**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. |
| 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. |
| 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. |
| 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. |
| 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. |
| Other items | * Donna mentioned that a glossary of terms is forthcoming from the state workgroup. |

**Next meeting: Steering Committee meeting on Thursday, May 8 from 12:30 p.m. to 2:30 p.m. (2nd Thursday of each month).**