energy. The new classes had a good showing of parents attending. She said students were very engaged in every class she attended. She thanked Principal Brown for using technology to bring the parents to back to school night.
- The first JPA Executive Council Meeting will be on Monday, September 14 with the Superintendents. Will have four meetings this year and we will have more if needed.

## XIII. SPECIAL ORDER OF BUSINESS

Vice President Nguyen reported that there were no items to report under Special Order of Business.

## XIV. CONSENT/ACTION CALENDAR (ACTION)

MOTION: It was moved to approve consent items #1 through #9. M/Tseng, S/ Castellanos; Vote: 5 Ayes, Bobay, Canova, Castellanos, Nguyen, Tseng; 0 No; Absent, Dean.

- \*1. Minutes from the Regular Board Meeting of August 19, 2015

### BUSINESS AND FINANCIAL FUNCTIONS

- \*2. Approve August Warrants Approval List (Marie dela Cruz)
- \*3. Approve Contract with American Fidelity Administrative Services for Worxtime Service (Marie dela Cruz)

### PERSONNEL FUNCTIONS

- \*4. Approve Revised Job Description: Law Enforcement Teacher (Anne Welsh-Treglia)
- \*5. Certificated Personnel Stipends (Anne Welsh-Treglia)
- \*6. Approve Agreement with Sonoma County Office of Education (Anne Welsh-Treglia)
- \*7. Approve Updated Administrative Organizational Chart for 2015-2016 (Anne Welsh-Treglia)

**INSTRUCTIONAL AND STUDENT FUNCTIONS**

- \*8. Approve Silicon Valley CTE 2015-2016 Fundraising Activities (Sharon Brown)
- \*9. Approve Williams Uniform Complaint Procedures Report (Jodi Edwards-Wright)

**X. INFORMATION ITEMS/DISCUSSION ITEMS**

- 10. MetroED Summer STEAM Academy Video (Alyssa Lynch)

Superintendent Lynch said that there were three of our teachers and five volunteers from Xilinx who taught at the Summer STEAM Academy. She said the goal of the academies was to introduce middle school students to STEAM careers and CTE exploration and hope that they will want to attend SVCTE in the future.

Director of Instruction & Accountability, Jodi Edwards-Wright said that 20 students attended in the winter and 15 in the summer. She said that some students received scholarships.

Member Castellanos asked how the students were selected to attend the camp. Did they all come from one school?

Director Edwards-Wright explained that many came from our JPA member districts or were children of MetroED or Xilinx employees. She said we are looking at what to do on what to do to market to the middle schools.

Member Castellanos asked what part of the camp focused on art.

Director Edwards-Wright said the art part was that anytime that construction was used, they looked at the design or construction of what they were doing such as how the rocket was made.

Member Bobay suggested contacting the middle schools in Milpitas for future academies because there are only two.

Director Edwards-Wright said there were 3 times as many entries as there were students enrolled. The cost of the camp was \$600. She said they are hoping to find some business sponsorships.

Member Canova asked about a payment plan possibility. He said that if parents could pay over 3 months, it might help with registration.

- 11. Legislative Update (Alyssa Lynch)

Superintendent Lynch said that there has been legislation to not charge fees for adult education classes such as ESL and High School Diploma. At the end of September, there will be some sort of conclusion as to whether adult education can or can't continue to charge fees. SVAE has been charging \$40 for classes which comes to about \$19,000 per year. She said she hopes that we find another funding source if we aren't allowed to continue to charge fees.

SVAE Principal Gloria Curd stated that the classes will be free and we can't charge.

Superintendent Lynch said that MetroED is looking at an increase in funding from AB 104.

SVAE Principal Gloria Curd explained that SVAE is part of the South Bay Consortium for Adult Education with five other adult education centers. The consortium has received \$4.5 million dollars and is discussing how to fairly allocate the dollars. The bill that allowed adult education programs to charge fees sunset June 30, 2015. Currently, SVAE is funded by SJUSD and receives \$1.7 million.

Member Castellanos asked if MetroED had approached the Latino caucus about assisting with legislation to help with this issue. She said that the Latino Caucus has been very effective in getting the support needed for legislation. She said that adult education classes are needed classes that fill up fast and generally have long waiting lists.

Principal Curd said there are several groups working to try to extend the legislation so that adult education programs may continue to charge fees. They hope to have an answer by the end of the month.

Member Castellanos said the California Immigrants Policy Center because they have a statewide agenda on immigrant issues. It would be important to connect with them. She said that the consortium and MetroED should be in touch with the Latino Caucus about this issue.

Principal Curd said she will mention the organizations that Castellanos suggested at their consortium meeting on Friday. She said she will provide an update at the next Board meeting.

12. Strategic Plan Progress Report (Alyssa Lynch)

Superintendent Lynch said staff has been updating the five focus areas highlighted in the Strategic Plan as a high priority. Highlighted areas are considered a high priority. It is a 3-year plan and MetroED is making great progress toward meeting the goals set in the Strategic Plan.

