

METROPOLITAN EDUCATION DISTRICT

Governing Board Meeting Minutes
December 11, 2013

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 Garcia at 7:00 p.m., in Silicon Valley Career Technical Education 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
J. Manuel Herrera	East Side Union High School District

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice President Bobay.

III. ADOPT AGENDA

MOTION: It was moved to adopt the agenda. M/Chang, S/Bobay; Vote: 5 Ayes, Bobay, Canova, Chang, Dean, Garcia; 0 No; 1 Absent, Herrera

IV. RECOGNITION

A. Culinary Arts & Baking and Catering Students

President Garcia: He invited Board Member Chang who serves on the Santa Clara County School Board's Association with him to present a letter from Santa Clara County School Board Association President Michael Gipe thanking the students for the outstanding fall dinner held on October 30, 2013. He read the letter which will be individualized with each student's name and presented to the students in their classes later this week. He also presented a picture collage of the students at the dinner to instructors, Jan and Nancy Joseph.

Member Herrera: He expressed how outstanding the students looked this evening and he said at the last board meeting he was raving about the students and staff and the food served. He said the appetizers and the dinner were outstanding, five star plus. He said the presentation would compete with anyone in the industry.

Member Canova: He said it was an impressive evening and everything was stellar and he said the Board is very proud of the students and staff. He said it is gratifying to see the success of the students.

Member Chang: She said she was on the Santa Clara County School Boards Association Planning Committee for the dinner and in the summer when they were discussing where to hold the event, she recommended MetroED. She said she was very proud of the students and staff.

Member Dean: He said he was not able to attend; however, from other board member comments here and his home board members, he said catering services can cost up to \$120 per hour. He said his daughter took a culinary course at Del Mar and she enjoyed each day of class.

Vice President Bobay: He said his fellow board members in Milpitas were impressed with the food and the students especially when they came out and how many had been part of the event. He said he understands Milpitas Kiwanis have contacted the program for desserts for a live auction they will be having at an event in the spring. He said he appreciated all of the work the students and staff did.

President Garcia: He said he agreed with all the comments and he shared pictures of the food he took with his son who was a graduate of the program and now an executive chef in San Francisco. He said they are both very proud of the students and instructors and the work that was done. He said the food was excellent and made the board very proud.

Member Herrera: He said he appreciated receiving the photo collage and he asked if he could get a list of the food that was prepared and served at the dinner.

Evening Principal Sylvia Evans: She shared there were several students that would like to make a brief presentation and she wanted to let the Board know that the students had only been in school for two months and this was their first event of the year.

Several of the Culinary & Baking and Catering students expressed their appreciation to their instructors, Jan and Nancy Joseph. Some of the students were first year students, some were second year students, and a few third year students came back because of the value of the program. The students expressed how value the programs are and how much they learn to help them in their careers, even Math.

President Garcia: He thanked the students for their presentation and their appreciation of their instructors.

V. STUDENT REPORTS

- A. SVCTE Student – Silicon Valley Career Technical Education Director Cartan introduced former student Taylor Poe who graduated from high school last year and he is currently in the Automotive Careers program.

Taylor Poe: He said he has attended classes for three years and he is currently working at Stevens Creek Maserati and Mercedes-Benz. He said he previously he worked in San Jose for Ferrari-Maserati-Lamborghini. He said the school has taught him everything he has needed to know to be the youngest Ferrari technician at 19 years of age. He said he wanted to work on old classic cars and he had always wanted to work on exotic cars and he never thought it would happen. He said the instructors and the one on one support received, he is where he always wanted to be. He said he could be making \$200,000 a year as an auto technician for Ferrari.

- B. SVAE Student – Silicon Valley Adult Education Principal Glass introduced a local businesswoman Cecelia Wong and what brought her to adult education.

Cecelia Wong: She said she did two years of research online to find the program. She said she did work for Tiffany's in New York and then opened a store in Palo Alto and she now has her own jewelry business at Valley Fair. She said she never was interested in the accounting part of the business and she would hire accountants. She discovered she needed to understand this area of the business and enrolled in the Accounting class with Mr. Abebe Gelagay. She shared what she has learned in the class and how important the class has been to her and her business.

