



Metropolitan Education District

AGENDA

JPA Joint Board & Executive Council Meeting #1 Minutes

Meeting Date: Tuesday, October 6, 2020
Meeting Time: 3:00 – 4:30 PM
Meeting Location: Via Zoom <https://us02web.zoom.us/j/87038306729>

Meeting started at: 3:05 pm

Attendees:

o Alyssa Lynch	Superintendent MetroED
o Ron Lebs	Chief Business Officer MetroED
o Chris Funk	Superintendent ESUHSD
o Wendy Zhang	Chief Business Officer MUSD
o April Dizon	Chief Business Officer CUHSD
o Heath Rocha	Chief, Student Services LGSUHSD
o Dr. Robert Bravo	Superintendent CUHSD
o Dr. Stella Kemp	Superintendent SCUSD
o Cheryl Jordan	Superintendent MUSD
o Linda Goytia	MetroED Board & CUHSD
o Manuel Herrera	MetroED Board & ESUHSD
o Albert Gonzalez	MetroED Board & SCUSD
o Brian Wheatley	SJUSD-MetroED Board Alternate & SJUSD
o Katherine Tseng	MetroED Board & LGSUHSD
o Michael Tsai	MetroED Board & MUSD
o Nancy Albarran	Superintendent SJUSD (Added 1/19/21 per Nancy at the 1/19/21 Executive Council meeting)

Alyssa provided a big picture overview:

- We are doing full distance learning for SVCTE and SVAE.
- Our reopening plan is currently being updated.
 - o We have had about 7 teachers that are working on campus
 - o We have most staff back on campus
- Alyssa met with Daniel Peck at Mission College: It will be harder to partner with them due to COVID
 - o Possible extension campus with them
 - o Open to working together and will be taking the updates to their Academic Senate

A. Approval of Minutes – [Executive Council meeting April 28, 2020](#)

- a. Motion to approve the minutes: Superintendent Bravo (CUHSD)
- b. 2nd by: Stephen McMahon (SJUSD)

B. Reopening SVCTE:

Alyssa

- a. [Reopening Plan](#)
 - i. Had 7 Task Force meetings over the summer- virtually and in person
 - ii. Alyssa reviewed the reopening plan
 - iii. We asked each school district which schedule would work for them
 - iv. Canvas is the platform we use
- b. [Executive Summary Reopening PPT](#)

C. Enrollment Update:

Alyssa

- a. [Overall JPA Enrollment](#)
 - i. Base numbers are set by what the districts will pay us
 - ii. We are down about 86 students
 - iii. Have met with 5/6 districts by zoom or person- Nancy Albarran was via text/email
- b. [Individual Districts Enrollment](#)
- c. SVCTE Enrollment & Section History
- d. End of Year data reports by district
 - [SVCTE - All Districts](#)
 - [Campbell UHSD](#)
 - [East Side UHSD](#)
 - [Los Gatos-Saratoga UHSD](#)
 - [Milpitas USD](#)
 - [San Jose USD](#)
 - [Santa Clara USD](#)

Stephen McMahon asked when the 2021 CBEDS data was run. Alyssa stated that it was on 10/5. Stephen asked for clarification on the 275 number. Alyssa said that it's the current enrollment for San Jose. The base number is either CBEDS in Oct or a different number provided in January by the districts. Alyssa stated that adults can take the high school CTE class (backfill). Superintendent Kemp asked how come the number of students hasn't changed in the same ratio as the number of sections? Alyssa said that the job core students are in the CTE classes. Superintendent Kemp asked if the numbers accounted for the job core and adults? Alyssa said that there are only certain classes that job core students can take. Superintendent Kemp asked why the job core numbers have dropped over the years? Alyssa said they have dropped because students have moved away and job core has started their own classes on their site. Superintendent Kemp said the student to teacher ratio has increased since 2008. Alyssa stated that the number of students that have applied this year is about 2000 and we can't take them all. The numbers are going down because it's harder for the districts to pay per student. Superintendent Bravo asked why we lose almost 900 students? Alyssa said some of the reasons are that the students sign up with someone else, they don't like the class materials, or it doesn't end up working with their home school. We have a large attrition rate. The learning walks have really helped with lowering the rate. The counselors are talking with the students about the fit of the class. The attrition rate has dropped from 25% to 20%. Superintendent Bravo asked where the largest drop is. Alyssa said the summer has the largest drop of about 700. The numbers drop again once school starts. Superintendent Kemp asked about the large drop over the years in adult students? Board President Goytia said that there is a law about the number of adults in the high school classes. The other reason is that the adults are charged 1/2 of what the districts are charged.

