



Governing Board Meeting

Friday, September 07, 2018

Location: CSUSB, Commons Building, Obershaw Dining Hall

5500 University Parkway, San Bernardino, CA 92407

1:45 p.m. – 2:45 p.m.

In Attendance:

- Ted Alejandre, Superintendent, SBCSS
- Tom Hoegerman, Chair/Superintendent, Apple Valley USD
- Ronda Tremblay, Superintendent, Baker Valley USD
- David Olney, Superintendent, Hesperia USD
- Peter Livingston, Superintendent, Lucerne Valley USD
- Ryan Holman, Superintendent, Snowline JUSD
- Ron Williams, Superintendent, Victor Valley UHSD
- Laura Campbell, Sub OSII, Mountain Desert Career Pathways JPA
- Matt Wells, Director, Mountain Desert Career Pathways JPA

1.0 Call to Order *Tom Hoegerman, Chair*

The meeting was called to order at 1:48 p.m. Roll call was conducted.

2.0 Adoption of the Agenda *Tom Hoegerman, Chair*

On a motion by Ron Williams, with a second by Peter Livingston, the Agenda was unanimously approved.

3.0 Matters Brought by Citizens *Tom Hoegerman, Chair*

No matters were brought forward.

4.0 Discussion/Information *Tom Hoegerman, Chair*

4.1 Risk Management *Matt Wells, Director*

4.1.1 Point of Contact

- Matt shared that he has been working building work base learning opportunities. As part of that, he stated that he's been working with Robert Chacon, Risk Management Director from SJUSD and CRSM board member and Colette Rozhon, Risk Management Director from AVUSD in order to finalize paperwork needs from the perspectives of the two risk management solutions. He sought input regarding if more points of contact are needed when drafting policies and practices or if the board is comfortable continuing that practice.



- Tom Hoegerman stated that it seems both JPA's should be able to agree. Paperwork is mostly down to minor tweaks so sees no point in involving more than that.
- The board agreed to the Director continuing using AVUSD and SJUSD's RM contacts.

4.1.2 Affiliations Agreements

- Matt shared that some several RM concerns arose regarding the currently-approved Affiliation Agreement template. A revision was proposed to add District Member & at the beginning and to remove at all at the end of the template.
- Tom Hoegerman stated that, from a practical standpoint, RM could be working to limit the liability, but that a teacher should be available to partners and, should the teacher be unavailable, an alternate should be in place.
- Matt stated that he's asked the Coordinators to provide their districts' current affiliation practices including paperwork and resources they are providing to teachers and partners in order to explore standardizing practices.
- Tom Hoegerman recommended bringing back standard practices such as alternate contacts as a board policy.

4.1.3 Affiliation Practices

- Matt brought up that there are work experience programs and internship/job shadowing efforts going on at districts outside of MDCP and wanted to discuss what MDCP's involvement should be in that. He shared that his concern is just not wanting to confuse industry partners as we're expanding our opportunities and partners are receiving proposals or needs requests from multiple points of contact at a district.
- Tom Hoegerman stated he knows there are two different Youth WIOA programs in the region and would feel more comfortable if there was more coordination between the district and MDCP. He stated that the whole point of this is not to over abuse our industry partners.
- David Olney shared that that's his thought too. I know that everyone is out there trying to support their programs and do what they think is best for their students but adding that single point of contact would be beneficial. They have got to be able see that bigger picture and that we are all trying to coordinate this so the industry partners don't get over taxed.
- Tom Hoegerman asked that the board agree that each board member is going to work on it internally and make sure that MDCP is our contact so that if the Youth WIOA guys need a contact they just go through MDCP. The intention is not to get in the way of people and their programs but be aware of one another so that mixed messages aren't being sent.
- All agreed.



- Tom asked that Matt remind the board and put together something to inform those who aren't at the meeting.

4.2 Updated Advisory Schedule

- Matt shared an updated advisory schedule and shared that he is working on expanding advisory partnerships with Victor Valley College and Barstow Community College. He shared that articulation agreements with VVC are in place for the next two years so don't need to be renewed at this year's advisory meeting. Barstow CC will be discussing articulation at their multi-industry advisory and MDCP will collect and distribute information.

