

**Mountain Desert Regional Career and Occupational Pathways Joint Powers Authority  
Coordinating Council Meeting Minutes**

Thursday, December 15, 2016

Location: Hesperia Alternative Education Center, Room 8

9:00 a.m. – 1:00 p.m.

**In Attendance:**

Belen Colon, RPS, Apple Valley USD  
 Brad Williams, Coordinator, Apple Valley USD  
 Lucia Macias, RPS, Hesperia USD  
 Kim Walker, Coordinator, Hesperia USD  
 Nancy Spillman, Coordinator, Lucerne Valley USD  
 Matt Wells, Coordinator, Snowline JUSD  
 McKenzie Tarango, Coordinator, Victor Valley UHSD  
 Scot Williams, Director, Mountain Desert Regional Career and Occupational Pathways JPA  
 Kendle Crowell, OSIII, Mountain Desert Regional Career and Occupational Pathways JPA  
 Lee Bennett, CTE Coordinator, Victor Valley College

<b>Agenda Item:</b>	<b>Presenter(s)</b>	<b>Notes:</b>
<b>Welcome</b>	Scot Williams	<ul style="list-style-type: none"> <li>• The meeting was called to order at 9:08 a.m. Scot Williams welcomed the group.</li> </ul>
<b>1.0 Review and Approval of the Minutes from the November 18, 2016 Meeting</b>	Scot Williams	<ul style="list-style-type: none"> <li>• Per the direction of Matt Wells and Kim Walker, changes were made to items 2.0 and 3.0 in the minutes from the November 18, 2016 meeting.</li> <li>• On a motion by Brad Williams, with a second by Nancy Spillman, the minutes from the November 18, 2016 meeting were unanimously approved, with the amendments.</li> </ul>
<b>2.0 Review and Discuss Pending Articulations on Draft Advisory Minutes</b>	Scot Williams	<ul style="list-style-type: none"> <li>• Scot Williams spoke on articulations:               <ul style="list-style-type: none"> <li>○ We have not changed core curriculum to what has been approved for articulation in the past.</li> <li>○ We are working on making a new list of all the articulation agreements that will be valid for the remainder of this year, 2016-2017 and through next year, 2017-2018 (in accordance with VVC's AP).</li> <li>○ By this time next year, we will be working on articulations for the following two years.</li> <li>○ If someone is teaching a class with a different course name, but the curriculum is the same and it shows up correctly on the school's master schedule, both course names will be recorded in the minutes and articulated.</li> <li>○ Any new courses must be met about with teachers and the Department Chair at VVC to get the articulation approved. Once that happens, an e-mail documenting the approval</li> </ul> </li> </ul>

*Mountain Desert Regional Career and Occupational Pathways Joint Powers Authority*

		<p>needs to be sent to Scot and Kendle Crowell at the JPA office before being recorded in the minutes.</p> <ul style="list-style-type: none"><li>○ Lee Bennett stated that for any amendment that is made to articulations after the advisories take place, Kendle needs to receive e-mails from Coordinators and the Department Chair at VVC, which will then be forwarded to him attached to the minutes.</li><li>○ Amendments, like new course offerings, need to be brought forward to Scot and Lee so they can assist in scheduling a meeting with everyone present.</li><li>○ If Coordinators/teachers are not successful in contacting or scheduling a meeting date with the Department Chairs, they are encouraged to notify Lee so he can work on it. If he also can't make contact with them, unfortunately the articulations cannot be validated.</li><li>○ Ultimately, lack of communication from Department Chairs or instructors at the college level just hurts the students.</li><li>○ Some instructors at the college level have brought up concerns that articulating with their classes means that students are coming to them with already having taken half of their class, or that CTE/ROP programs are taking away from their class enrollment by articulating. That is simply not the case, so it is important that teachers understand the value in articulating and that it is for the benefit of the students. Lee added that articulations are also a form of marketing for the colleges, as they encourage enrollment when students leave high school already having earned some college credits.</li><li>○ Scot stated that the new process has been working fairly well and any issues will be worked out before the next round, now that everyone knows what to expect.</li><li>○ Coordinators need to let their teachers know that they must attend the advisories in order to receive articulations. They should not be visiting the colleges to discuss their agreements after-the-fact.</li><li>○ All Department Chairs from the College also need to be held accountable to be present at advisories and represent their courses to be articulated.</li><li>○ The list of articulation agreements will be reviewed one more time by Coordinators, Scot, and Lee before MOUs are created. This</li></ul>
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*Mountain Desert Regional Career and Occupational Pathways Joint Powers Authority*

