North Santa Clara County Consortium
Monthly Leadership Board Meeting Minutes   6 January 2021

Present: Peggy Raun-Linde, Director; and…

DeAnza	Foothill	FUHSD	MVLA	PAUSD
Randy Bryant Thomas Ray	Valerie Fong	Liz Ambra Karen Filice Adrienne Moberly Lori Riehl	Brenda Harris Julie Vo	Dave Hoshiwara Lynn Tanner

UPDATES: We need the invoice from RDA. No one has received it. Foothill & DeAnza need 2 separate invoices sent via email. TASK: Peggy will reach out to RDA.

There's about $11,000 left from this past year, so that may help get someone on-boarded & paid sooner so there is sufficient overlap in duties with Peggy.

IET Update [Lori]
- WIOA funds: focused on IET; changes focus each year. Meeting was very focused on FAQs for current RFA. Must go through Local Workforce Dev. Board as the grantee.
- SWP:
    o Santa Clara Adult School might be interested in Pharm Tech but needs a bigger pool of students; would partnering with them be helpful?
        ▪ MVLA might be interested in this once it gets going
    o What size of grant are they looking for in K-12 SWP? Randy mentioned that the smaller grant requests seem to struggle to get approved. Must be bigger for K-12 SWP—i.e., regional with both CC's, and all 3 districts.
        ▪ Dual enrollment alone doesn't require the larger consortium for a project, but the larger region
    o Liz: FUHSD had an information / recruitment event last spring and quite a few (>30) who attended the meeting to learn about ECE. Many enrolled in the class at DeAnza.
    o Karen noted that we need to find ways of building momentum for students to return to our classes. We need to be proactive to create new opportunities; don't think it will come back as it was.
    o Sub-committee (will follow first planning meeting): needs to include the transition counselors, Child Dev. faculty, and interested Adult School admin. CTE coordinating teachers & reps. WIB?
    o Need to avoid impacted programs & those with long wait-lists.
    o Foothill has ESL for Child Dev. DeAnza has had one on the books as well, but never got enough enrollment.
    o *First planning meeting:* Randy, Teresa, Lori, Shannon Coleman (PAUSD Preschool principal) or teacher, Raji, Liz/Susan
        ▪ MVLA's preschool is closed at the moment; would be interested in referring students once they get it off the ground
        ▪ MVLA just wants to be updated; maybe send a rep during a stakeholders meeting
        ▪ MVLA has tried to get the program running in the past & it hasn't been successful
        ▪ TASK: Peggy will send out a doodle poll for a meeting once Dave confirms the PAUSD participant

Job Description [Peggy]

- Split item #4? [No? Missed this… -LR] ==Peggy notes:== don't have it either
- #5: Peggy mentioned that she talks to co-chairs a lot about how to engage people & reflect—an important component of the work for the co-chairs (add something about coaching, mentoring, guiding)
  ==#5:== Peggy's notes: Add: Serves as a resource for professional development as needed.
  ==#5:== Peggy's notes: Add: Director coaches and mentors work group Co-Chairs and subgroup Chairs as needed.
- #7—do we need to include something about communicating with the state CAEP personnel to clarify compliance issues & questions?
  - o Also—attending the trainings & statewide consortium meetings to stay informed ==+#7 Peggy's notes:== and update members.
  - o The work goes beyond "ensuring"… there's support to answer questions that come up.
- Add to #8: attend trainings… liaison job & finding out answers & providing to members
  ==#8:== Peggy's notes: Attend related trainings and guide consortium members and find clarifying answers from state. Act as a liaison and provide support.
  - o Does this fall into #13?
- What's not in the job description is the new work with data & data dashboard, trainings, updating the wakelet & creating a process for pulling data & making queries. Coaching co-chairs to use the data effectively. [Data guidance, training, interface]
  - o Karen added that we should call out the data dashboard—director should be the caretaker of it, provide the training & what we discussed in the sub-data group.
  - o *[This becomes an additional task/number] Provide data dashboard management, consortium member guidance & training.*==*#new:*== *Peggy has the same as italics line.*
- Also missing (potentially): staff development—running office hours; curating information on online learning; training on data; racial justice information & compiling it on the website/wakelet
  - o Valerie noted that staff development is happening at respective sites & wondered whether this should be a focus for the director moving forward. Additional PD may overload staff who receive a lot from their institutions.
  - o Staff development decisions should go through the Leadership Board
  - o Staff development could be added into #5—serves as a resource for the co-chairs as needed
- Adrienne: It's important for us to be on-record as an anti-racist consortium and a belief. I have appreciated being able to visit the wakelet to see opportunities. I don't know how that gets embedded in the job description. I don't want to lose this.
  - o Many school boards have made declarations; Peggy tried to make this statement [on the website] as a way to do that.
  - o Valerie: should this be framed more generally in terms of "equity endeavors": director guides the consortium to ensure the practices/policies are anti-racist and support students of all backgrounds… is this an expectation or something specific as curating a collection of PD opportunities? It's a big expectation in a job that has a lot
  - o Thomas: Director supports consortium's equity efforts through research & training opportunities… so as things change, it might look different from how it's presented now.
  - o Options for wording: Director will provide guidance & leadership that ensures the consortium's efforts & actions… OR remains aligned to the consortium's mission.
- Revision of vision statement to make explicit the focus on equity & anti-racism.
  - o ==TASK==: Peggy will work on sample sentences to include in our vision/mission for the next meeting. We need to do that for the annual plan anyway.

Timeline for Director [Adrienne]
- See slide
  - o Based on previous timelines
  - o Post 30Jan2021 – 28Feb2021
    - ▪ Indeed & EdJoin (FUHSD was the landing space last year)
  - o Application reviews by sub-committee: Adrienne, John C. @ RDA, Sharon Turner, & Thomas were on it last time
    - ▪ Replies went to gmail account
  - o We have interview questions already—need review
- Questions/Discussion
  - o Interview questions / interview was FHDA process
    - ▪ All candidates get the same questions, scoring, etc.
    - ▪ Give candidates the questions ahead of time (up to 30 minutes ahead of the interview)
  - o Revise questions before applications reviewed (change step 4 so interview questions are drafted based on job description)
  - o Does the virtual component change any of the steps? [No… just via email]
- Decisions to make… [slide]
  - o The question is: Who will be consortium co-chairs next year?
  - o Who is on the sub-group? Need to know prior to meeting on Jan. 27.
    - ▪ Sharon? She's familiar with the work; Julie if Sharon says no.
    - ▪ Thomas & Adrienne
- On Jan. 27 we'll review the posting & interview questions.

Data: Suggested training dates & topics [Peggy]
- ▪ Training [slide w/ training dates & levels]
  - o Does this look like a good plan?
    - ▪ This should support those who want to get in so they can ask specific questions & also those who want a deeper dive in a particular area.
    - ▪ Those on timesheets have specific times for people to show up for a specific number of hours.
  - o Do they get paid for it (if not in their regular day)?
    - ▪ Yes, with prior approval from site admin/CC representative [agreement]
  - o TASK: Peggy will push that out & let people know prior-approval is needed to get paid.
- ▪ Transitions Exploration Data [Slide re: question re: statements we can make re: transitions]