4.3 Advisory minutes Template Redraft

- Matt shared a redrafting of the Advisory minutes template and shared that this redraft is an attempt to better capture advisory requirements and increase ease of converting captured notes to the formal document.
- Matt shared clarification received from CDE regarding approval of minutes. There isn't a formal approval process requirement. It's more important that there is proof the meetings actually happened (e.g. physical sign-in sheets, rough notes, etc.). Matt's plan is to bring finalized advisory minutes to the board for approval quarterly with the understanding that sometimes college partners may periodically need Matt's finalized signature sooner than quarterly.

4.4 Articulation Update

- Matt shared articulation data by district and by High School and reminded the board that VVC articulated grades go through the My Mentor/K16 Bridge system and post to college transcripts before the start of the following fall semester.
- Matt highlighted the annual growth in articulation numbers with VVC. He shared that, while there is a lot of success to celebrate, some industry sectors or schools need some growth. The Coordinating Council meeting next Friday will include a discussion around best practices (e.g. not leaving articulation processes up to individual classroom teachers)
- CDE recently verified that articulation will count towards the college and career readiness indicator. This is a significant reason why articulation results are important.
- Articulation with Barstow CC is a work in progress. Silver Valley had an agreement but Matt has been unable to find formal paperwork on that agreement. In May, MDCP and BUSD were able to get a formal MOU for articulation with Barstow Unified. The process for students getting credit is still being worked out.
- Matt shared that Snowline has an agreement with Chaffey College and that Trona has a couple agreements with Cerro Coso College due to geographical proximity.
- Ted Alejandre questioned the missing data from 2013-14 year at VVC. Matt confirmed that no data was indicated for that school year on the VVC website.

4.5 JPA Audit Requirement

- Matt shared that Kendle Crowell took this on and shared his appreciation for her work on what has been a quite confusing project. MDCP received a letter from Feldhake legal council that indicated the JPA is required to have an annual audit outside of SBCSS's



annual audit but that it doesn't need to be a school audit. The recommendation was to have an auditor familiar with JPAs. Estimates on cost are between \$10K and \$17K based upon whether or not we need 2 years of audits or 3.

- Matt shared that, because MDCP falls under San Bernardino County, the audit would be sent to the San Bernardino County Board of Supervisors for them to have on record. However, that Governing Board is the review body, per Rachel Ayala at the County.
- Matt shared that Kendle was advised that, because MDCP's budget is such a small portion of SBCSS's overall budget, it is highly unlikely it would actually be looked at and that MDCP couldn't be flagged to be audited annually as part of SBCSS's audits.
- Ted Alejandra shared that he would ask Rich De Nava's input on MDCP getting a separate audit.
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5.0 Action Items

Tom Hoegerman, Chair

5.1 Approval, May 16, 2018 Meeting Minutes

- On a motion by **David Olney**, with a second by Ron Williams, the May 16, 2018 Meeting Minutes were unanimously approved.

5.2 Approval, 2018-19 Budget

- Tom shared that Matt would review various budget considerations and options that asked the board to remember that budgets are an ever moving target.
- Matt shared the anticipated 2018-19 school year JPA costs. This includes changes for Mountain Desert Economic Partnership (MDEP) costs, materials, and increases that were largely beyond our control (COLA, benefits, mileage increases, insurance increases, SBCSS cost, etc.).
- Matt shared that there was a rollover amount \$64,581.73. He shared that this was mostly due to Precision Exams being built into the budget twice into the first two fiscal years despite the initial 18-month contract with PE.
- Matt shared that the \$64,000 could proportionally discount the cost to the districts for this year based upon what they paid during that 2016-17 school yr.
- After a discussion about reserve needs and unexpected costs that are likely to come up as the JPA is built, it would be wise to carry a reserve. The board agreed unanimously that, because the roll over funds were already there, it would be a good time to secure those funds as a reserve
- Matt shared district contribution options based upon either ADA or maintaining cost proportions from the prior year. Due to a clerical error, during the 2016-17 and 2017-18 school years, VVUHSD's ADA calculations didn't include the 9-12 enrollment from University Prep, Lakeview, and Cobalt Institute. Matt personally double checked the enrollment data from CalPass. This ADA increase would mean an approximate \$40,000 increase to Victor if the cost calculations were kept consistent.
- Tom shared that enrollment will continue to fluctuate so wanted to have the conversation about the two options because of concerns of major cost fluctuations from year to year.



