



METROPOLITAN EDUCATION DISTRICT

760 Hillsdale Avenue
San Jose, California 95136

Revised 9-8-2014, 6:37 PM

September 10, 2014

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

REGULAR MEETING

Date: September 10, 2014

Time: 6:00 p.m.

LOCATION

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

I. CALL TO ORDER/ROLL CALL

(Daniel Bobay)

Daniel Bobay
Cynthia Chang
Richard Garcia

Jim Canova
Matthew Dean
Lan Nguyen

II. DISCLOSURE OF "CLOSED SESSION" DISCUSSION ITEMS

All meetings of the Governing Board are open to the general public, with the exception of those items which are specifically exempt under the Ralph M. Brown Act.

A. Conference with Labor Negotiator Pursuant to Government Code section 54957.6

District Designated Representative: Superintendent, Alyssa Lynch

- Unrepresented Employee: Chief Business Officer/Human Resources Director

III. PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS

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.

IV. ADJOURN TO CLOSED SESSION

Time: 6:02 p.m.

Location: SVCTE, RM 819

- V. **REGULAR MEETING** Time: 7:00 p.m.
Reconvene from Closed Session Location: SVCTE Auditorium
- VI. **REPORT OF CLOSED SESSION ACTIONS** (Daniel Bobay)
- VII. **PLEDGE OF ALLEGIANCE** (Daniel Bobay)
- VIII. **ADOPT AGENDA** (Daniel Bobay)
- IX. **STUDENT REPORTS** (5 Minute limitation) (Daniel Bobay)
A. Silicon Valley Adult Education (SVAE) Student
- X. **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.

XI. **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.

XII. **APPROVAL OF MINUTES** (Daniel Bobay)

1. Action Item: Approval of Minutes from the [Governing Board Retreat of July 31, 2014](#) and the [Regular Board Meeting of August 20, 2014](#).

XIII. **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 *9.

BUSINESS AND FINANCIAL FUNCTIONS

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

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

- *3. Action Item: [Surplus Items \(Joyce Shen\)](#)

Recommendation: That the Governing Board surplus the items listed in the Board packet.

- *4. 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 August 31, 2014.

PERSONNEL FUNCTIONS

- *5. **Action Item:** [Personnel Assignment Order #3](#) (Debbie Fry)

Recommendation: That the Governing Board approve two new hires and four stipends.

- *6. **Action Item:** [Approve New Salary Schedule](#) for **Certificated Counselor (Unrepresented) and Revised Salary Schedules for Administrators, Classified Hourly Substitute, CalWORKs, and Confidentials for Fiscal Year 2014-15** (Debbie Fry)

Recommendation: That the Governing Board approve the Salary Schedules for fiscal year 2014-15.

- *7. **Action Item:** [Revised Job Description: SVCTE Counselor](#) (Debbie Fry)

Recommendation: That the Governing Board approve the revised Job Description for the position of SVCTE Counselor.

INSTRUCTIONAL AND STUDENT FUNCTIONS

- *8. **Action Item:** [Approve Silicon Valley CTE 2014-15 Fundraising Activities](#) (Marianne Cartan)

Recommendation: That the Governing Board approve the 2014-2015 fundraising activities for Silicon Valley CTE.

- *9. **Action Item:** [Approve Memorandum of Understanding](#) with the **Educational Testing Service** (Susan Glass)

Recommendation: That the Governing Board approve the Memorandum of Understanding with the Educational Testing Service.

END OF CONSENT ITEMS

XIV. INFORMATION ITEMS

10. **Information Item:** [SVCTE Featured Program: Transportation](#) (15 Minute limitation) (Marianne Cartan)

Recommendation: That the Governing Board receive information about the courses offered at SVCTE in the Transportation industry sector.

11. **Information Item:** [MetroED Staffing Report](#) (Debbie Fry)

Recommendation: That the Governing Board receive the current MetroED Staffing Report.

12. **Information Item:** [Quarterly Investment Report](#) as of 06/30/2014 (Debbie Fry)

Recommendation: That the Governing Board review the MetroED Board Investment Report.

13. **Information Item:** [Legislative Update](#) (Alyssa Lynch)

Recommendation: That the Governing Board review the information provided regarding a visit with Senator Jim Beall and the status of bills.

END OF INFORMATION ITEMS

XV. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

14. **Action Item:** [Annual CALCP/CAROCP Conference](#) (Alyssa Lynch)

Recommendation: That the Governing Board authorize 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.

15. **Action Item:** [Future Funding Commitment](#) from JPA Districts (Alyssa Lynch)

Recommendation: That the Governing Board discuss the best next-steps in gaining commitments from districts to fund MetroED.

BUSINESS AND FINANCIAL FUNCTIONS

16. **Action Item:** [2013-14 Unaudited Actual Financial Reports](#) (Debbie Fry)

Recommendation: That the Governing Board approve all 2013-14 interfund transfers, approve all fund balance designations, and authorize the Superintendent to file the 2013-14 Unaudited Actual Financial Report with the Santa Clara County Superintendent of Schools.

PERSONNEL FUNCTIONS

--None--

INSTRUCTIONAL AND STUDENT FUNCTIONS

--None--

XVI. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

Superintendent Alyssa Lynch, CBO Debbie Fry, 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 CBO Debbie Fry
- Oral Report: MetroED Superintendent Alyssa Lynch

XVII. BOARD COMMENTS

(Daniel Bobay)

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.

XVIII. OTHER MEETINGS

Regular Meeting, October 8, 2014

Closed Session
Open Session

6:00 pm
7:00 pm

XIX. ADJOURNMENT

(Daniel Bobay)

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