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

**Meeting Minutes**

Thursday, June 12, 2014

12:30 p.m. – 2:30 p.m.

Mt. SAC Building 40, Room 103

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| X | Baldwin Park (John Kerr) | X | Charter Oak (Jeanine Robertson) | X | Mt. San Antonio (Donna Burns, Madelyn Arballo) | X | Walnut Valley (Jose Annicchiarico) |
| X | Bassett (Albert Michel, Virginia Espana) |  | Covina Valley | X | Pomona (Enrique Medina) |  | Partners present:  Priyadarshini Chaplot  Omi Sloan  Wanda Pyle |
|  | Bonita |  | Hacienda La Puente | x | Rowland (Rocky Bettar) |  |  |

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| **Agenda Items** | **Outcomes** |
| Welcome & Agenda Check | Agenda confirmed. Meeting minutes from 5/28/14 approved. Jeanine moved to approve, Madelyn seconded, all in favor. |
| Reviewing five draft narratives/outlines  · Is the draft on the right track?  · What can be emphasized?  · What is missing?  · Has data been adequately used?  · Are there opportunities for overlap with other program areas?  Process for Providing Feedback | Three out of nine districts have provided feedback in the Google docs. A couple of other individuals have reviewed a couple of the drafts. All in all, the committee is impressed with the quality of the work and is excited about the direction of the drafts.    Discussed the need to have a single writer prepare the narrative instead of having the program area task groups convert five separate narratives into one. So, decided to shift attention of the groups from preparing program-specific narratives to focusing on developing the content/outlines. It will help make this plan a regional plan instead of a collection of five smaller plans.    Agreed to have Omi Sloan (Mt. SAC) to take the lead on integrating the draft timelines and narratives into a single document. She would like to be invited to upcoming program area task group meetings to get a sense of the work of the groups and weave that into the common narrative. Wanda would like to attend the meetings as well.    Let program areas know:   1. This Monday, they can review the **specific feedback** for their draft by accessing the document through the shared Google Drive (folder: "Drafts of Objectives 1, 2, 4"). The comments will appear in the right-hand margin. They can also access the revised **data tables** through the same folder. 2. To help Omi, ask program chairs to focus on **developing the outlines, instead of preparing a narrative**. For those who submitted draft outlines, don't have them convert the outlines into narratives. Instead, have them address the comments and expand/deepen your outlines. For those who did submit narratives, have them add any additional content in the form of narrative or bullet points. 3. Some program areas had questions on **how to prioritize the possible activities** for Objective 4. The steering committee suggested that the program areas determine what efforts would enable our region to address the unmet need. For those who have generated lists of possible activities, prioritize them. A few suggestions: (1) Which activities will enable us to expand access to quality programs and services and strengthen the success of our students in meeting their educational goals? (2) Which activities will have the greatest impact on the largest number of our region's students? and (3) Which activities are urgent in the short-term and which ones are important in the long-term? 4. Also, some program areas had asked about how to develop **a budget and/or timeline** for these plans. It is suggested that they focus on identifying the key funding needs (e.g., class offerings, human resources, facilities, equipment, technology) and not worry about putting dollar values next to them. Using their best judgment, determine what it would take to meet the plan. 5. Also, don't have program areas focus on developing a scan of the **regional economy**. The steering committee will work to develop a common scan for the region. If a program area needs additional/specific scan(s) done, they can let the steering committee know. (For the regional economic scan, consider the Centers of Excellence, San Gabriel Valley Economic Partnership)     Revised timeline:   * Between 6/16 and 6/27, program areas review the feedback from the committee and revise the outlines/narratives * By 6/27, submit a developed outline to Omi and Wanda (drwandapyle@gmail.com) * By 7/11, Omi will share with the program chairs a first working draft of the region's plan incorporating all five drafts * Program areas schedule an in-person meeting during the week of 7/14-7/18 to review the draft as a group and provide feedback to Omi * By 7/18, program areas submit feedback on the draft to Omi * By 7/22, Omi will share a revised draft with the Steering Committee * On 7/24, the steering committee will meet to discuss their feedback with Omi. **\*\*\*Note that the July steering committee meeting has been moved from 7/10 to 7/24 to fit the review cycle of the work-to-date.\*\*\*** * Between 7/24 and 7/28, Omi will incorporate the steering committee's feedback.\*\*\*Program Co-chairs will be on standby in case Omi has any last-minute clarifying questions.\*\*\* * By July 28, Omi will share a revised draft to both the steering committee and program areas * By July 29, the steering committee will submit this document to the AB86 State Workgroup (two days shy of their July 31 deadline!) |
| Data Tables  · Updates  · Due by Monday, June 16 | New updates from the State Workgroup were just sent. The biggest addition is ADA figures for fiscal year 2013-14.    In the meantime, we can work on completing the district data sets in the “Drafts of Objectives 1, 2, 4” in Google Drive. Please upload all data by June 16.    Also, due to the nature of a shared document and the possibility of accidentally changing another district’s information, please keep a back-up file of your data. Before submission to the work group, steering committee members will receive an Excel spreadsheet in which they can confirm their district’s data is accurate. |
| Transition  · Google Drive  · Google Site (1)  · Google Groups (7)  · Attendance  · Dr. Wanda Pyle | Priya’s last day is Monday, June 16.    While the new program facilitator gets up and running, the following individuals will serve as contacts for each of the five program areas:  ABE/ASE – Madelyn Arballo  ESL/Citizenship – Jeanine Robertson (until June 30), then Albert Michel and Virginia Espana  Adults with Disabilities – John Kerr  CTE – Donna Burns  Apprentices – Madelyn Arballo    Wanda Pyle was unanimously confirmed as the new Project Facilitator.    Add Omi and Wanda to the shared Google Drive and the mailing lists/Google Groups. |
| Other Items | Ideas for cross-cutting themes between program areas:  - How do we define adequacy and quality  - Seamless transitions within the region  - Professional development  - Administration of programs/services (may be more of a conversation between steering committee)    Ideas for spending down the funding:  - Convenings  - Professional development  - Co-chairs hours |

**Future meetings: Steering Committee meeting on Thursday, July 24 from 12:30 p.m. to 2:30 p.m.**