

**Mountain Desert Regional Career and Occupation Pathways Joint Powers Authority
MDRCOP JPA**

Coordinating Council Meeting Minutes

Friday, August 12, 2016

Location: Apple Valley USD, Conference Room B

9:00 a.m. - 12:30 p.m.

In Attendance:

Belen Colon, RPS, Apple Valley USD
 Kendle Crowell, OSIII, MDR COP JPA
 Salina Gregg, OAIII, Victor Valley UHSD
 Tom Hoegerman, Superintendent, Apple Valley USD (*attended part-time)
 Marc Lacey, Coordinator/Principal, Silver Valley USD
 Stephanie Schrum, RPS, Snowline JUSD
 Sonya Smith, Coordinator/Assist. Principal, Barstow USD
 Nancy Spillman, Coordinator, Lucerne Valley USD
 McKenzie Tarango, Coordinator, Victor Valley UHSD
 Kim Walker, Coordinator, Hesperia USD
 Matt Wells, Coordinator, Snowline JUSD
 Brad Williams, Coordinator, Apple Valley USD
 Scot Williams, Director, MDR COP JPA

Agenda Item	Presenter(s)	Notes:
Introductions	Scot Williams	Welcome and Introductions
1.0 Calendar Coordinating Council Meetings for the Year (Ours and County)	Scot Williams	<ul style="list-style-type: none"> • The consensus of the group was to meet once a month on Friday mornings starting at 9:00 a.m. (avoiding Adult Ed. Meetings, also scheduled for Fridays); • Scot mentioned that if anyone has difficulties with their schedules, we can look into a webinar option, although meeting in person is preferred; • If important information needs to be discussed, and emergency meeting may be scheduled or the group can communicate via e-mail; • The group decided to schedule meetings through November and regroup after that to schedule the rest of the meetings for the year; • Dates decided on are as follows: September 16, 2016, October 21, 2016, and November 18, 2016; • Meeting locations were discussed: <ul style="list-style-type: none"> ○ Snowline JUSD volunteered to host the September 16th meeting; ○ Victor Valley UHSD volunteered to host the October 21st meeting; ○ Apple Valley USD volunteered to host the November 18th meeting.

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		<ul style="list-style-type: none"> • Coordinators from the aforementioned districts will e-mail Kendle the locations and conference rooms where the meetings will be held; • Scot suggested having students from each of the hosting districts prepare the refreshments/food for those meetings in order to showcase their programs and become familiar with the group’s objectives. Students could come in person to the meetings to present what they made. <ul style="list-style-type: none"> ○ The group unanimously agreed that this was a good idea and they will approach the teachers/students at their districts; ○ It was mentioned that funds could come out of the staff training budget, unless districts wanted to donate their services.
<p>2.0 Calendar Advisories for the Year</p>	<p>Scot Williams</p>	<ul style="list-style-type: none"> • Scot mentioned that VVC will be more involved with the advisories this year; they want to be involved! • Coordinators will be responsible for bringing in industry partners to speak at the meetings; • The goal is to have more industry people present and more students present; • The following districts will be hosting the following advisories: <ul style="list-style-type: none"> ○ Apple Valley USD – Building Trades, Automotive, Construction, Agriculture; ○ Barstow USD – Arts & Media (IT), Manufacturing; ○ Hesperia USD – Health, Child Care (meetings will be held at the Annex); ○ Victor Valley UHSD – Culinary (to be held at Silverado HS), Law, Public Service; ○ Snowline JUSD – Marketing, Sales, Service. • Coordinators will contact Kendle with dates, times, and locations for each of their advisory meetings; • Matt requested a month’s notice for each of the schedules, if possible; • Kim suggested holding the meetings in the evenings to encourage more attendance from industry, teachers, and students; • Sonya thought that the Arts & Media teachers should network and collaborate on meetings with each other. The group concurred that this was a good idea;

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		<ul style="list-style-type: none"> • Scot reminded everyone that CTE & ROP teachers need to be included; • Perkins Advisory Meetings also need to be scheduled: <ul style="list-style-type: none"> ○ Coordinators from Apple Valley, Barstow, Snowline, Hesperia, VVUHSD, and Lucerne will work together to pick a date in October and report back to the group; ○ Apple Valley will host the meeting; • Scot updated the group on the meeting he had with Billy Mack at Victorville Motors: <ul style="list-style-type: none"> ○ They will be hosting a Career Expo as part of the “It’s a Gas” program on February 16, 2017; ○ The goal of the program is to increase attendance amongst students and teachers and focus on the high school to college to career path; ○ Scot suggested Billy Mack as an industry contact for the Advisory Meetings.
<p>3.0 Curriculum (CTE/ROP)</p>	<p>Scot Williams</p>	<ul style="list-style-type: none"> • The JPA wants to bring curriculums together from site to site. Then, it can be approved at the schools. They are working on creating a process for this; • All the funds went to districts, so the districts have control; • Everything has been scheduled for an update on the Preliminary Course Status report, however the industry should be the only ones with a say over making changes and Coordinators should be involved in these discussions as well; • Scot asked everyone to look over their curriculum and go over the Cancellation list to see what’s going on in their schools because there are some courses that weren’t actually cancelled; they can’t cancel CTE courses; • Sonya suggested making CTE classes A-G approved courses to encourage higher enrollment from students; • The group reviewed Non-Allowables on the Career Technical Education Expenditure Guidelines. If anyone has questions on what is/is not covered, they are encouraged to contact Linda at CDE for clarification, as well as clearance/approval; • The group reviewed the Capital Outlay Form: <ul style="list-style-type: none"> ○ All forms must go to Apple Valley first!

