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

**Steering Committee Minutes**

Monday, March 21 2016

3:30-5:30 p.m.

Mt. San Antonio College, Bldg 40, Rm 103

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| X | Baldwin Park  (John Kerr, Veronica Valenzuela) | X | Charter Oak  (Kathleen Wiard) | X | Mt. San Antonio  (Madelyn Arballo, Tami Pearson) | X | Walnut Valley  (Donna Hunter) |
| X | Bassett  (Albert Michel, Virginia Espana) | X | Covina Valley  (Dan Gribbon, Claudia Karnoski) | X | Pomona  (Enrique Medina,) | **Partners/guests present**: | |
| X | ESGVROP  (Elia Evans,) | X | Hacienda La Puente  (Matt Smith, Elena Paul) | X | Rowland  (Rocky Bettar) |

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| **Agenda Items** |  |  | **Outcomes** |
| Welcome & Agenda Check  Public Comment  Approval of Minutes of 03/04/2016 | Meeting called to order by Wanda Pyle at 3:45.  Elia moved and Dan seconded a motion to approve the minutes of 03/03/2016. Motion carried. |  |  |
| Objectives for the day:   1. 1.Budget Update (Madelyn)  * Discussion and approval of reallocations * Approval of category amounts per district * Nonfinancial MOU  1. 2. Spring Professional Development Conference (Wanda) 2. 3. Adjourn | 1. Madelyn presented a draft of the 2016-17 budget. John moved and Enrique seconded a motion that MSAC should manage shared consortium costs for FY 2016-17. Motion carried.   The following language regarding “supplementing v. supplanting” with grant funds was discussed.  *“Adult” means a person 18 years of age or older.*  *All allowable costs must meet three primary criteria: 1) Substantiate that the cost was necessary and reasonable for proper and effective administration of the allocations. 2) The cost must be allocable to the funding source activities. 3) The cost must not be a general expense required to carry out the consortia member’s overall responsibilities (i.e. not supplanting).*  ESGVROP requested expansion funding for FY 2016-17 in the amount $100,936. Madelyn moved and Claudia seconded a motion to approve their request. Motion carried.  Walnut was advised that they would not receive any new allocation in 2016-17 until they had an MOU and an adult education program in place.  Enrique moved and John seconded a motion to approve the 2016-17 budget with the changes in redistribution of funds. Motion carried.  Madelyn presented a draft of a Nonfinancial MOU and the group recommended some language changes for clarification. Budgets must be uploaded by **April 22** along with the Consortium Fiscal Administrative Declaration to meet the May 2 deadline to the state.  Board approvals for the budget and MOU must be completed by **May 31**.   1. Wanda provided an update on the Spring Professional Development Conference. She will make sure the logos are correct and spaced properly. She has set an **April 1** deadline for all program descriptions to be complete. 2. Albert moved and Claudia seconded a motion to adjourn. Motion carried. |  |  |
| Other updates and topics |  |  | . |

**Next meeting:** April 20, 1:30 at Kellogg West (following the conference.)