

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

**Coordinating Council Meeting Minutes**

Friday, October 21, 2016

Location: Victor Valley UHSD, Conference Room A

9:00 a.m. - 11:00 a.m.

**In Attendance:**

- Belen Colon, RPS, Apple Valley USD
- Brad Williams, Coordinator, Apple Valley USD
- Lorena Delton, CTE Specialist, Barstow USD
- Sonya Smith, Coordinator/Asst. Principal, Barstow USD
- Salina Gregg, OAIH, Victor Valley UHSD
- McKenzie Tarango, Coordinator, Victor Valley UHSD
- Marc Lacey, Coordinator/Principal, Silver Valley USD
- Stephanie Schrum, RPS, Snowline JUSD
- Matt Wells, Coordinator, Snowline JUSD
- Nancy Spillman, Coordinator, Lucerne Valley USD
- Kim Walker, Coordinator, Hesperia USD
- Lucia Macias, RPS, Hesperia USD
- Scot Williams, Director, Mountain Desert Regional Career and Occupational Pathways JPA

<b>Agenda Item:</b>	<b>Presenter(s)</b>	<b>Notes:</b>
<b>Introductions</b>	Scot Williams	<ul style="list-style-type: none"> <li>● Welcome and Introductions</li> </ul>
<b>Snacks, danishes and coffee provided by VVUHSD</b>	Scot Williams	<ul style="list-style-type: none"> <li>● McKenzie Tarango introduced Assistant Superintendents from VVUHSD.</li> </ul>
<b>1.0 Review and Approval of the Minutes from the September 16, 2016 Meeting</b>	Scot Williams	<ul style="list-style-type: none"> <li>● On a motion by Brad Williams, with a second by Marc Lacey, the minutes from the September 16, 2016 meeting were unanimously approved.</li> </ul>
<b>2.0 Status of the State Work</b>	Scot Williams	<ul style="list-style-type: none"> <li>● Scot Williams mentioned the CDS number has not been issued but it should be on the January Board Meeting agenda. Everything has been approved as a JPA, so the CDS number should be issued soon.</li> </ul>
<b>3.0 Curriculum</b>	Scot Williams	<ul style="list-style-type: none"> <li>● Scot Williams went over the list of courses provided by County Schools ROP. Scot will ask County for a more updated list.</li> <li>● Core standards and CTE standards need to be added and identified in course outlines.</li> <li>● Curriculum for all courses needs to be edited. ROP and CTE courses will all be aligned together.</li> </ul>

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		<ul style="list-style-type: none"> <li>● ROP courses will be approved by the JPA Board. CTE approval will have to go through districts' Boards and the JPA Board.</li> <li>● The Career Pathways matrix was updated and Scot asked everyone to take a look at the list and update if needed. The document has been shared with the group on Google Docs.</li> <li>● Scot suggested starting to update curriculum within medical courses. Mckenzie Tarango suggested that the curriculum planning happen during their Collaborative Meetings. All districts need to be represented at those meetings.</li> <li>● A suggestion was made to make a new folder with A-G curriculum courses and share with the group.</li> <li>● Salina Gregg suggested holding a curriculum meeting all in one or two days.</li> <li>● Scot suggested inviting curriculum specialists to those meetings.</li> <li>● The following list of districts will be hosting Advisories and Coordinators will be asked to lead the collaborative groups for curriculum:             <ul style="list-style-type: none"> <li>○ Apple Valley: Transportation, Construction, Agriculture, Manufacturing</li> <li>○ Barstow: AME</li> <li>○ Hesperia: Medical, Public Service (Cosmetology), Child Development, Dental, Pharmacy</li> <li>○ Victor Valley: Public Services, Hospitality</li> <li>○ Snowline: Finance &amp; Business</li> </ul> </li> <li>● Start with the following industries for <b>Day 1 of the Curriculum Alignment Meeting</b>:             <ul style="list-style-type: none"> <li>○ Transportation, AME &amp; IT, Medical, Agriculture, Public Safety (bring all curriculum and a device, i.e. computer.)</li> </ul> </li> <li>● <b>Day 2 of the Curriculum Alignment Meeting</b>: Construction/Engineering, Child Development, Hospitality, Manufacturing</li> <li>● Tentative dates: November 28 &amp; 29, 2016 from 8:00 a.m. - 2:00 p.m.</li> <li>● Tentative location is Apple Valley USD. Brad Williams will check on facility and notify the group.</li> </ul>
<p><b>4.0</b> Advisory Status</p>	<p>Scot Williams</p>	<p><b>4.1 Advisory Scheduling Process (Role of JPA, Coordinators, Colleges, Etc.)</b></p> <ul style="list-style-type: none"> <li>● Scot Williams reviewed the Advisory meeting</li> </ul>