D. MetroED Staffing Update:

Alyssa

- a. SVCTE 2007-2020
 - i. Alyssa stated that we offer high quality CTE classes with limited staff. Superintendent Kemp asked about the staffing levels at all sites. Alyssa stated that SVAE has their own employees. Stephen asked about the staff versus number of sections. Alyssa said that most teachers teach 2 sections. Superintendent Funk said that there's no question that staff is down and money is tight. Ideally it would be great if we could get state funding. Board Vice President Herrera said that in talking about the history we are showing that we have reserves but we can see a crash coming. We are looking at an unworkable institution in the mid-term. This is what is giving me concern.
- b. ROP State Data
 - i. 74 in 2006 and 39 in 2018
 - ii. Centers- 28 in 2002 and 17 in 2020
 - iii. If each of the large districts cut 100 students, we would not be open in 2022-23.

E. Grants: CTEIG Application & Strong WorkForce Program:

Alyssa

- a. CTEIG Application submitted September 17th for \$2.6 million
 - i. Thank you San Jose Unified for your ADA
 - ii. We will find out in November the amount we are awarded
- b. CTEIG MOU Signatures will be needed
- c. Strong WorkForce Program grant to be submitted for \$700K

F. Legislative Update

Alyssa

- a. [Funding Action Plan](#)
 - i. Alyssa went over the plan
 - ii. Board President Goytia said that she has been contacting government officials
- b. [Letter to Governor with local 21 public officials](#)

G. Property Update (Action)

Ron

- a. [Capitol Auto Mall Commercial Property](#)
 - i. Ron provided an overview of the Capitol Expressway commercial properties.
 - ii. He stated that several of the tenants in the strip mall are struggling. The property manager has worked with several of the tenants regarding rent deferrals within the confines of the leases. We recently received requests for rent reductions from two tenants. We are working with tenants on a one to one basis and will be granting some rent reductions in order to keep the spaces occupied because the alternative of no rent and an open space is not desirable.
 - iii. Superintendent Kemp asked about SJUSD's plans for student housing. Stephen McMahon stated that the analysis is complete but has not yet moved forward due to the current economic situation. Dr. Kemp inquired further about plans for student housing at the MetroED site. Stephen stated that the analysis considered the front part of the school but realized that the

Capitol Expressway property would require significant effort to acquire given the nature of the leases. Everyone thanked Stephen for the update.