13. First Reading: Board Policies (Alyssa Lynch)

Superintendent Lynch reported that MetroED receives Board Policy and Administrative Regulation updates five times a year from Gamut (California School Boards Association). Board Policies come to the Board for a first reading and then a second reading for approval while administrative regulations and exhibits are approved by Cabinet and brought to the Board as information. Cabinet reviews them and suggests changes and makes sure they are consistent with our policies. Changes were made to the AR's and the volunteer packet. The policies are the same that the Board members will see in their districts if their district belongs to Gamut.

Vice President Nguyen said that if they have any changes or questions about the policies, they will inform Superintendent Lynch by the next Board meeting.

14. MetroED 2015-16 Local Control Accountability Plan (LCAP) Draft (Jodi Edwards-Wright)

Director of Instruction & Accountability, Jodi Edwards-Wright presented a PowerPoint presentation, reviewed the LCAP Executive Summary and gave an overview of MetroED's 2015-16 Local Control Accountability (LCAP) plan. She said that the LCAP draft has been available for review by the public on MetroED's website. MetroED's LCAP is aligned to the eight state priorities and goals set both in the Strategic Plan and to the WASC action plan. She said she worked closely with CBO Marie dela Cruz build the budget within the LCAP. Director Edwards-Wright reviewed each of the state priorities with the Board and that the LCAP is a 3-year plan. She said that this year, the goal is to have more student and parent involvement in our programs and this will be done through outreach events. We do a needs analysis assessment and outreach to our parents and ask for their input on our goals and progress. This will be done by sending out the Climate survey on more than one occasion and host succession engagement meetings. The LCAP will be sent to the Santa Clara County Office of Education for review and will be brought back to the October Board meeting for adoption by the Board.

Member Castellanos stated that parent and student engagement in the development of the LCAP is a key element. She said that in SJUSD, they work on the plan for seven months and also offer it in Spanish. It is a process we develop together.

Director Edwards-Wright said that it is important to include the parents input in the LCAP.

Member Castellanos said it is exciting to engage students and parents at that level.

## XI. ACTION ITEMS AND REPORTS

### BOARD AND ADMINISTRATIVE FUNCTIONS

None

## **BUSINESS AND FINANCIAL FUNCTIONS**

15. Approve 2014-15 Unaudited Actual Financial Reports (Marie dela Cruz)  
CBO Marie dela Cruz presented a PowerPoint presentation on the 2014-15 MetroED Unaudited Actuals. She said that the auditors will be here during the week of September 22 to review the Unaudited Actuals. CBO dela Cruz reviewed the information in the report which included that the General Fund has a surplus of \$596,000 and the adult education fund has a deficit of \$233,000. She reviewed how the programs are funded. She stated that MetroED does not receive Cost Of Living Adjustments (COLA) like our member districts do and that we really need to address this as the cost of living and business goes up. She said we need to figure out how to receive that same level of support for our staff and services. She added that we also need to look at the 2.6% dedicated CTE funding factor that all districts get but we don't. For SVCTE, she said that 56% of their budget is spent on salaries & benefits and at SVAE, 87% is spent on salaries & benefits. Combined, that is a total of 63% of the budget on salaries and benefits. She said that the changes in the revenues and expenditures can be seen throughout the years. 08-09 is the first year we were no longer ADA funded. That is when Tier 3 flexibility started. In the General Fund, the revenues and expenses have remained steady for the past 4 years due to the maintenance of effort. She said that adult education has seen a 70% decrease in funding since 2008/09. Even with budget cuts, Adult Ed is still deficit spending. CBO dela Cruz explained what each of our funds mean and what they are used for. She said MetroED started with a \$4.4 million beginning balance and had an ending fund balance of \$5 million. She said the revenues remain flat and a COLA would help with that. The reserve in adult education are diminishing due to deficit spending. We need ongoing reductions and are trying to be optimistic that we will receive some future funding from AB 104. Still no permanent funding for ROP and CTE programs in the future. She thanked the Fiscal Services staff for their hard work throughout the year.
- Member Canova thanked CBO dela Cruz for her excellent and comprehensive report.
- Member Bobay asked if MetroED is looking at SJUSD to reinstate the adult education programs that were cut. Or do we need more student participation.
- CBO dela Cruz replied that the issue is not with student because our classes have waiting lists. Once our budget was cut by SJUSD was cut we can't get those programs back. She hopes that funds from AB 104 will help with the deficit.
- Member Bobay asked who belongs to the consortium.
- CBO dela Cruz said there are five adult education programs, 4 community colleges districts. The meetings are 3 to 4 hours long and often weekly.
- Member Bobay asked are they providing any suggestions on what we can do to reinstate programs that were cut.
- Member Bobay asked what the timeframe was in finding out when and how much money we will receive from AB 104.
- SVAE Principal Gloria Curd said that recently the SJUSD Superintendent told her that they don't offer adult education and she invited the Board to tell them that we do have adult education program. She said that AB 104 is called an Adult Education Block Grant which means it is a 3-year grant. She said that recent increases in benefits will eat up the money we receive from AB 104. Not opening new classes because want to make sure have the money. Doesn't look very good for adult education.
- Member Bobay said he thought funding would be restored to districts due to LCFF.
- Member Castellanos said that the previous decision to cut the SVAE adult education budget was made at the height of the recession when they were making the choice whether to educate the children or the parents. From her understanding, last year was the first time SJUSD reached the 2007 budget level. She said she agrees there needs to be the engagement and discussion about funding but it takes the support of at least two more members of the SJUSD Board to make that decision to pass through more LCFF money to MetroED. She said in the LCFF discussion she has brought up several times that they can fund adult education next. She added that it is a campaign worth doing because adult education is important.
- Principal Curd said that educated parents make educated students and she thanked Member Castellanos for being an advocate for MetroED.