		<p>will ensure everything is correct before going into the system at VVC.</p> <ul style="list-style-type: none"><li>○ After MOUs are completed, it will give everyone a year and a half to focus on other things, as the articulations have been a very time consuming effort. However, it is a new process, so it will be much easier and a smoother process next time around.</li><li>○ Lee stated that despite the little challenges, no one else state-wide is functioning at the level that we are in the High Desert. We don't have the operational issues that many others have due to the facts that their high schools and colleges don't communicate with each other, or they have eliminated articulations all together. We are articulating at least double the number of courses as other regions, so we are leaps and bounds ahead.</li><li>○ McKenzie Tarango asked if summer school classes could be articulated, if they meet the hours necessary. Lee responded that they can be articulated. As long as the list of students/grades gets to the College on time, they will be processed the following year.</li><li>○ Belen Colon asked, if they have semester-long classes, can they input grades at the end of the semester, as opposed to the end of the year? Lee stated that it is acceptable for grades to be pushed through whenever the course is complete and as soon as possible after that.</li><li>○ A motion was introduced by Kim Walker and McKenzie to remove mention of grade levels from the articulation verbiage on Advisory minutes. It was discussed that all courses from grades 9-12 should be able to be articulated.<ul style="list-style-type: none"><li>▪ On a motion by Belen Colon, with a second by Kim, it was unanimously agreed to remove mention of grade levels from the articulation verbiage on Advisory minutes.</li></ul></li><li>○ McKenzie suggested adopting articulations by district, rather than schools. Lee checked the AP he wrote for the College to see if that could be accommodated. He agreed that the process can be streamlined by listing articulations by district. Kendle Crowell will adjust the minutes to reflect the change.</li><li>○ <b>Per discussion at the Coordinating Council Meeting on Thursday, February 23, 2017 under 1.0 Review and Approval of the December 15, 2016 Meeting Minutes it was discussed as a whole that there would be a</b></li></ul>
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**Mountain Desert Regional Career and Occupational Pathways Joint Powers Authority**

		<ul style="list-style-type: none"> <li>VVC's Director of Admission &amp; Records is responsible for grades submitted/entered in the system, so if someone makes a mistake, she just needs to be notified so she can rectify the issue.</li> </ul>
<b>3.0 Approve Draft Advisory Meeting Minutes</b>	Scot Williams	<ul style="list-style-type: none"> <li>Kendle Crowell asked about when the Advisory minutes would transition from DRAFT to APPROVED. The group decided that once Coordinating Council approves the minutes, the DRAFT can be removed and minutes can be uploaded and shared.</li> <li>Many in the group hadn't had a chance to review all of the content in the minutes, so it was agreed that they would e-mail any of their changes to Kendle. Once these changes are made, Kendle will upload the revised versions to Google Docs and share with the Coordinators for their final vote to approve.</li> </ul>
<b>4.0 Special Population/Non-Traditional Students</b>	Scot Williams	<ul style="list-style-type: none"> <li>Scot Williams brought up the fact that special populations and non-traditional students need to be discussed at all Advisories and noted in a separate category on the minutes.</li> <li>The group agreed that this is something that needs to be added to the minutes template. It will go under the Other Business category and a blanket statement will be added to each set of minutes, stating: "Needs to recruit non-traditional and special populations students are a continued focus for all."</li> </ul>
<b>5.0 Curriculum</b>	Brad Williams	<ul style="list-style-type: none"> <li>Due to time constraints, no discussion took place.</li> </ul>
<b>6.0 Certificates</b>	Scot Williams	<ul style="list-style-type: none"> <li>Scot Williams discussed the need for uniformity in certificates.</li> <li>Trevor Perkins from Precision Exams sent a quote for their services based on the number of schools within each district. The cost would be approximately \$57,000 to cover the JPA as a whole.</li> <li>County Schools charges \$4.92 per certificate, and that doesn't include any kind of assessment.</li> <li>Precision Exams includes pre-tests/post-tests, access to all data, and certificated, which are produced at the end of the year based on how well students performed on their assessments.</li> <li>Teachers would all need to do their due diligence as far as assessing their students, otherwise they would affect the integrity of the certificates.</li> <li>Scot continued that if we enter into a contract with</li> </ul>

*Mountain Desert Regional Career and Occupational Pathways Joint Powers Authority*

