MOUNTAIN DESERT REGIONAL CAREER AND OCCUPATIONAL PATHWAYS

Governing Board Meeting Minutes
Friday, August 18, 2017
Location: Apple Valley USD, Superintendent's Room
1:00 p.m. – 3:00 p.m.

In Attendance:

Tom Hoegerman, Chair/Superintendent, Apple Valley USD
Ryan Holman, Superintendent, Snowline JUSD
Jill Kemock, Superintendent, Silver Valley USD
Peter Livingston, Superintendent, Lucerne Valley USD
Jeff Malan, Co-Chair/Superintendent, Barstow USD
David Olney, Superintendent, Hesperia USD
Ron Williams, Superintendent, Victor Valley UHSD
Kendle Crowell, OSIII, Mountain Desert Regional Career and Occupational Pathways JPA/SBCSS

Agenda Item	Presenter(s)	Notes:
1.0 ***Call to Order***	Tom Hoegerman	• The meeting was called to order at 1:10 p.m.
2.0 ***Matters Brought by Citizens***	Tom Hoegerman	• No matters were brought forward.
3.0 ***Action/Discussion Items***	Tom Hoegerman	**3.1 Review and Approval of the Agenda** • On a motion by Peter Livingston, with a second by Jeff Malan, the Agenda was unanimously approved. **3.2 Review and Approval of the May 5, 2017 Meeting Minutes** • On a motion by Peter Livingston, with a second by Ron Williams, the May 5, 2017 Meeting Minutes were unanimously approved. **3.3 Vote to Approve David Olney as a Board Member** • On a motion by Ron Williams, with a second by Jeff Malan, the group unanimously approved David Olney from Hesperia USD as a Board member. **3.4 Ratify Budget** • Tom Hoegerman discussed the tentative budget for the JPA and reviewed the cost breakdowns with the group: ○ There will be a savings in the 1000 object code due to the Director position vacancy.

		○ This year, COLAs given by County Schools affected the overall salary budgets for both the Director and OSIII positions. ○ County is still insisting on charging a $3,410 fee for e-mail accounts. All the superintendents agreed that the fee was exuberant and advised Tom to discuss the removal of this fee with Ted Alejandre. ○ The insurance will probably be slightly more than listed, but an official quote from the insurance company and County Schools Risk Management hasn't been received. ○ County Schools is charging an AU of 8.89% on the *total* expenses of the JPA, including Precision Exams. According to the Master Agreement, Precision Exams should be considered pass through funds and should not be charged AU again. Tom and Jeff Malan will need to meet with Ted on this issue to figure out how to eliminate this cost. • Once Tom is confident with the total amount of the budget, he will bring it back for further discussion at the next meeting. Then the actual rollover costs can be figured in to the billing. • Tom asked how the group would like deal with the rollover amount. He recommended keeping a small reserve in case of little things happening throughout the year. The group consensus was to table this discussion for the next meeting so they can come up with suggestions and/or questions. • Tom asked about Adult Ed. and if it should be included in the ADA that determines each district's dues. Jill Kemock and Jeff agreed that it should be included, since the JPA is supporting those students already. The group was unanimous that the JPA should include Adult Ed. • On a motion by Jeff Malan, with a second by Jill Kemock, the budget was unanimously ratified. **3.5 Vacant Director Position** • Tom informed the group that he discussed the vacant Director position with the Coordinators and they gave their input on what they would like to see out of the position: ○ They feel a full-time position is necessary. ○ They would like someone who can provide updates on legal issues, conferences and Workforce Development. ○ The person needs to gather information and

		make community contacts, find intern/externship opportunities, set up advisories, and work directly with Victor Valley and Barstow colleges to bridge the gap between them and the JPA. o The person needs to continue curriculum development with CTE teachers and create industry sector course outlines. o The person needs to continue augmenting Precision Exams. • The job description should reflect all the requests of the Coordinators. The level of the position is what needs to be decided by the Board. • Tom suggested looking to the CAHELP JPA as an example of what to emulate. They have very strong leadership at the helm. • The person that is hired should be at a level where they can work independently and need little guidance from Tom, since Tom's role in the JPA should only be as a Board member, not an employee of the JPA. • Tom asked the Board what they need from the position: o Ron Williams asked if the position *must* be hired under County Schools. Tom responded that it does not have to be under County Schools and eliminating them as the middle man would allow more flexibility, like the districts have. o Tom feels that the salary allotted for the Director may be too high, as it is more than some Assistant Superintendents make. o The group agreed to keep the Office Specialist III position, which is still under the County Schools umbrella. • Tom continued that another option is for a district to hire and host the position. The district would need an authorized agent and their Payroll department would have to process the salary. If a district was to hire the employee, the Board should come up with a rate that the JPA would pay out to that district to cover liability and the extra work it takes to house them, handle payroll, etc. An additional benefit of this option would be that hiring could be as quick as getting that district's Board approval; going through County Schools could take months. • Jill asked what a district's recourse would be if there were disciplinary problems with the

