

TTCCP Coordinating Committee

Meeting Minutes

Noon - 1:45 pm, Monday May 14th, 2018

TCOE, Granite Room

In attendance: Samantha Chilcote, Josh Smith, Jim Underwood, Travis Finch, Fabio Robles, Sarah Supahan

1. Approve Minutes Last Coordinating Meeting-
 - A. Motion by Travis Finch, Second by Sarah Supahan, Approved unanimously
 - B. See Minutes 042318 TTCCP Coordinating Committee.doc
2. Outstanding Action Item Update
 - A. All- talk with others stakeholders regarding their vision and thoughts on Goals and Objectives
 1. TTCCP needs to seek additional funding to implement actions to achieve (ie support and technology to support programs)
 2. breakout groups at the next Partner Meeting to get partner input on goals, objectives, and actions
 3. **Samantha: Change Partner Meeting to 3:30 on June 1st, and request input on the Goals and Objectives with Actions (are all inclusive, are we missing anything, clear and concise, potential items), bring tape and markers, print enlarged goals, objectives, and actions around the room**
 4. Revised Draft TTCCP Goals & Objectives with blank Actions.doc
 - B. Travis
 1. Travis will follow through to see what opportunities there might be ITV through CTE and in Trinity County
 1. Not clear from Shasta College Trinity Regents what next steps are
 2. 2 issues 1) bond issue and 2) status of technology (bandwidth and equipment)

3. Travis: cross-reference courses from Shasta College and state of technology for ITV
 2. When is next Shasta College Trinity Regents meeting?
 1. None known
- C. Jim
1. coordinate with Josh to engage Hayfork HS, Trinity HS, and Southern Trinity about Ag groups
 1. Josh has talked with Morgan, Morgan wants more information, Josh thinks there is a CTE Advisory group for Hayfork, Morgan is not willing to share CTE Hayfork funds
 2. Jim had same conversation with Noah
 3. Board of TAUSD not endorsing TTCCP at this time because they did not feel that they had enough information about targeted actions to be implemented by TTCCP before their meeting
 4. Need to change conversation from TTCCP competing for funds to TTCCP being a resource to schools, work with schools that are willing now and hopefully bring others onboard as the effort develops, transition from “me” to “we”
 5. Trinity High School has had the opportunity to do a program like TTCCP for 2 years but no one knows where the \$ has gone
 6. Jim talked with Mike Rourke who is willing to be involved in getting support for TTCCP through Weaverville and, hopefully, Hayfork
 7. Jim: Talk with Mike Rourke to gather support and educate districts about what TTCCP can do for them
 2. will follow up John Underwood how education and business at Southern Oregon handles insurance question
 1. if the student if involved in work site learning at Shasta College or enrolled, they are covered
 2. Kevin Cahill, Farmer’s Insurance, it not would be a significant cost
 3. Samantha: keep List services of TTCCP: liason, facilitating discussions, arranging insurance, staff support, technology, transportation logistics
 3. Attend Shasta County College and Career Day
- D. Sarah
1. Will ask Fabio Robles to follow up on understanding what Kevin O’Rourke’s insurance email means for TTCCP

2. Sarah will inquire into the status and challenge of getting National Student Clearinghouse and CalpathsPlus metrics
 1. Jaime says they are ready, Sarah said we need a MOU
 2. Sarah: will request accounting of CTE expenditures from CTE Committee
 3. Travis: inquire why previous AG and newer CTE programs aren't coordinating at the next CTE meeting
 4. Sarah: will sign MOU for data sharing
3. Old Business
 - A. Org Chart (Jim)
 1. No feedback on current draft
 2. Samantha: Discontinue from future Coordinating Committee and Partner Meeting Agendas after June 1st Partner Meeting, agenda item for June 1st Partner Meeting to ask for any final input
 3. See Revised TTCCP Org Chart with CTE Path Focus (updated 4-27-18).xls
 - B. TTCCP Coordinator Position (Josh)
 1. Josh stated there is more coordinating work than 1 PT person can do, interviewed 4 applicants Friday and 1 more today to either have 1 FT Coordinator or 2 PT Coordinators
 2. TTCCP has already identified 2 existing efforts, NFWF grant for the Hayfork Youth Crew (HYC, approximately \$21k) and Trinity County Office of Education's School Readiness Program (SRP, approximately \$136k) which meet TTCCP objectives
 1. HYC: offers paid on the job experience with a various short curriculums taught by a variety of professional specialists
 2. SRP: curriculum and activities to prepare kids for kindergarten, health and safety education for families, communication with local schools, orientations to kindergarten, books, transportation, health screenings, and access to school nurses, psychologists and speech therapists