		<p>Precision Exams, it would be for a one year period. We would need to enter that agreement as the JPA – a united front.</p> <ul style="list-style-type: none"><li>• Scot asked the Coordinators if they were interested in proceeding with Precision Exams for our certification needs.</li><li>• Kim Walker stated that she’s not informed enough with the product to make a decision today. She will need to do more research to see if it’s a good fit.</li><li>• Scot asked Coordinators if they had any other schools that should be added to the quote that weren’t originally included. He can request a revised quote from Trevor based on those numbers.</li><li>• The JPA Governing Board will still have to approve the decision to move forward with Precision Exams, if that is what the consensus of the Coordinators is. The Board wants uniformity amongst all of the districts within the JPA for whatever decision is made on certificates.</li><li>• McKenzie Tarango asked if there’s an option for per-district contracts, as opposed to one contract for the entire JPA. Scot reiterated that the pricing provided in the quote encompasses all schools within the JPA, and is not broken up by district.<ul style="list-style-type: none"><li>○ The smaller districts need assistance, which is one of the goals of the JPA.</li><li>○ The larger districts, like Victor Valley UHSD, have to help with apportionment, which does mean that they will end up paying more of the total cost.</li><li>○ Covering the costs through CTE Incentive Grant funds allows the larger districts to offset the costs of the smaller districts.</li><li>○ If, for example, Lucerne Valley USD had to pay for the software on their own, it would cost thousands of dollars more.</li><li>○ The price model is based on school populations and is offered as group pricing. Each district would be billed accordingly by the JPA.</li></ul></li><li>• McKenzie wondered if AIM will go away if Precision Exams is purchased. Scot doesn’t know if we will be able to move away from AIM, but the company that produces that software may have a better solution for us with their new program, ClassMate. If we ended up using ClassMate, we could eliminate Precision Exams at that time (once the one-year contract is expired).</li><li>• Both Precision Exams and ClassMate produce</li></ul>
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**Mountain Desert Regional Career and Occupational Pathways Joint Powers Authority**

		<p>industry recognized certificates, as opposed to the ones that we could just create as an ROP program.</p> <ul style="list-style-type: none"> <li>• Precision Exams will hold the proposed pricing through February, when we meet with our Board.</li> </ul>
<p><b>7.0 Survey</b></p>	<p>Scot Williams</p>	<ul style="list-style-type: none"> <li>• Scot Williams handed out a survey to the group asking for suggestions and pertaining to the performance of the Mountain Desert Regional Career and Occupational Pathways JPA.</li> <li>• He asked that all Coordinators please complete the survey (anonymously is fine) and submit the results to Kendle Crowell.</li> <li>• Honest and open feedback is welcomed and encouraged– that is how we will improve as a JPA.</li> </ul>
<p><b>8.0 Schedule Future Meeting Dates</b></p>		<ul style="list-style-type: none"> <li>• Upon reviewing calendars, the following future meeting dates were decided on:             <ul style="list-style-type: none"> <li>○ January 20, 2017 – Location TBD</li> <li>○ February 23, 2017 – Lucerne Valley USD</li> <li>○ No meeting will be held in March, 2017</li> <li>○ April 7, 2017 – Adelanto High School</li> <li>○ May 12, 2017 – Snowline JUSD</li> <li>○ June, 2017 – TBD at May meeting</li> </ul> </li> </ul>
<p><b>9.0 Other Items</b></p>		<ul style="list-style-type: none"> <li>• Scot Williams discussed the Transportation Regional Advisory being put on by the Colton-Redlands-Yucaipa ROP:             <ul style="list-style-type: none"> <li>○ He suggested Lee Bennett attend if possible and he also encouraged the rest of the Coordinators to participate.</li> <li>○ He asked Coordinators for a list of teachers who may be interested in attending. He will send the list to the facilitators of the meeting.</li> <li>○ Aviation wasn't included, but they are holding advisories for that in January and March, 2017.</li> </ul> </li> <li>• McKenzie Tarango requested the protocol for course adoption. Scot will get back to her on this.</li> <li>• McKenzie asked about the Pathways to Success Career Fair and if there was any further information. Scot replied:             <ul style="list-style-type: none"> <li>○ The JPA will have its own area at the fair, but each district in the JPA will have their own tables to showcase what is taking place at their district.</li> <li>○ Scot suggested that teachers be present at the event to discuss their programs and provide information to students or parents who are interested.</li> <li>○ Each district should create and bring with them pamphlets and other handouts for</li> </ul> </li> </ul>

*Mountain Desert Regional Career and Occupational Pathways Joint Powers Authority*

		<p>distribution.</p> <ul style="list-style-type: none"><li>○ Schools will need enough substitutes and adults to chaperone all the students who have been awarded tickets to the event.</li><li>○ Victor Valley UHSD received 1,000 tickets, but none of the other districts have been awarded their tickets yet.</li><li>○ McKenzie will look into the best way to fund buses, substitutes, etc., and get back to the group on her findings.</li></ul>
<b>Adjourn</b>		<ul style="list-style-type: none"><li>● On a motion by Lucia Macias, with a second by Brad Williams, the meeting was adjourned at 1:20 p.m.</li></ul>