Maintaining the original proportions could best distribute the cost increases but wanted the board's opinion and especially Ron's.

- Ron shared that he felt it was fine to keep the contribution calculations consistent despite the large cost increase for VVUHSD. He shared that VVUHSD doesn't mind paying whatever the extra may be due to the corrected calculations.
- Tom asked Ted Alejandre about rollover expenses and costs. Ted confirmed that the SBCSS fee costs only occur once and are not taken multiple times from rollover funds.
- On a motion by Peter Livingston, with a second by Ron Williams, the 2018-2019 proposed budget was unanimously approved.

5.3 Approval, 2018-2019 Master Agreement

- Matt shared two master agreement changes: (1) The overall JPA cost of \$467,769.72 and (2) Option A district contribution table.
- On a motion by Dave Olney, with a second by Ryan Holman, the 2018-2019 Master Agreement was unanimously approved.

5.4 Approval, MDCP-District Membership Billing Calendar

- On a motion by Ron Williams, with a second by Ronda Tremblay, the MDCP-District Membership Billing Calendar was unanimously approved.

5.5 Approval, Policy for Director Purchase Authority Limit

- On a motion by Ron Williams, with a second by Dave Olney, the Director Purchase Authority Limit policy was unanimously approved.

5.6 Approval, Policy for Proxy Vote

- On a motion by Peter Livingston, with a second by Ron Williams, the Proxy Vote policy was unanimously approved.

5.6 Approval, Board Policy Regarding Form 700 Conflict of Interest

- Matt shared that a revision was required removing the FPPC language, basically saying the Governing Board is the governing body that holds those forms and if anyone wants to access them than the JPA will house them. The County Board of Supervisors will also review our policy for approval once approved by the MDCP JPA Governing Board.
- On a motion by Ron Williams, with a second by Dave Olney, the Board Policy Regarding Form 700 Conflict of Interest was unanimously approved.

5.8 Approval, Affiliation Agreement Revision

- On a motion by Ryan Holman, with a second by Ronda Tremblay, the Affiliation Agreement Revision was unanimously approved



Matt Wells gave an overview of happenings at the MDCP, as well as items discussed at the last Coordinating Council Meeting:

- There are new coordinators and Coordinating Council members from 3 districts. Each are receiving support from the Director.
 - Carrie O’Neal, Coordinator, Barstow
 - Kellie Williams, Coordinator, Snowline
 - Ruth Soto, Counselor, Trona
- Matt shared the new CHAMP acronym and program focus from San Bernardino Workforce Development.
- Matt shared that the previously discussed \$5K Advisory Grant for people to attend the regional advisories facilitated by the deputy sector navigators was still moving forward but in a joint application with SBCSS ROP and the Alliance for Education. Each entity would be receiving \$5K. The coordinators would like to send teachers when possible but, due to geographical considerations, still hold regional advisories in our area for each industry sector.
- Matt reviewed Precision Exams testing data from the 2017-18 school year and reviewed the differences between the Single Assessment and the Pre/Post Test methods. He shared the info regarding the CalPads Flash update that listed PE as a contributing calculation for the college and Career readiness indicator. Data reporting methods through SIS remains to be determined. The first report is likely to be submitted in Fall 2019.
- Tom stated that being early adopters in this really is an advantage for all of our districts, so it is something we can sell to teachers and principals. Also, the exams are not just limited to CTE teachers’ use. Furthermore, a real benefit is having the teachers go through and look at what the standards are to align the courses with industry needs.
- Summer Recap
 - Matt shared about the VVC Construction Summer program that saw student from multiple districts complete 6 weeks of coursework and build a two car garage/shed. Almost all students completed the entire program and positive relationships built with VVC instructors by the students were of particular note.
 - Five teachers completed an externship with General Atomics (3 from VVUHS, 1 from AVUSD, 1 from HUSD). Matt shared that there is a lot of interest by teachers who could not attend this year due to prior commitments. The purpose of that externship was to build a sustainable student internship program. GA was asking that they meet with those teachers again throughout this year to plan the student curriculum. They are starting small but they want to offer 12 student internship positions for juniors for 6 weeks over the 2019 summer. By all accounts, both MDCP participants and GA staff, the externship was a resoundingly positive experience.
- Matt shared that he is working on building a menu of WBL opportunities for the region.
- Matt shared that CTE curriculum is being reviewed to see if industry-sector teacher reconvenings are in order for collaborative curriculum updating or completion.