SVAE Accounting Instructor Gelagay: He shared that Ms. Wong has been an inspiration for the other students in the class and she offered the other students to work as bookkeepers in her

business. He said she also shares her business experiences with the students and she was the first student to go to H&R Block to get her license to assist clients with their income tax preparation. He thanked the Board and staff for giving him and the students the opportunity to learn.

VI. SPECIAL ORDER OF BUSINESS

President Garcia: He noted there was none for the meeting.

VII. PUBLIC COMMENTS

President Garcia invited AFT President Kathy Jasper to speak under public comments.

AFT President Kathy Jasper: She shared the downsides of moving the Accounting class to a fee-based class. She said for the two-day a week class, it costs students \$70 per semester. She said now that it is fee-based the same class costs \$335. She said Mr. Gelagay is a tenured instructor and he has worked at MetroED for 10 years. She said it has been difficult to get students to take the class now that it is fee-based and the valuable service to the community will not continue in the new semester.

VIII. APPROVAL OF MINUTES

1. Action Item: Approval of Minutes from the Regular Board Meeting of November 13, 2013.

MOTION: It was moved to approve the regular board meeting minutes of November 13, 2013. M/Chang, S/Herrera; Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Herrera; 0 No

IX. CONSENT CALENDAR

President Garcia: He asked if a member of the Board wished to remove an item from consent and seeing no requests asked for a motion to approve consent items # 2 through # 10.

MOTION: It was moved to approve consent items # 2 through # 10. M/Herrera, S/Dean; Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Herrera; 0 No

BUSINESS AND FINANCIAL FUNCTIONS

*2. Action Item: Approve November Warrants Approval List

The Governing Board approved the November Warrant list as presented.

*3. Action Item: Monthly Financial Update

The Governing Board approved the budget changes included in the Monthly Financial Update for the period ended 11/30/2013.

*4. Action Item: Donations Offered to District

The Governing Board approved the donation from Mr. and Mrs. Walker for the Silicon Valley Career Technical Education Carpentry Program.

*5. Action Item: Approve Contract for 2014 Legislative Advocacy, School Services of California; \$29,356 plus expenses

The Governing Board approved the contract for 2014 Legislative Advocacy with School Services of California in the amount of \$29,356 plus expenses.

***6. Action Item: Appointment of Independent Audit Firm for Fiscal Years 13-14, 14-15, 15-16**

The Governing Board appointed the firm of Matson & Isom as the district's independent auditor for the fiscal year 2013-14, 2014-15, and 2015-16 and approved the professional services agreement between MetroED and Matson & Isom.

***7. Action Item: Grant Writers**

The Governing Board approved the independent contractor agreements for Eileen Becker and Catherine Mitchell.

PERSONNEL FUNCTIONS

***8. Action Item: Classified Personnel**

The Governing Board approved hiring Kristee Smith as Senior Executive Assistant/Superintendent, Confidential; the resignation of Accountant Vinita Singh; the retirement of Human Resources Systems Specialist Eileen Gilmore.

INSTRUCTIONAL AND STUDENT FUNCTIONS

***9. Action Item: Approve Resolution #01-12-11-13, Resolution for Support of the South Bay Consortium for Adult Education**

The Governing Board approved Resolution #01-12-11-13 in support of the South Bay Consortium for Adult Education.

***10. Action Item: SVAE New Course Approval, EKG Technician**

The Governing Board approved the addition of the EKG Technical course for Silicon Valley Adult Education.

X. INFORMATION ITEMS

None

XI. ACTION ITEMS AND REPORTS

BUSINESS AND FINANCIAL FUNCTIONS

11. Action Item: Fiscal Year 2012-13 Audit Report

President Garcia: He introduced Joyce Peters from the firm of Vavrinek, Trine, Day & Co., LLP (VTD) to review the audit report.

Joyce Peters: She said prior to the meeting, she met with the Audit Committee and there are a few revisions. She said there are no audit findings and VTD has submitted an unmodified qualification. She said she would be pleased to answer any questions.

Member Chang: She asked if Ms. Peters could review the three changes discussed during the Audit Committee.

Joyce Peters: She said on page 14 of the audit report, second paragraph under Economic Factors Bearing on the Districts Future the following has been added after 'static for two years': "uncertain future beyond that with no identified funding sources.