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		<p>process: districts hosting the Advisory should contact Kendle Crowell with the time, date and location.</p> <ul style="list-style-type: none"> <li>● The JPA office will contact the colleges and their department chairs, Ramp Up, the VVC Foundation, and Workforce Development and will assist in contacting business partners, if necessary. The JPA office is a resource for Advisory meetings.</li> <li>● Districts will be responsible for having all teachers present and inviting business partners.</li> <li>● Scot mentioned that the Auto Advisory meeting went very well and the new articulation process took place. The high school courses, Auto I, II, III and NATEF, were articulated with AUTO50 at VVC. It was decided that only 10th-12th grade students can articulate.</li> </ul> <p><b>4.2 Upcoming Advisory Meetings</b></p> <ul style="list-style-type: none"> <li>● Public Service - November 1, 2016, 9:00 a.m. - 11:00 a.m. at Adelanto HS</li> <li>● Agricultural &amp; Natural Resources - November 8, 2016, 6:30 p.m. - 8:30 p.m. at Apple Valley High School</li> <li>● Construction Trades - November 16, 2016, 4:00 p.m. - 6:00 p.m. at Victor Valley College</li> <li>● Arts/Media, Information Technology - December 6, 2016, 9:00 a.m. - 2:00 p.m. at Apple Valley High School</li> </ul>
<p><b>5.0 Minutes of Last Year and Present</b></p>	<p>Scot Williams</p>	<p><b>5.1 Review Minutes from Regional Medical Advisory on November 5, 2015</b></p> <ul style="list-style-type: none"> <li>● The group reviewed last year’s Advisory minutes.</li> <li>● The group looked at the Medical Minutes from last school year. Every district presented a PowerPoint. All presentations have been shared in Google Docs. RampUp reported on their action plan. Chris Piercy and Katie Piercy discussed Bridge.</li> </ul>
<p><b>6.0 College Participation</b></p>	<p>Scot Williams</p>	<ul style="list-style-type: none"> <li>● Scot Williams is meeting with San Bernardino Valley College next week.</li> <li>● At the Auto Advisory, teachers from Barstow and Silver Valley discussed articulation; they should articulate with Barstow College first before they articulate with Victor Valley College.</li> <li>● Scot is also reaching out to other colleges: Crafton Hills, Chaffey, and Aviation San</li> </ul>

