



Meeting Date: Tuesday, January 19, 2021
Meeting Time: 3:00 – 4:30 PM
Meeting Location: Via Zoom <https://us02web.zoom.us/j/82021383327>

Meeting started at: 3:05 pm

Attendees:

Alyssa Lynch	Superintendent MetroED
Ron Lebs	Chief Business Officer MetroED
Chris Funk	Superintendent ESUHSD
Dr. Robert Bravo	Superintendent CUHSD
Dr. Stella Kemp	Superintendent SCUSD
Cheryl Jordan ((Arrived 3:20PM)	Superintendent MUSD
Nancy Albarran (Arrived 3:10PM)	Superintendent SJUSD
Dr. Michael Grove, Ed.D	Superintendent LGSUHSD

1. **Approval of Minutes:** [Executive Council meeting October 6, 2020](#) Everyone

Superintendent Lynch reviewed the minutes from the October 6th meeting. She stated that everyone was there including the board members. Alyssa mentioned that they had gone over the Reopening Plan 1.0. The Executive summary was reviewed at that meeting as well. District enrollment numbers were reviewed for the start of school. The data for staffing was given. Alyssa mentioned that we applied for the CTEIG and Strong Workforce grant. Alyssa gave an update on the steps to reach out to the legislation. Ron wrapped up the discussion on the properties. Ron mentioned to the Superintendents that they will need to fill out the Form 700. Superintendent Albarran stated that she did attend the October 2020 meeting. MInutes for the April meeting will reflect this change.

Motion to accept minutes with change by Superintendent Kemp

2nd by Superintendent Funk

All approved

Information Items:

2. [Reopening Plan 2.0](#) Alyssa
o Reopen for small groups when in the Red Tier for assessments

Alyssa scrolled through the plan. She mentioned that the plan was posted on our website January 1, 2021. Alyssa noted that the updated sections were on distance learning and the hybrid plan. Our plan is to bring back small groups once we return to the red tier. Superintendent Funk asked if the students don't come in will they earn

certifications? Alyssa said that it would depend on the class. The Task Force held two more meetings since the last Executive Council meeting. We have a COVID liaison who has been working hard and keeping the site in compliance.

3. Enrollment Information:

Ron

- The enrollment information was shown. Ron said that he checked in with all the districts about the 2021-2022 enrollment to confirm the numbers. We are basing enrollment on the numbers that are listed in the 2021-2022 yellow at the top of the chart. Alyssa said thank you and that she was thankful districts did not reduce their numbers further with the enrollment. Ron also said thank you for getting back to us and confirming the numbers.

- [Seat Allocation & Enrollment Projection](#)

4. Instructional Council:

Alyssa

Alyssa stated that this is the second year that we are discussing the same topics that are discussed at the instructional council meeting at the Executive Council meeting.

a. [Data Sharing MOU with districts](#)

The first reason for sharing the data is for safety. We receive some information on IEPs but having additional information on ELL will be helpful. MetroED helps the districts with the CTE indicators and the LCAP.

b. [Attrition Rates by District](#) (Over Enrollment by 20%)

Alyssa stated that we also request to enroll by over 20% due to attrition. This information was shared. This report is new for us. Alyssa gave the following attrition rates for the districts. Campbell UHSD is at 28%; East Side USD is at 37%; Los Gatos-Saratoga UHSD is at 28%; Milpitas USD is at 25%; Santa Clara USD is at 48% and San Jose USD is at 39%. The average attrition rate is 34%. Chris asked if we can track the numbers a little tighter? The reasons why they aren't coming? Maybe give the top 5 reasons why? Alyssa said that she will ask and let people know at the April meeting. Because of COVID this year, we decided to retain students with D's and F's to support districts,

5. Funding Updates:

Alyssa

- o Career Technical Incentive Grant (CTEIG) \$1,054,589
 - o Strong WorkForce Program Grant (SWP) \$837,422
 - o [Funding & Legislative Action Plan](#)
 - For the Career Technical Incentive Grant (CTEIG) we received \$1,054,589
 - Thank you San Jose USD and the other districts that provided us with their ADA.
 - For the Strong WorkForce Program Grant (SWP) we received \$837,422. This is the first time that we received the Strong Workforce Grant after 3 years of applying.
- [Funding & Legislative Action Plan](#) – Alyssa said that she has a friend that works with Governor Newsom. Jeff Bell said that he wanted more information and that he wanted to help. Alyssa wrote a 16 page proposal and sent it to the Department of Finance. Alyssa

followed up in November and December. Alyssa said that Jeff called back last Tuesday. He said that the Department of Finance wouldn't fund us. He was direct with Alyssa. Jeff's excuse was COVID. He also said that he was leaving the Department of Finance. Jeff told Alyssa to go the legislative route. Alyssa said that she wants to try and go the local Legislative route.