Member Chang: She said the Audit Committee is comprised of Members Dean and Chang and she said with the uncertainty of funding that it was important for those who read the report the seriousness of funding for the future.

Joyce Peters: She said on page 54, Matthew Dean's term expires December 2013 and not December 2014 and it will be revised. She said also education was misspelled on page 57 and it will be corrected for the final report.

Member Dean: He said previously boards would see an unqualified opinion which meant everything was good; however, the law has now changed and the word is unmodified.

President Garcia: He thanked the committee for taking the time to meet and review the audit report earlier.

Member Chang: She thanked Ms. Peters for the work that was done on the report.

Joyce Peters: She thanked the Business Services Department for their assistance and cooperation in assisting to get the audit completed.

MOTION: It was moved to accept the audit report for fiscal year 2012-13 with minor changes as noted on pages 14, 54, and 57 of the report. M/Chang, S/Dean; Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Herrera; 0 No

12. Action Item: First Interim Financial Report, Fiscal Year, 2013-14

CBO Fry: She said she had a brief presentation and she said at this point in the year, it is an opportunity to make changes before the Governor's budget is presented in January. She said there are many things occurring to ensure the budget is meeting the needs of the district and students including new names, new committees, and a strategic plan. She said the net change for revenues over expenses projected for ROP is \$835,720 and a deficit of \$475,138 for adult education. She said there are new priorities with the Local Control Accountability Plan (LCAP) including measurable student outcomes, high qualified teachers/staff development, public input, school climate, etc. She said the use of reserves for one-time expenditures (\$1.1 Million) includes anticipated increase to PERS Employer rates; replacement/repairs of classroom equipment; technology upgrades and equipment; district signage and wireless access; capital projects; transfer of dental and income protection insurance from San Jose Unified. She said there are long term obligations (\$1.9 Million) for other post-employment retirement benefits, compensated absences, qualified zone academy bond, and the potential loss of Los Gatos-Saratoga. She shared multi-year projections that are based on stagnant funding for 2015-2016 due to the uncertain funding. She said there is an effort being made in Sacramento to begin discussions about funding ROPs and CTE is making strides internationally with models being talked about here. She said adult education is working hard with the South Bay Consortium to meet the needs of the adult student community. She said it is still early in the year and there should be more information after January. She said even though MetroED does not qualify for the LCAP, as an LEA, we still must comply with the accountability and present a plan. She said the district's Budget Advisory Committee has been focused on the LCAP.

Member Dean: He said he read an article about STEM, testing and assessments and he said on the tests for the students finishing in the top five percent, the United States has over half of all the students in the top with Japan next with half of the US and everyone else falls off. He said if you look at the top performers on the tests you get a very different picture and the argument can be made is that is where the innovation comes from. He said it doesn't mean that we don't want to assist all students; however, it does mean that the sky is not falling. He said he would be happy to share the article.

Member Chang: She said since it was mentioned about the possible loss of Los Gatos-Saratoga from the JPA, she has had conversations with her home district superintendent at the

conference and it is her understanding the superintendents and CBOs will be meeting in January.

Superintendent Lynch: She said the superintendents will be meeting on January 22; however, she is not sure about the CBOs. She said they have been discussing a date but it hasn't been set.

Member Chang: She said the timing is important. She said Los Gatos-Saratoga originally provided MetroED with notification via letter of the intent to withdraw gave an extension to keep the district under the previous terms. She said by March 1, if they don't take any action, then Los Gatos-Saratoga will be out. She said she really values the programs at MetroED; however, due to the economic situation is difficult. She said she hopes the superintendents can work something out.

Member Dean: He said at some point when it comes around to the next interim the District will have to come up with projections for 2015-16. He said it is his understanding the District is working with the other districts in the JPA, the superintendents and CBOs, as prudently as possible to come up with plans if funding sources do not materialize.

CBO Fry: She said the issue now is the political climate. She said the districts really do not know what LCFF really means to them and we probably won't know for a year the true costs of LCFF. She said if she was a CBO in a district, she would be hesitant to commit to funding for another year not knowing what the funding is going to be.