3. Josh made a motion to approve 2017-2018 HYC (\$15k) and SRP (\$35k) as matches for the remaining McConnell grant funds (\$50k), Sarah seconded, passed unanimous
 4. Additional TAUSD funding (if secured) can fund another half-time coordinator in addition the McConnell funded Coordinator, this would likely be a discrete role (position likely on THS campus) to complement general TTCCP support in the Weaverville area
 5. would some applicants (not chosen for the current advertised TTCCP Coordinator position) want a PT position associated with other funding sources
 6. Jim: how do we encourage Hayfork participation? Is there any other source to get funds for an effort in Hayfork?
 7. Josh thinks Morgan would be interested in a coordinator who could arrange transportation and coordinate logistics
 8. **Travis: Will facilitate discussion at next CTE meeting about needs of facility to buy into TTCCP**
 9. Fabio writing new School Readiness Grant for the next grant cycle and would like to include TTCCP, a potential role for TTCCP would be to develop or expand a curriculum for parents, caregivers, and 0-5 children to support early childhood development and preparation for kindergarten
 10. Coordinating Committee will apply for funding through School Readiness Grant with Fabio as lead for TTCCP to either develop or sub-contract to develop for 0-5 children curriculum
 11. Sarah motion to apply for funding through School Readiness with Travis as second, passed through unanimously
 12. Jim new coordinator could split time between TTCCP and School Readiness curriculum
 13. **Samantha: revise meeting notes, submit match paperwork to NST**
 14. **All: Input on specific Action Items in Goals and Objectives draft associated with deliverables from funding sources**
- C. Workman's Comp and Insurance Considerations (Sarah and Jim)
1. Insurance discussion.doc

4. New Business – **15 minutes**

A. May 4th NST Summit (Jim)

1. Need to initiate actions to get buy-in from partners, maybe we can use actions by other North State efforts as model to elucidate support from partners
2. Josh: we need to look at data to understand where are the trends and gaps in resources are
3. Sarah: there is a data night coming up for LCAP

B. Metrics Discussion (Samantha)

1. Sarah: Data has guided other programs but we are taking another approach by identifying programs and then looking at data
2. Jim: chicken and egg question
3. Travis: the greatest measure of success will be the reaction of businesses to student internships, determined by post-internship survey
4. Another measure: number of kids in internships
5. Reach Higher Shasta has a website with a website portal which matches students with businesses, willing to modify website to accommodate Trinity County
6. Jim: follow up with Kevin about securing funding from NST to modify Reach Higher Shasta career portal for Trinity
7. The website could be another resource TTCCP could offer teachers and schools
8. List of Available Metrics for Measuring TTCCP Success.doc

Adjourn meeting at 1:45 pm and reconvene May 31st 1 pm

C. Internships

1. Southern Trinity (Samantha)
 1. WEEP (Work Experience) Course Description.doc
 2. Contact Tanya Meyer, K-14 Career Pathways, Technical Assistance Provider, Far North Region, Feather River College, (530) 927-7747, tmeyer@frc.edu
1. Hayfork Youth Crew (Josh)

1. Grant Proposal 2017_NextGEN_YCC_NFWF.pdf
 - B. Budget (Jim)
 1. Match sources
 1. NFWF
 1. Grant Proposal 2017_NextGEN_YCC_NFWF.pdf
 2. CTE
 2. the determination of action items will dictate insurance, transportation, technology costs
 1. Budget Email 042618.doc
 - C. Online job Portal (Jim)
2. Action Team Update – **10 minutes**
 - A. Business Questionnaire (Travis)
 1. send out the Business Questionnaires the week of May 7th?
 - B. Goals and Objectives (Travis and Jim)
 1. See Draft TTCCP Goals-Objectives-Actions 4-3-18.doc
 - C. ACEs (Sarah)
 1. Free Trauma Informed Practices Training: open to all, May 22 and June 1st (identical trainings), 9 am – 3 pm at Veteran’s Hall
 2. Consider rescheduling June 1st Partner Meeting currently at noon – 1 pm to after 3 pm
 3. See Trauma Informed Practices 0522 and 060118.pdf
 - D. First Year College Community Connection (Sarah)
 3. Upcoming Opportunities and TTCCP Meetings (Samantha) – **5 minutes**
 - A. Review Agenda June 1 Partner Meeting
 1. see Agenda 060118 Partner Committee.doc
 4. Action Item Review (Samantha) – **5 minutes**
 - A. **All:**
 1. **Input on specific Action Items in Goals and Objectives draft associated with deliverables from funding sources**
 - B. **Samantha:**
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anything, clear and concise, potential items), bring tape and markers, print enlarged goals, objectives, and actions around the room

2. keep List services TTCCP can offer to partners: liason, facilitating discussions, arranging insurance, staff support, technology, transportation logistics
3. Discontinue Org Chart as an Old Business item from future Coordinating Committee and Partner Meeting after June 1st June 1 Partner Meeting, agenda item for June 1st Partner Meeting to ask for any final input
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5. revised meeting notes, submit match paperwork to NST for funding

C. Travis:

1. Follow-up on the potential course through Shasta College by a. cross-referencing courses from Shasta College and b. state of technology for ITV
2. Inquire why previous AG and newer CTE programs aren't coordinating at the next CTE meeting
3. Will facilitate discussion at next CTE meeting about needs of facility to support TTCCP and educate facility about what TTCCP offers

D. Jim:

1. Talk with Mike Rourke to gather support and educate districts about what TTCCP can do for them
2. follow up with Kevin about securing funding from NST to modify Reach Higher Shasta career portal for Trinity

E. Sarah:

1. Will request an accounting of CTE expenditures from CTE Committee
2. will sign MOU for data sharing with National Student Clearinghouse and CalpathsPlus metrics