



Metropolitan Education District Agenda/Minutes

JPA Joint Board & Executive Council Meeting #1

Meeting Date: Tuesday, October 8, 2019
Meeting Time: 3:00 – 4:30 PM
Meeting Location: MetroED Large Conf. Room in Building 400

Meeting Started: 3:10 pm

1. Attendees:

Alyssa Lynch, MetroED Superintendent
Ron Lebs, MetroED CBO
Dr. Stella M. Kemp, SCUSD Superintendent
Dr. Robert Bravo, CUHSD Superintendent
Wendy Zhang, MUSD Asst. Superintendent Business Services
Stephen McMahon, SJUSD Deputy Superintendent
Rosemarie Pottage LGSUHSD CBO
Brian Wheatley, SJUSD Board Alternate
J. Manuel Herrera, ESUSD Board Clerk
Katherine Tseng, LGSUHSD Board President
Nancy Albarran, SJUSD Superintendent

Absent: Chris Funk, ESUSD Superintendent
Cheryl Jordan, MUSD Superintendent
Dr. Michael Grove, LGSUHSD Superintendent
Jim Canova, SCUSD Board Member
Michael Tsai, MUSD Board Member

2. JPA Agreement Alyssa Lynch

- Joint Executive Council meeting (1 per year)
 - There are 3 Executive Council meetings held per year and 1 is a joint session with board members and the Executive Council and 2 of the meetings are the Executive Council members only
 - The Instructional Council meetings need to have a representative from each district with decision making authority
 - We are going to post the agendas and minutes from all the Executive Council meetings on the MetroED website
 - We will also be posting Instructional Council meeting agendas and minutes on our website

3. Enrollment Update Alyssa Lynch

- Overall JPA Enrollment

- Alyssa reviewed the enrollment numbers for 2019-20. Last year's numbers were 1404. This year's numbers are 1372. It is a difference of 91 students. We feel that we have a higher attrition rate this year than last year. We ask the counselors to over enroll due to the high attrition rate. We over enroll by placing 40 students per class. We back fill with Adult students if space is available.
- Individual District Reports. This is a report card. The first page has 3 years of enrollment data and the next two pages has year-end data from the last school year. You can use this information in your LCAP. We are fortunate that all districts included SVCTE in the LCAP, so thank you.

4. Curriculum & Instruction Alyssa Lynch

- We will be implementing Canvas for online learning. The instructional time for this will be throughout the 3rd hour of our morning program.
- Canvas: Blended Learning (10 units). We will be having the same conversation regarding Canvas in the Instructional Curriculum meeting on Oct 10th.
- Seat allocation: Seat allocation is ADA with a percentage for your district. The seats allowed per district are based on this percentage. There is a draft for the seats that are available. If there is space available, they will do a second draft. If after the second draft a district doesn't fill their seats, then it opens to other districts. Once a month we have counselor meetings and learning walks. Dr. Kemp asked how do the schools know if their districts don't show up. Alyssa stated that she follows up with the Superintendent if a district consistently doesn't attend. Alyssa will ask for the agenda and minutes. They will be uploaded to the website after the meetings are held. The academic guideline chart helps to guide the counselors to see if the program will be a good fit for their students. We have had a lot of students that were not necessarily a good fit. Nancy Albarran asked for a copy of the chart. Katherine Tseng asked that it be emailed to everyone

5. CTEIG Application Alyssa Lynch

- JPA LCAP Inclusion of Silicon Valley CTE: The instructions were released about a week ago and the application was released today. Campbell and Los Gatos did not participate with us for the CTEIG last year. Katherine said Los Gatos-Saratoga will join us this year. MetroED claims the number of students that attend. San Jose gave us all of their ADA, thank you San Jose. Stephen reminded Campbell that they were giving MetroED their CTEIG for the students that attend here. Wendy Zhang asked about the ADA numbers. Ron said he would work with Milpitas. Alyssa said Cheryl would give us 58 students which is their base number. Ron said that MetroED applied last year and we claim only the number the students that actually attend SVCTE. The CTEIG application is due November 15th. Alyssa said that last year we sent the application in, then we sent in the MOU signed. The CDE wants an MOU every year, but are hoping to have it become a 3-year grant going forward. We have not finalized the MOU for the CTEIG yet. They do check the numbers submitted.