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		<p>Bernardino.</p> <ul style="list-style-type: none"> <li>● The Aviation class that articulates will be AV50.</li> <li>● Scot will be the liaison for Aviation.</li> </ul>
<b>7.0 Perkins Information</b>	Scot Williams	<ul style="list-style-type: none"> <li>● Next week on October 28th is the Regional Perkins Advisory, taking place in the Multipurpose Room at Apple Valley USD. Everyone was encouraged to register.</li> <li>● 51 people have registered so far.</li> <li>● The Coordinators requested a list of attendees; Scot Williams will ask Kendle Crowell to send it out to everyone.</li> <li>● CTSO representatives will attend and those students will speak.</li> <li>● Scot asked everyone to send him an e-mail with any questions they may have from business partners, as well as any other information to be discussed.</li> <li>● Businesses will be encouraged to sit with districts so they can have round robin discussions.</li> <li>● Districts have invited the following: <ul style="list-style-type: none"> <li>○ Snowline: Business, Agriculture, Fire Technology, a representative from Robert Lovingood's office, and a Board member.</li> <li>○ Hesperia: Medical, Workforce Development, and Special populations.</li> <li>○ Apple Valley: Manufacturing, Aviation, Transportation, Engineering, and parents. Gretchen Peratt will contact Terry Kurtz from AME industry.</li> <li>○ Victor Valley: Hospitality, Public Service, VV WasteWater Authority, DCB president, Child Development, ELD Coordinator, Career Guidance, and the Small Business Development Center.</li> <li>○ Barstow: Counselors and Parents.</li> </ul> </li> </ul>
<b>8.0 E1 Report</b>	Scot Williams	<ul style="list-style-type: none"> <li>● November 17th is the due date.</li> <li>● Incentive grant and Perkins should eventually be aligned.</li> </ul>
<b>9.0 CTSO Reports</b>	Scot Williams	<ul style="list-style-type: none"> <li>● CTSO reports should be conducted at each Advisory.</li> <li>● FFA, HOSA, DECA, and SkillsUSA will be represented at the Regional Perkins Advisory.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Everyone thanked Brad Williams for presenting information about SkillsUSA to Victor Valley and Barstow High Schools.</li> </ul>
<b>10.0 Incentive Grant</b>	Scot Williams	<ul style="list-style-type: none"> <li>• Scot Williams requested that if there are any changes in Fiscal Departments to please notify Cindy Kunkel at Apple Valley USD.</li> <li>• Next report will be on December 31, 2016.</li> <li>• Districts will be receiving more money.</li> <li>• Modifications will be made to MOUs and Brad Williams will send copies.</li> <li>• The narratives were the applications.</li> <li>• Scot encouraged everyone to keep ALL documentation.</li> <li>• Matt Wells asked how districts are spending their money and for some great ideas.</li> </ul>
<b>11.0 Articulation Agreements</b>	Scot Williams	<ul style="list-style-type: none"> <li>• Scot Williams informed the group that articulations will be approved during Advisory meetings.</li> <li>• ALL articulations will be renewed with the new process.</li> <li>• Victor Valley College wants to clean up all articulations and establish MOUs for each one.</li> <li>• If a teacher cannot attend an Advisory to articulate courses, then someone else from the same district can bring information to the meeting and articulate for them.</li> <li>• The title of each course articulated will be identified and approved in the meeting minutes, which will then be sent to VVC.</li> <li>• Articulations will be valid for two years.</li> <li>• VVC will NOT articulate Adult Ed. students</li> </ul>
<b>12.0 Teachers Entering Student Data into My Mentor at Year End At What Schools is this Taking Place? (Per discussion at Culinary Advisory)</b>	Scot Williams	<ul style="list-style-type: none"> <li>• Scot Williams mentioned that the registrar at each school has to submit grades in Bridge, since they are the only ones that can verify and issue transcripts.</li> <li>• Stephanie Schrum responded that Chris Piercy indicated, “only one person should be submitting grades from each district, whether or not it is the registrar.” She continued that some registrars do not have access to Bridge and they feel that it is not part of their job duties.</li> <li>• Teachers currently have access to submit grades in Bridge, so that it is something that needs to be fixed in the system. Scot will follow up.</li> </ul>

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<p><b>13.0 Affiliation agreements</b></p>	<p>Scot Williams</p>	<ul style="list-style-type: none"> <li>● Kendle Crowell will electronically send out all existing Affiliation Agreements to Coordinators at each district. Teachers will then need to get signatures on the new Affiliations and send back to the JPA office, The JPA office will assign numbers for each Affiliation and keep record of all of them.</li> <li>● If a teacher needs an Agreement expedited, they should not hesitate to contact the JPA office.</li> <li>● Affiliations are covered under worker's comp. in Ed Code.</li> </ul>
<p><b>14.0 Roundtable</b></p>	<p>Group</p>	<ul style="list-style-type: none"> <li>● Matt Wells asked about the status of Precision Exams. Scot Williams will discuss each school cost with Trevor Perkins from the company. Trevor mentioned previously that all certificates would be state approved by December.</li> <li>● Scot reminded the group of the Career Expo, which will be held on February 16, 2017. There will be a table for each school district representing the JPA.</li> </ul>
<p><b>Adjourn</b></p>		<p>On a motion by McKenzie Tarango, with a second by Matt Wells, the meeting was adjourned at 12:27 p.m.</p>