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		<ul style="list-style-type: none"> ○ Once it is approved by the state, the approval letter needs to be saved with the rest of the documentation. ● The group reviewed the Incentive Grant and Perkins Grant Timelines: <ul style="list-style-type: none"> ○ Some districts haven't filed for final quarter yet, which has delayed the GANs for Perkins; ○ New GANs will be received on Incentive Grants soon; ○ Sonya asked how to spend all of the money. Kim mentioned that funds will now be able to roll over year after year until June 30, 2019, so that will help. But she advised that even with that said, it is important to show that money is still consistently being spent each year so that the state doesn't assume you don't <i>need</i> the money.
4.0 Affiliations and Worker's Comp.	Scot Williams	<ul style="list-style-type: none"> ● Scot spoke on Affiliation and noted that agreements currently in place will need to be transitioned to next year. Current agreements remain for this year; ● Students are covered under Worker's Comp. in their own district's community classrooms; ● There are still grey areas for coverage and who is funding; ● County Schools doesn't realize their involvement.
6.0 Certificates	Scot Williams	<ul style="list-style-type: none"> ● Scot stated that the goal is to have the JPA generating certificates for the classrooms, rather than paying County Schools to provide this service. They are currently charging over \$4 per certificate, which is not sustainable; ● Scot is working with Trevor Perkins from Precision Exams to see if they can create a system that will test the students to prove their proficiency in the course, as well as create the certificates at the end of the year. Further discussion will take place with Trevor to see if they can also integrate attendance and grades into this system and then move this information directly into AIM.
8.0 Staff Development	Scot Williams	<ul style="list-style-type: none"> ● Staff Development needs to happen with the JPA and the teachers, although the logistics of scheduling may be difficult;

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		<ul style="list-style-type: none"> • Scot offered to go to the sites to give Staff Development; • Mr. Hoegerman suggested for new teachers to receive instructions from experienced members within the JPA; • Matt suggested getting a survey out to collect input and future topics from teachers.
11.0 LaNee King (Instructional Rounds Training)	Scot Williams	<ul style="list-style-type: none"> • Scot informed the group that County Schools is conducting Instructional Rounds Trainings, which will walk attendees through lessons in the classrooms and allow for feedback and input; • No one in the group may be interested in attending, but Scot wanted to bring it forward, as it pertains to A-G and bringing academics together.
12.0 Mission and Vision Statements	Scot Williams	<ul style="list-style-type: none"> • The JPA needs Mission and Vision Statements ASAP, so the group was asked to formulate their ideas and put together some verbiage to go over at the next meeting.
13.0 MDRCOP Logo (Set Deadline)	Scot Williams	<ul style="list-style-type: none"> • The thought is to have ROP students design the new logo for the JPA; • Coordinators will ask teachers to present the concept of the JPA to their students and ask them to design something around this, making sure to also incorporate the mountain and desert into their artwork. Concepts need to be kept as simple and to-the-point as possible; • Contestants' logos will be judged by the Coordinators and then the final picks will be judged by the Superintendents who make up the Board. • The winner's logo will be used by the JPA and the student will also receive some sort of prize; • Mr. Hoegerman suggested using Skills USA parameters; • The goal is to have all ideas submitted by the beginning of October for judging; • During this discussion, it was suggested to also change the name and acronym for the JPA to avoid the public using inappropriate abbreviations to remember what it stands for; • Mr. Hoegerman and the rest of the group are open to changing the name, as long as the paperwork submitted to the state has the new name printed on it. He reiterated that the purpose of the group still needs to be represented in the new name;

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		<ul style="list-style-type: none"> • Mr. Hoegerman suggested the following new name and acronym: <u>D</u>esert <u>M</u>ountain <u>R</u>egional <u>P</u>athway <u>C</u>areer <u>O</u>ccupations, DMRPCO; • Everyone was encouraged to propose their ideas for a new name, which will be discussed further.
14.0 Video Production	Scot Williams	<ul style="list-style-type: none"> • Scot would like a video to be produced in the classrooms that will state the purpose of the JPA; • Focus could be on the Habitat for Humanity project: <ul style="list-style-type: none"> ○ Scot gave details on the Habitat for Humanity project including the class schedule, college course number, how many credits students will receive, etc. He gave a brief overview on what the students would be learning in the class and the hands on portion, which would involve the students building the actual house in Hesperia on Saturdays and Sundays; ○ Sonya voiced concerns about Barstow students being at a disadvantage because they don't have access to transportation.
15.0 Processes	Scot Williams	<ul style="list-style-type: none"> • A short discussion took place regarding aligning curriculum with CTE and ROP.
16.0 CDS Number Progress	Scot Williams	<ul style="list-style-type: none"> • Scot stated that the JPA is close to being given a number, but the state is asking to see what was done in the past before they can run it through. Bellflower set a precedent when they broke out of LA USD to form their own JPA, so hopefully the state can use that as a guideline; • Scot is working on scheduling a meeting to discuss the program, governance within Ed. Code, and solutions to get the ball rolling; • The Master Agreement has gone to finalization: <ul style="list-style-type: none"> ○ Mr. Hoegerman spoke on getting the support of County Superintendent Ted Alejandre, along with the Assistant Superintendent of ESS, Dr. Beth Higbee, The final price agreed upon for services is \$80,000.00. Services can be contracted out, but the JPA will be its own entity once the CDS number is received.