- MOU Signatures Needed: Ron will follow up with the districts

6. MetroED Staffing Update Alyssa Lynch

- a. Went over the staffing chart: There is a gap between 2013-2019. There were 30-35 positions reduced during that time. We had 150 employees in 2013 and now we have 110 employees at MetroED. The chart also shows prior employment history.
- b. In 2013 we had about 1100 students and now we are at 1431 covered by the 110 employees
- c. The top of the chart shows positions that we did not fill from the 2018-19 year and the bottom is proposed positions. Stephen asked if there is an obscure rule about not having a certificated principal.

7. MetroED COLA & Salary History Ron Lebs

- a. History provided for COLA: In 12 years MetroED employees received only a 6% COLA. While districts received 21.17% COLA. We are also not competitive for salaries. We are in negotiations for all 3 groups unions
- b. Funding is better. We are going to be able to offer something but we need to wait for the 1st interim budget report. We are grateful for the CTEIG money but we also need to help the organization and that is why Alyssa was asking for the extra 5% last year. This chart helps to explain it.

8. Master Business Agreement Ron Lebs

- a. Exhibit B
 - i. This is the agreement with the 2 exhibits.
 - ii. Nancy said that we need to take the exhibit back to the board. They were understood and they were approved, but we should take them to the board. Stephen said that marketing is good but we shouldn't spend as much on the marketing. Word of mouth is the best marketing and people are hearing about it from friends and family. We had a contract with Downtown College Prep. Last year we had 25 students but this year we don't have any.

9. Property Update Ron L./Nancy A.

- a) Capitol Expressway is comprised of 5 commercial properties.
705 - (owned by Santa Clara County) includes the strip mall with 8 tenants; 6 stores are occupied, 2 are vacant, 715 - McDonald's, 725 - Public Storage, 735 Capitol Premier Car Wash & Gas Stations, and 745 - Honda dealership (partial). The properties generate approximately \$300K in revenue annually. \$100K is set aside for deferred maintenance and \$70K goes to the County of Santa Clara. We are currently in negotiations for lease extensions with Honda and McDonald's. SJUSD would like clawback language inserted in all new leases in case they want to take back the property at some point.
Nancy Albaran wanted to clarify the language specific to leases. Negotiations/approving leases requires unanimous approval of the member districts.

Given the changes in staff, this appears to be a step that got missed over the years. It is a shared understanding for the steps.

SJUSD is currently evaluating properties for possible construction of employee housing. One site being evaluated is the MetroED and Capitol Expressway properties. SJUSD expects this analysis to be completed in April 2020 with a recommendation to follow. If chosen, any development would be implemented so as to not impact MetroED educational program or the revenue generated from the commercial properties. Any proposed development would have to be unanimously approved by the six member districts. Housing would potentially be offered to all six districts and MetroED depending on their level of contribution.

Dr. Kemp asked if Santa Clara would have access to the evaluation report? Stephen says that all districts would have access to the reports. It has to have an anonymous approval in order to move forward. Anything having to do with day to day is for the MetroED board. It would go to the 6 districts boards to vote. SJUSD is super conscious to mitigate the risks.

Dr. Bravo asked who is doing the analysis? Stephen said that they are looking at companies who have done school district housing before.

Construction is at least 5-7 years away

- a. Being in the LCAP has helped MetroED. We would not be eligible to apply for the Strong Workforce grant if we were not in our districts LCAP. The Strong Workforce application has been released. We missed out on the Strong Work Force grant last year by 2 points. Thanks for including us.

Adjourned: 4:20pm

2019-2020 Meeting Dates:

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

- January 21, 2020 Executive Council Meeting
- April 28, 2020 Executive Council Meeting