Member Castellanos said that three votes are needed at SJUSD to increase funding to SVAE. In order to do that, an education campaign is needed and she will advocate.

Member Tseng thanked CBO Marie dela Cruz for her excellent report and said that the financial summary really gave her the big picture.

Member Castellanos said that the report was spectacular and very complete.

Vice President Nguyen said that it was a great presentation and he appreciated all of the information. We are hoping for additional funding. Hoping for the best and planning for the worst. We have deficit spending and need to figure out a way to balance the budget. He said he hopes eventually presentations or proposed administration on how we can prepare for the worst so we don't have to keep worrying about deficit spending.

Member Canova said what stood out most to him about the presentation was the part regarding the lack of a COLA for MetroED. He said that maybe if we can get our member districts to get support a COLA, then MetroED can stop the steep decline and get some stability.

CBO dela Cruz said they are focused to go to each of the member district Board meetings and they will focus on all of the funding areas.

Superintendent Lynch said she will write up the talking points for the Board tomorrow and email them out to the Board members.

**MOTION:** It was moved to approve the 2014-15 Unaudited Actuals Financial Reports. M/Tseng, S/Castellanos; Vote: 5 Ayes, Bobay, Canova, Castellanos, Nguyen, and Tseng; 0 No; Absent, Dean.

16. Approve Out of State Travel (Marie dela Cruz)

Superintendent Lynch reported that the request for out of state travel is for Superintendent Lynch and Jodi Edwards-Wright, Director of Instruction & Accountability to travel to the National ACTE conference in November in New Orleans. Jodi Edwards-Wright wrote the Business Leader of the Year nomination for Patty Nation from Xilinx and she was selected. Jodi is going in support of writing the application. Alyssa would be going as the leader of MetroED. It is also the National ACTE conference.

Member Tseng said that it is important for us to represent the history and programs of MetroED and is glad we will have a good presence at the conference.

**MOTION:** It was moved to approve the Out of State Travel Request. M/Tseng, S/Castellanos; Vote: 5 Ayes, Bobay, Canova, Castellanos, Nguyen, and Tseng; 0 No; Absent, Dean.

## **PERSONNEL FUNCTIONS**

17. Approve Personnel Assignment Orders #2016-03 (Anne Welsh-Treglia)

Vice President Nguyen said the Personnel Assignment Orders were discussed in closed session.

**MOTION:** It was moved to approve the Personnel Assignment Orders #2016-03. M/Tseng, S/Bobay; Vote: 5 Ayes, Bobay, Canova, Castellanos, Nguyen, and Tseng; 0 No; Absent, Dean.

18. Approve Resolution #01-09-09-15, Resolution for Reduction or Elimination of Classified Workforce (Anne Welsh-Treglia)

**MOTION:** It was moved to approve the Personnel Assignment Orders #2016-03. M/Tseng, S/Bobay; Vote: 5 Ayes, Bobay, Canova, Castellanos, Nguyen, and Tseng; 0 No; Absent, Dean.

**XII. BOARD COMMENTS**

**Member Castellanos**

No report.

**Member Bobay**

Member Bobay said that MUSD held a Board meeting yesterday and had discussion on their underserved students, discussed the high achievers who aren't challenged by school, and how to engage them. They discussed testing English learners and working on early intervention. In Milpitas, they have a portion of the school that are transient and do not stay for the entire school year. They also have some immigrants who attend school but no English skills. He said the teachers do a wonderful job getting the students ready for high school. He added that the talking points provided by Superintendent Lynch after the Board meetings are very helpful. He said one of the outcomes was that they have a community broadcast and they are looking at using it as a conduit of working with MetroED's Video Production program.

**Member Canova**

He said the talking points that Superintendent Lynch provided last month are fantastic.

**Member Tseng**

No report.

**Vice President Nguyen**

Vice President Nguyen thanked Alyssa and Marie for preparing the talking points last month and said they will continue to look forward to the talking points to promote the happenings of MetroED to their Board. He said that they are very helpful in sharing the wonderful things and in promoting MetroED.

**XIII. OTHER MEETINGS**

Regular Board Meeting: October 14, 2015	Closed Session	6:00 PM
	Open Session	7:00 PM

**XIV. ADJOURNMENT**

Vice President Nguyen requested a motion to adjourn the meeting at 9:18 PM.

**MOTION:** It was moved to adjourn the meeting. M/ Castellanos, S/Tseng; Vote: 5 Ayes, Bobay, Canova, Castellanos, Nguyen, and Tseng; 0 No; Absent, Dean

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Cynthia Chang, Board Clerk