**K-12 & Mt. SAC Regional Consortium**

**Meeting Agenda**

Monday, April 28, 2014

1:30 – 3:30 p.m.

Baldwin Park Adult School, Office A

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| X | Baldwin Park (Veronica Valenzuela) | X | Charter Oak (Jeanine Robertson, Kathy Ward) | X | Mt. San Antonio (Donna Burns) | X | Walnut Valley (Jose Annicchiarico) |
| X | Bassett (Albert Michel, Virginia Espana) | X | Covina Valley (Julie Caston-Hicks, Lynn Ward Broudy, Cindy Manke)  | X | Pomona (Enrique Medina) | Partners present: Priyadarshini Chaplot |
|  | Bonita | X | Hacienda La Puente (Vicky Rossier, Bruce Krall, Matthew Smith)  | X | Rowland  |

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| **Agenda Items** | **Outcomes** |
| Welcome & Agenda Check |  |
| Update on Task Groups* Meetings and Collaboration
* Funding management
* Role of steering committee
 | By the end of this week, all five of the program area task groups will have their first in-person meetings. Priya is having a co-chairs meeting on 4/30/14.* They are tackling the data tables and making sense of the narratives for Objectives 1, 2, and 4.
* Two of them are already using Google sites to manage their work.
* They will be taking attendance at each meeting and will include the meeting date, number of hours, location, and attendance.
* It will not be necessary for the steering committee members to continue attending the meetings.
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| Consortium Charter* Guiding principles
 | The draft charter was shared. * The committee agreed to expand the task group section to include the time commitment.
* Jeanine recommended making it clear on page 3 that the schedule for the expenditure reports was related to the consortium’s reports (not the districts submitting the reports to the fiscal agent)
* No need for co-chairs for the steering committee, Priya will manage this process
* The committee agreed that the point people for each of the districts would manage any questions related to the compensation.
* Priya suggested not using Program Area numbers because two programs are mixed up in the Appendix C.
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| Partners* How are we identifying and inviting community partners?
* Should it be done as a consortium or can task groups invite their own partners?
 | Discussion tabled to next meeting. |
| Fiscal Matters* Reimbursing substitutes
* Revisiting the do-not-exceed of 40 hours for this year
 | * The committee agreed that each district can have up to two paid members from their district on each of the five task groups.
* The committee agreed that between April and September 2014, the time commitment for each task member was not to exceed 50 hours and the time commitment for each co-chair was not to exceed 65 hours.
* Donna will resend the Fiscal Reporting Checkoff Form to the committee.
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| Narrative* Priority areas or issues
* Timeline
 | * The committee agreed to have four deliverables: By 5/31, a progress report on the data tables and a narrative outline for 1, 2, and 4; By 6/30, completed data tables and narrative for 1, 2, and 4; By 8/31, a progress report on the data tables and a narrative outline for 1-7; By 9/30, completed data tables and narrative for 1-7.
* This will be added to the charter document.
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| Documents* Self-Study
* WIA Grant Application
* Catalog/Brochure
 | * The steering committee members agreed to send these documents to Priya by Wednesday, in time for the co-chairs meeting.
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| Other items | * Donna mentioned that a glossary of terms is forthcoming from the state workgroup.
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**Next meeting: Steering Committee meeting on Thursday, May 8 from 12:30 p.m. to 2:30 p.m. (2nd Thursday of each month).**