6. Form 700 Superintendent Requirement

Ron

Ron stated that we are required to have the executive council to file form 700. He said that he tried to push back, but to no avail. Danielle should have information sent out by the end of the week or first part of next. Ron said that unfortunately you have to file.

7. Commercial Property Update

Ron

Ron said that we have two types of property, District owned and County owned. The strip mall is owned by the county of Santa Clara and the ground leases are owned by MetroED. In the strip mall there are 8 businesses and 3 are vacant. The barbershop (Is currently closed and they are not communicating); Popeye's (On an old lease and current on rent); Fast Signs (On an old lease, current on rent, and looking at renewing their lease); Hightower Insurance (Is on a new lease, and negotiating rent reduction/deferral); and Subway (On an old lease with rent reduction/deferral). We feel it is better to take less rent and deferrals in order to keep the spaces occupied. Chris Funk asked how much we receive from the County. Ron said that it's about 24% of what is taken in for all of the properties. Chris asked if it's worth MetroED's time? Ron said that it was. He also said that it's a weird arrangement in that the county's share is calculated on both the county and district owned property. Staff is working to move all tenants to new leases directly between MetroED and the tenant.

With regards to the ground leases: We have been working with Capitol Honda for the last two years. The lease is completely brand new and there are no references to the past. This lease was approved/signed by the tenant in September 2019.

We have been working with McDonald's for about a year on a lease extension. This is an old lease with a lease extension. Ron said that he heard loud and clear that the JPA wants a clean new lease and will be working with the District's legal counsel and property manager to move McDonald's to a new clean ground lease. However, there is a concern that if we say we want to have a new lease, McDonald's will want to use their corporate lease.

Public Storage contacted us in early December with a proposal for a lease extension. Ron noted that Public Storage is interested in purchasing the property if we ever want to sell.

Ron stated that we need the executive council to approve the lease with Capitol Honda and bargaining parameters for McDonald's and Public Storage. At the last meeting we had approval from everyone but East Side and San Jose.

Chris asked if the difference between the commercial properties and the ground lease was that the JPA owns the ground leases and the strip mall we manage? Ron stated that was

correct. Ron said that after the last vote we had an attorney look at the leases. Chris' feeling was that yes, it would be nice to have standardized leases, but it was as good as it would get. Chris is satisfied with the agreement with MetroED and the JPA needs to sign off and if there is an increase or decrease in lease agreements. Stephen had stated at the previous meeting that he wanted all 6 districts to be on the agreements; this would require each participating District to separately approve the lease. San Jose USD has the same understanding. Nancy stated that the property isn't given to MetroED. She doesn't want a repeat of 1996. Nancy stated that San Jose USD is willing to accept the language in the Capitol Honda Ground lease but 6 districts will need to approve the lease.

Ron asked what is the best way to get this approved? Chris stated that it has to go to the boards. Chris said he could get it to his board. Ron asked if everyone could get it to their boards within the next 30 days? Everyone said yes they could.

Cheryl said that she would need a summary and also what the funding is for and that it can't be used by the individual districts.

Ron shared the memos with the lease terms from the email that he sent to everyone. In response to a question from Dr. Kemp, Ron said that he will clarify what is included in "additional rent.". Ron said that he will send the Honda lease to everyone.

Cheryl asked if the leases have been discussed with the MetroED Board and Alyssa stated that Ron has been keeping them informed.

Nancy said that at the board meeting tomorrow (January 20th) San Jose's board member will be bringing the leases up.

Ron said that the Executive Council or individual districts don't need to give approval for the strip mall lease agreements because MetroED is acting as the property manager/agent for the County.

Action Items:

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| 8. Approval of Lease Agreement | Ron |
| a. UAG Capitol, Inc., (Capitol Honda) | |
| 9. Review and Approval of Lease Negotiating Terms (Confidential) | Ron |
| a. McDonald's Corporation | |
| b. Public Storage | |

Chris asked for a motion on the new move: Chris Funk and a 2nd Stella Kemp All Approved

Future Topic: Late Start AB328

Chris asked if anyone has done the new bell schedule and everyone said no. Michael Grove said that they have been working on it. Per Chris, 2022 is the new start deadline.

Meeting ended at 3:50 PM

2020-2021 Meeting Dates:

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

- April 27, 2021 Executive Council Meeting