b. Capitol Auto Mall Lease Renewals & Extensions

- i. Ron presented the three leases for renewal and explained some of the background. He stated that the SJUSD request for “claw-back” language had been withdrawn and that SJUSD had requested that the lease be made between the tenants and MetroED, eliminating the prior ownership structure for the document language.
- ii. Stephen stated that the leases are quite complicated and he now wants to see clean leases and not addendums/extension because of the old ownership, subleases, bankruptcy, and many changes over the years. Ron said that the concerns communicated by his attorney in the spring had been addressed and the leases/lease extensions presented were directly now between MetroED and the tenant. The leases were compliant with the request. Ron said that everything was cleaned up and spelled out in the leases/lease extensions as requested and that he would not have presented the documents if they weren’t compliant with what SJUSD had requested in the spring through their attorney. However, Stephen reiterated that he wants new documents and everything to go through the new leases and not addendums.
- iii. Superintendent Kemp said it looks like the Honda lease is good to go. Ron feels that they are all good to go otherwise he wouldn’t have brought them to the Executive Council.
- iv. A concern arose regarding the future of MetroED and what would happen to the properties if MetroED closed. Superintendent Bravo said that he didn’t think the district would shut down in 2023. He asked if the school does close, how would the leases be handled? Ron explained that the percentage of ownership information is spelled out in the JPA agreement.
- v. Stephen asked what’s Honda’s interpretation was of the lease status? Ron said that Honda signed the lease last year the week after SJUSD announced their intentions to consider the property for employee housing. The lease was still in the red-line revision stage with minor edits being worked on.
- vi. Superintendent Kemp asked if claw back language was included in any of the leases being presented. Ron said that there is not. Superintendent Kemp asked if that meant that there was no discussion of using the property in the future. Stephen said his concerns related not to the ‘claw-back’ provision but the complexity of all the previous lease terms, that doesn’t want to have to pick up the pieces in 2 years by going back through multiple documents if something happens. Stephen stated that he understands the agreements leases are with MetroED.
- vii. Ron stated that we had attorney’s craft these leases based on SJUSD requests and that they are complicated documents with national corporations. Stephen said that he does leases all the time. Superintendent Bravo said that there is no claw back language due to the attorney’s advice.
- viii. Board President Goytia asked who has the right to vote on the approval? Ron said that the process regarding lease approval falls under Article 6.3 –

Selling Property of the JPA. The article is not clear as to mechanics of the approval process, but requires unanimous approval of the participating districts. Ron stated that they were presenting the leases to the Executive Council in compliance with Article 6.3 for approval and would then present them to the MetroED Board for approval.

ix. Superintendent Kemp called for the question.

A motion to approve the leases as presented was made by Heath Rocha

The motion was seconded by Superintendent Kemp.

The vote was as follows:

1. Stephen McMahon - No

2. Superintendent Funk – No

He wanted time to have his attorney look at it and would get back to Ron within a couple of weeks.

3. Superintendent Bravo - Yes

4. Superintendent Kemp - Yes

5. Superintendent Jordan - Yes

6. Heath Rocha - Yes

x. Ron asked about the next steps?

1. Stephen asked if the tenants that are paying are on time. Yes

2. Stephen and Superintendent Funk want their attorney's to review the leases.

3. Stephen said the contracts are crazy. These are real property. The home districts have ownerships and this was set up sometime before Alyssa and Ron came on board.

4. Stephen said that the leases went from all 6 districts signing to just 1 signature from MetroED. Stephen said he thinks that all leases should have all 6 districts signatures going forward. Ron noted that this would require a change to the JPA agreement.

5. Superintendent Funk said he is committed to having the leases reviewed within 2 weeks to get an answer.

H. Form 700 Conflict of Interest for MetroED

Ron

o Ron said that the Executive council has to file form 700 going forward

o Stephen asked what is the area that you have to report?

Wrap-up:

o Alyssa said that a single district operating idea was thrown out to the group in April and was refused

o Happy to meet with anyone 1 on 1

o Please notify us sooner rather than later about district base numbers and it would be great if we could keep base enrollment the same for next year

o Ron said he is working on the first interim report and will follow up with an email to ask about enrollment for 2021/22.

o Steven asked if it's CTE that is in trouble and not the Adult Ed?

- o Board President Goytia said the boards idea is that stable enrollment will really help in the future.
 - o The board is hoping for another year of grace regarding funding
 - o Board Member Tseng said that this board has committed to going to Sacramento
 - o If every school district can give us grace because we have been diligently working to get funding
 - o Stephen asked how the \$3 million from Milpitas is handled
 - Ron said we receive the money into the general fund and that it goes to CTE only
- o Superintendent Funk said none of us want MetroED to close. East Side would take over if we can't get direct funding from the state. He said that he didn't say anything in April because he stated that we want to push for direct funding from the state.

Meeting ended at 4:45 PM

2020-2021 Meeting Dates:

All meetings from Tuesdays 3:00 pm - 4:30 pm

- January 19, 2021 Executive Council Meeting
- April 27, 2021 Executive Council Meeting