- Due to almost universal feedback from industry regarding difficulty finding local talent to fill key positions, Matt is looking at additional data that can be captured as baseline data as part of the annual Perkins surveys that are already conducted.
- Matt shared the Competitions Calendar and shared about building a new competition with VVC's auto program and exploring options with Medical/Fire/EMS and BCC's Manufacturing. Tom stated that there was a conversation last year about trying to have these in neutral places because there were some real issues especially around the culinary. He wondered how that conversation went with the coordinators. Matt shared that it was discussed again at the last CC meeting. Tyler Busch, the VVC culinary instructor is planning and leading the competition as a neutral party. However, the coordinators agreed that Victor high school or Silverado are still ok facilities to use because VVC doesn't currently have the facilities to pull off the event. The group felt comfortable with Tyler Busch being the neutral facilitator/planner. Tom shared that he's good with this information and just wanted to make sure there weren't any issues.
- Matt shared that he booked May 14, 2019 at D/M SELPA facilities for an end-of-year celebration/banquet/awards ceremony for CTE region-wide. This could include digital media competitions, thank you for partners, and help to break the notion by public/industry that technical skill classes are a thing of the past.
- Matt shared that site tours with Dr. Higbee continue with Apple Valley Unified being the site of the next visit followed by VVUHSD. He stated and celebrated that she is incredibly supportive and celebratory of our programs.
- Matt provided a CTEIG Update based upon recently received information. Next year's funding will include \$150 million annually to the CDE which we anticipate being somewhat comparable to what it was done in the previous three years. The other \$150 million will go through the Strong Workforce consortium. Details were still in development and Matt continues to attend the Inland Empire Desert Regional Consortium (IEDRC) meetings to stay apprised of information.
- Pathways to Success will occur on Thursday, February 21, 2019 at the county fair grounds and will continue to be in conjunction with Made in the HD. Matt is working closely with Victorville Motors staff on the events. Matt confirmed with Coordinators that they are the best contacts at the districts to ensure consistent information is distributed to and secured from districts.
- Matt shared that he had a couple meetings over the summer with the at the Carpenters Union in Ontario. Their curriculum is currently adopted by AVUSD with VVUHSD and HUSD in the works to adopt it. Matt shared the certificate opportunities that are a part of the curriculum. He also shared the possibility of a district MOU with the union to secure apprenticeship spots. The union is also willing to host skills seminars for teachers to expand or update their knowledge in certain areas as needed.
- Matt shared that VVC is working with General Atomics on an Apprenticeship program and is working on a Pre-Apprenticeship construction-based class. Additionally, Contract Ed is working with ComAv to increase the number of A&P spots allowed by the FAA.
- Matt is looking into expanding industry partner tours of our programs to expand their understanding of what we're doing.



- MDEP is going well and continues to receive very positive response from participants. Tom thanked Ted for the support from the Alliance and Coachella resources. Matt shared that Melissa Jager from Alignment USA Nashville came to help and stated that the work that she saw was very encouraging and anticipates MDEP to be a leader in getting this work done in the county.

7.0 Board Comments

Group Discussion

No comments were shared.

8.0 Adjournment

Tom Hoegerman, Chair

- On a motion by Peter Livingston, with a second by Ryan Holman, the meeting was adjourned at 2:39 p.m.

Next Meeting:

December 7, 2018, 12:00pm at Roy C. Hill Education Center