		employee. Tom replied that it would be up to that district's HR department to handle it. • Tom presented another idea to the Board, which would be for the JPA to hire the employee. However, with the JPA being such a small entity, the payroll, insurance, etc. would still have to be contracted out to a district. The benefit of having the JPA's own employee would be that the Board would have control over writing the position description, they could be an at-will employee, and the guidelines wouldn't have to fall under the County Schools' structure. • David Olney asked if the AU costs for this position could be rolled over to 18-19 FY. Tom stated that he would prefer to hire someone sooner and, according to the JPA Bylaws, someone can be hired in any of the ways previously mentioned. • Ron asked to reflect on the options and bring this discussion back to the next Board meeting. The rest of the group agreed to revisit this issue at the next Board meeting, as they also wanted time to think everything over.
4.0 ***Discussion/ Informational Items***	Group Discussion	**4.1 Revisions to Agreements** **4.1.1 Master Agreement** • Tom Hoegerman noted that any revisions to the Master Agreement will have to wait until the absolute budget is determined. **4.1.2 JPA Agreement** • Unless there are real issues with the JPA Agreement, Tom suggested that it be left alone because any changes would need to go through each district's Board and then sent back to the state. **4.1.3 Bylaws** • The same concept applies to making changes to the JPA Bylaws as was mentioned for the JPA Agreement above. • Tom asked Kendle Crowell to send copies of all the Agreements to the Board members for their review. • Tom suggested that all documents be reviewed by an attorney (the same one used to review the Affiliation Agreements) to make sure everything is legally covered and nothing has been left out.

		4.2 Review and Discuss JPA Insurance Policy • Tom informed the group that the JPA is in the process of obtaining a liability and District and Officers (D&O) insurance policy. The details are still being finalized between SCSRM and the broker. Once the policies come back, Tom will bring them back to the group for their review. • Each district is covered under their own policy, but it is in the best interest of the JPA to hold D&O coverage. • The general liability piece is needed to cover meetings held as a JPA. Facilities Use agreements should also be used whenever the JPA holds meetings at district or other sites. • Ryan Holman asked about insurance coverage for student intern/externships. Tom responded that each district's Workers Compensation policy covers intern/externships, per Ed. Code. Tom continued that Student Release forms for community classroom opportunities will be at the district's discretion. The JPA will formulate templates and send to Coordinators for them to fill out. • David Olney questioned what the process would be concerning liability coverage for students from one district who attend classes at another district. Tom replied that coverage for those circumstances will have to be considered further. We also need a process for Charter students. Once these questions are answered, legal council should review the language in the JPA Agreement to make sure everything is covered. **4.3 CA Form 700** • CA Form 700s were not submitted as a JPA by their deadline in March, so Kendle printed the forms to have each of the Superintendents sign at the meeting. Those who did not sign, will have their secretaries send back to Kendle. • Next year, Kendle will send reminders to the Superintendent's secretaries when the deadline to submit the forms is approaching to ensure the JPA is covered.
5.0 ***Board Comments***	Group Discussion	• Tom Hoegerman welcomed David Olney, newly appointed Superintendent of Hesperia USD, to the Board. David was happy to take part in the efforts of the JPA.

		• Jeff Malan asked if charter schools could be part of the JPA if they requested it. Tom answered that, according to the current Bylaws, they cannot. If the group wants to revisit the idea to include charter schools, the Bylaws and JPA Agreement will have to be amended. • Jeff asked if Victor Valley College allows charter students to enroll. Tom believes they do. • Tom advised each of the districts to have MOUs with their charter schools, rather than make them part of the JPA. • Tom concluded by commending the work the JPA does and how the Board operates. It has become a model for the high desert community and in the future, has the potential to be the backbone for the Economic Development Partnership to build on.
6.0 ***Adjournment***	Tom Hoegerman	• On a motion by Ron Williams, with a second by David Olney, the meeting was adjourned at 2:10 p.m.