Member Chang: She said the meeting is with the superintendents; however, she feels it will be helpful to have the CBOs in attendance as well. She said she thinks this is very critical to all.

Superintendent Lynch: She said she can propose that to the superintendents. She said she thinks it is more difficult to set a meeting with the superintendents. She said there had only been one meeting and the superintendents were not ready to bring in the CBOs and they did ask for us to bring in our financial information. She said we are working with the districts to bring the information requested prior to the next meeting.

MOTION: It was moved to accept the First Interim Report and to submit a positive certification to the County Superintendent of Schools. M/Chang, S/Herrera; Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Herrera; 0 No

PERSONNEL FUNCTIONS

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

President Garcia: He asked for a motion to sunshine the management's initial proposal to the San Jose Federation of Teachers (AFT).

MOTION: It was moved to sunshine the management's initial proposal to the San Jose Federation of Teachers for 2013-14. M/Canova, S/Dean; Vote: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Herrera; 0 No

XII. EXECUTIVE REPORT/ADMINISTRATIVE REPORTS

Silicon Valley Adult Education Principal Glass

- She said the Medical Assisting class held their second blood drive last Friday and collected 41 pints of blood which can help up to 121 people.
- She said spring enrollment has been held for the ESL students over a two-day period and five of the nine classes are full for a total of 226 registered. She said this week the program is assessing other students to fill the other classes.

- She said the program is closing out the paper and pencil GED testing as it goes completely to computer based in January. She said the testing center began piloting the computer testing a few months ago in addition to the other testing and it has been very successful. She said with the deadlines rapidly approaching, additional testing days have been added to assist students to complete their GED. She said the most difficult for the students is the Math portion.
- She said there are seven days left in the semester and the adult education staff wishes everyone Happy Holidays.

Silicon Valley Career Technical Education Director Cartan

- She said the center is winding down the semester to ensure the grades get back to the districts.
- She said the draft strategic plan has gone to both certificated and classified staff to get feedback.
- She said professional development opportunities are continuing to be provided to both certificated and classified staff and to see what they need and to encourage participation.
- She said the Employer Advisory Boards (EAB) in the past has been done with one large meeting and during discussions earlier in the year with staff they have chosen to do individual advisory board meetings. She said the teachers have the discretion to choose a date in February for their individual meetings. She said the instructional staff from the participating districts is interested in participating with the EAB meetings and she will work with Mr. Schmidt to include the teachers on your campuses. She said she believes that collaboration will be beneficial for everyone involved.
- She said she had the first opportunity to witness the spring draft here at the center. She said the participating district counselor's attended the draft and competed for seats for their students in the classes. She said the preparation of the participating district staff was very interesting to watch.
- She said on November 20, Dean Schoeppler, who is employed by San Jose Unified hosted a lunch for special education staff to discuss the center and what it will take for the students to be successful.
- She said there are two activities going on with the Student Council, Nathan Chukes is the advisor and he is here this evening, collaborated with Second Harvest Food Bank and it was very successful engaging the students in community services.
- She said the Medical Assisting Front Office class will be completing an activity in response to the recent typhoon in the Philippines. She said they are collecting can goods and clothing for those affected.

Superintendent Lynch:

- She said CBO Debbie Fry and she put together a list of ten questions and answers to evaluate CTE programs in districts when developing their LCAP and board members can take it back to their home districts to assist with how to infuse CTE in the LCAP. She said she will be sharing this with the participating district superintendents as well. She said this information will go state wide.
- She thanked the SVCTE Director Cartan and her staff with everything that has been going on over the past few months.
- She said the new signs will be going up, new lettering for the buildings, as well as a new website. She said in Sacramento they have put together a committee on ROP funding and she will continue to work at the legislative level as did former Superintendent Paul Hay.
- She said on Monday she met with Assembly Member Paul Fong and he knew exactly who we are and what CTE means.
- She said there are at least six meetings set-up in Sacramento in January with legislators or their senior staff.
- She said the All Staff Professional Development meeting will be held on January 6 to celebrate the New Year and provide updates on what has happened over the past year.

