



METROPOLITAN EDUCATION DISTRICT
760 Hillsdale Avenue
San Jose, California 95136

September 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

REGULAR MEETING

Date: September 11, 2013

Time: 6:00 p.m.

LOCATION

CCOC 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. 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. Superintendent's Evaluation; Pursuant to Government Code: 54957
- B. Public Employee Discipline, Dismissal/Release; Pursuant to Government Code: 54957

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 pm
Location: CCOC, RM 819

**V. REGULAR MEETING
Reconvene from Closed Session**

Time: 7:00 p.m.
Location: CCOC Auditorium

VI. REPORT OF CLOSED SESSION ACTIONS

(Richard Garcia)

VII. PLEDGE OF ALLEGIANCE (Richard Garcia)

VIII. ADOPT AGENDA (Richard Garcia)

IX. STUDENT REPORTS (5 Minute limitation) (Richard Garcia)

- A. CCOC Student
- B. MAEP 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 (Richard Garcia)

1. **Action Item:** [Approval of Minutes](#) from the Regular Board Meeting of August 21, 2013

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 *13.

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:** [Donations Offered to the District](#) (Joyce Shen)

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

- *4. **Action Item:** [Monthly Budget Update](#) (Joyce Shen)

Recommendation: That the Governing Board approve the budget changes included in the Monthly Budget Update for the period ended 8/31/2013.

- *5. **Action Item: [Master Vendor](#) Training Agreement with City of San Jose, Eligible Provider List-ETPL (Joyce Veasley)**

Recommendation: That the Governing Board approve the Master Vendor Training Agreement with the City of San Jose, Eligible Provider List (ETPL).

- *6. **Action Item: [Master Vendor](#) Training Agreement with City of San Jose, work2future (Joyce Veasley)**

Recommendation: That the Governing Board approve the Master Vendor Training Agreement with the City of San Jose, OAD/work2future department.

- *7. **Action Item: [Change Order #003](#), Bldg 100, Swenson & Associates, \$15,873 (Debbie Fry)**

Recommendation: That the Governing Board approve change order #003 in the amount of \$15,873 between MetroED and Swenson & Associates.

PERSONNEL FUNCTIONS

- *8. **Action Item: [Administrative](#) Personnel (Tom Mullin)**

Recommendation: That the Governing Board approve the two resignations and one new hire.

- *9. **Action Item: [Certificated](#) Personnel (Tom Mullin)**

Recommendation: That the Governing Board approve 17 MAEP Permanent teachers; two MAEP 2nd year probationary teachers; two MAEP Temporary hourly teachers; four MAEP Curriculum Specialists; two MAEP Counselors; eight CCOC evening teachers; and two CCOC/MAEP Teacher Stipends for duties outside of the classroom for the 2013-14 school year.

- *10. **Action Item: [Revised Administrative](#) Job Descriptions: Assistant Principal/CCOC/P (Revised); and Program Coordinator/CCOC/P (Revised) (Tom Mullin)**

Recommendation: That the Governing Board approve the revised Administrative Job descriptions for the positions of Assistant Principal/CCOC/P and Program Coordinator/CCOC/P.

INSTRUCTIONAL AND STUDENT FUNCTIONS

- *11. **Action Item: [MOU for CTE](#) Teach Site Grant, \$6,500 (Debbie Fry)**

Recommendation: That the Governing Board approve the MOU between MetroED and Colton-Redlands-Yucaipa Regional Occupational Program (CRYROP).

- *12. **Action Item: [ROCP Course](#) Review (Marianne Cartan)**

Recommendation: That the Governing Board review the information regarding the ROCP courses and approve the courses for ROCP recertification.

- *13. **Action Item:** [Approval of Annual Agreement with Pearson VUE for GED Computer Based Testing \(Suzi Glass\)](#)

Recommendation: That the Governing Board approve the agreement with Pearson VUE for GED Computer Based testing.

END OF CONSENT ITEMS

XIV. INFORMATION ITEMS

14. **Information Item:** [Quarterly Investment Report as of 6/30/13 \(Joyce Shen\)](#)

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

15. **Information Item:** [Career Technical UC “a-g” Courses \(Alyssa Lynch\)](#)

Recommendation: That the Governing Board review the information.

END OF INFORMATION ITEMS

XV. ACTION ITEMS AND REPORTS

BOARD AND ADMINISTRATIVE FUNCTIONS

16. **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 20-22, 2013.

BUSINESS AND FINANCIAL FUNCTIONS

17. **Action Item:** [2012-2013 Unaudited Actuals Financials Reports \(Debbie Fry\)](#)

Recommendation: That the Governing Board Approve the ending fund designations and authorize the 2012-13 Unaudited Actuals Financial Report with the Santa Clara County Superintendent.

PERSONNEL FUNCTIONS

--None--

INSTRUCTIONAL AND STUDENT FUNCTIONS

--None--

XVI. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

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

- Oral Report: MAEP Principal Suzi Glass
- Oral Report: CCOC Director Marianne Cartan
- Oral Report: MetroED Superintendent Alyssa Lynch

XVII. 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.

XVIII. OTHER MEETINGS

Regular Meeting, October 9, 2013

Closed Session
Open Session

6:00 pm
7:00 pm

XIX. ADJOURNMENT

(Richard Garcia)

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