XIII. BOARD COMMENTS

Member Herrera:

- He said he is completing his two-year term as the representative from East Side UHSD and he anticipates at the organizational meeting tomorrow evening his alternate, Lan Nguyen, will be appointed to serve the next two years. He said it has been a great two years and he has enjoyed the opportunity to work with all the board members.
- He said he wanted to thank Althea Polanski for the great service to the board and organization during his time on the board. He said whatever she does in the future it will have the same level of excellence as has been shown working with all of us.

Member Canova:

- He said the organizational meeting for Santa Clara USD is also tomorrow and he did speak with their board president and it is his anticipation he will be returning as the representative again for another two years.
- He said it has been an exciting year for the district and he is sure there will continue to be great things continuing to happen in the New Year.
- He wished everyone happy holidays and a Happy New Year and he was planning to be back in January.

Member Chang:

- She said at her home board meeting last night, she was reappointed to continue to serve on the MetroED Board.
- She said she also wanted to thank Althea Polanski for all of her support and services over the years. She said she is always someone she can call or send an email and she will respond about the Brown Act and other items.
- She said she is very impressed with the quality of work by all the staff at MetroED and most importantly all of the students.
- She wished everyone happy holidays.

Member Dean:

- He said he spoke with his home board president and he has no idea who will be representing Campbell beginning in January. He said his home board did select a board member to replace Royce Peterson who passed away recently. He said the new board member will be sworn in on Thursday.
- He said he has enjoyed serving on the MetroED Board and he would like to continue. He said he is still on a learning curve and he has found everyone he has had the opportunity to work with at MetroED to be very helpful and patient. He said what we do here is transformative for the students and he said it is where a little thing may make a big difference and the curriculum makes the difference here at MetroED. He said that is what education is all about helping students find their passion that will lead them down their life and that is priceless.

Vice President Bobay:

- He said the Board with miss Member Herrera and it has been an honor to work with him and getting the opportunity to know him.
- He said his home board's organizational meeting was last night and he was reappointed to serve on the MetroED Board and he was also selected as the Vice President of the Milpitas Board.
- He said what we do here is all about the students and not the board. He said there is a great deal of diversity among the board as far as experiences and it helps. He said where it makes a difference is in the classrooms and he hopes the board is supporting staff as much as they need. He said if there is a committee in Sacramento he hopes we are reaching out to them and he will make himself available to assist with that process.

- He said many of the board members participated in the California School Boards conference in San Diego. He said on the legislative side it is very important that we reach out and as far as MetroED is concerned, we need to get out there and make sure people know who we are and what we do at MetroED. He said our participating districts need to support MetroED as well.
- He said he knows it is difficult as we approach the holidays with the uncertainty of funding; however, it is important to have hope and he says there is hope for this center. He said whenever he brings anyone down here, they come away with a new idea of what is done here and it is fantastic. He said to stop that for anyone student or adult would be a shame and we need to fight for it.
- He wished everyone happy holidays and a Merry Christmas.

President Garcia:

- He said he looks forward to working with the board and he will be returning again in January.
- He said Member Herrera will be missed and he has enjoyed working with him and helping to support the staff and what we have accomplished.
- He said it has been discouraging to hear about the Local Control Funding Formula when he knows there is a great staff here at MetroED. He said if we had the funding, you can imagine the wonderful additional opportunities we could provide for the students. He said he hopes the Board will continue to knock on the doors to support the programs here and he said he is hopeful for the future.
- He said that he will miss Althea Polanski and that we go way back and there are a lot of stories about MetroED.
- He said he hoped everyone has a restful vacation and we begin the New Year with great opportunities for the students we serve.

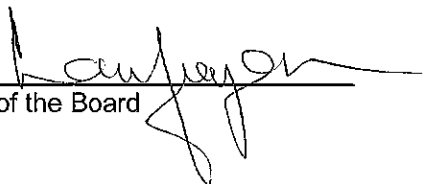
XIV. OTHER MEETINGS

President Garcia: He noted the next meeting is the organizational meeting to be held on Wednesday, January 22, 2014 at 7:00 PM.

XV. ADJOURNMENT

MOTION: It was moved to adjourn the meeting. M/Herrera, S/Dean; Votes: 6 Ayes, Bobay, Canova, Chang, Dean, Garcia, and Herrera; 0 No

President Garcia adjourned the meeting at 8:25 PM.



 Clerk of the Board