

About Student Regional Consortium for Adult Education

May 8, 2017

2:00pm International Brotherhood of Electrical Workers #440

I. Welcome, Introductions & Agenda Review- In Attendance: Mariel Anderson-McDade, Omar Andrade, Linda Aranda, Rachel Bramlett, Wendy Frederick, Naomi Garcia, Karen Gorny, Brenda Hofer, Mark LeNoir, Elsa Magana, Annamarie Montanez, Joan Patrick, Myatt Renae, Thoibi Rublaitus, Jim Rush, JoDee Slyter, Esteban Soriano

II. Updates from AEBG Office

- JoDee reminded everyone the AEBG webinars are available on the AEBG website. The annual plan for 17/18 is going to be different from previous versions
- State AEBG put together a Policy Team which JoDee will be a part of. The policy team was state formulated and teams are being formed by invite only. The teams focus will be in Assessment, Program Alignment, Program Definitions, Data and Accountability, and Reporting.
- AEBG Technical Assistance Provider
- AEBG Student Data Collection
- Details on the CFAD
- There will be a short turnaround for the legislative report which is due 8/1/17.
- Upcoming Due Dates- handout was passed to all in attendance showing a deliverable submission timeline
 - The Submission Date on the handout is when the state needs deliverables, the red Target Date is when JoDee must have it in order to have it submitted by the state's deadline.
 - The first item was the CFAD submission due May 2, 2017. That was completed 4/19/17
 - May 8, 2017 is the release of the 2017/18 Template and Toolkit. The Annual Plan will have a new template from last year which will include a narrative, a fact sheet, funding and performance just to name a few and it will be created as a consortia. JoDee will require representation from each member preferably someone who will be available during the summer.
 - Committee will not have the final approval, that will done by the voting members of the consortia, a final draft will be ready by 8/14/17.

- May 15th Annual Plan Revisions for 15-16 and 16-17, must be completed before budget revisions can be submitted. May 15th is the last day to submit changes for Annual Plan.
- Budget Revision due June 20th there is one more meeting to approve budget revision after June 20th revisions will be held until next school year. Corona-Norco and Moreno Valley have revisions today. RUSD and RCOE will have revisions in June
- Expenditures due July 31st have a target date of July 10th, but if the July 10th date doesn't work for everyone the consortia might need to change the monthly meeting for a later date in July.
- August 1, 2017 final students data submission to CASAS
- August 15, 2017 Annual Plan due
- If expenditure reports show that the funds are not being spent, the state might hold the new year's funds until old funds have been spent, nothing has been confirmed but the state doesn't want to give more money if 15-16 funds have not been expended
- Technical Assistance Project (AEBG TAP) - Sacramento County Office of Education in partnership with AIR, CASAS, and OTAN to offer technical assistance, professional development and capacity building for all AEBG grantees.
- Data and Accountability Submission Letter from state were forwarded to everyone. AEBG funding must submit Student Data by 4/30/17 but accepted submission until 5/1/17. The next due date will be 8/1/17- use the data integrity report to identify problems and repair records. There are various ways to submit data. Presidents /Superintendents and JoDee will be contacted if student data is not reported.
 - 3rd party systems export into TOPSpro Enterprise is permissible, but submission to the state MUST be through TOPSpro. If you are WIOA funded reporting is the same process with the only difference being you would be reporting for both WIOA and AEBG. Everyone should be able to see the AEBG tables in TOPSpro being populated. Contact CASAS if you can't see the tables. JoDee asked everyone to be familiar with the table from now to August.

III. Revision Proposals for 2015/16, 2016/17 Budgets

- Moreno Valley Adult School 15/16 left over funds for Salaries and Benefits to be given to Val Verde starting in August. JoDee asked if the funds would be moving in program or category. Elsa said no. Mark from Val Verde plans on offering GED, ESL, ABE, and CTE classes. He hope to have more participation than last year. Thoibi motioned to accept Moreno Valley's revision proposal, Rachel seconded the motion, and motion passed unanimously

- Corona-Norco Adult School proposed 15/16 and 16/17 changes in categories, not programs. 15/16 certificated salaries were overstated, 16/17 funds to book/supplies costs specific to ABE/ASE and there is a need for classified salaries for testing, Data and Accountability and class management. Annamaria motioned to accept the revisions, Elsa seconded the motion, motion passed unanimously.
- Mid-term expenditures- the consortia agreed to evaluate and report at the middle of the term. Submit quarterly expenditures by 5/12/17. Email completed reports for 15/16 and 16/17 to JoDee by 5/17/17.

IV. 15-16 &16/17 Annual Plan Amendments, 17/18 Annual Plan

- Annual Plan changes must be made before expenditures can be finalized. Make sure expenditures are listed in the annual plan. If you are providing a services and it's not on the annual plan you cannot use AEBG funds to cover those costs.
 - For 17/18 each member will probably be creating their own annual plan.
- Amendments in the Annual Plan both 15/16 & 16/17
 - RCCD- assessments tools, software package and transitional assistant services- the hire of advisors
- The purpose of Annual Plan is so the consortia know where the funds are being spent. The consortia has the right to say no to something the group doesn't believe will benefit the consortium. Regional funds should go be spent where the needs are.

V. End of Year Schedule Submissions

All the Due Dates that are coming up for State will occur during the summer months. If you plan on taking vacation during the summer please make sure you have appointed a representative.

VI. Digital Badges Next Steps

Digital Badge Launch Event was a success, with 130 attendees. If anyone needs the sign-in sheet let JoDee know. OTAN is interested in taking the platform statewide. Next steps is the development of the platform and maintenance for each member. Individual student accounts are paid for by the school, a \$500 fee includes 2000 accounts. Handout for each organization to contact Forall Systems. Data and Accountability funds can be used for this.

VII. Regional Professional Development

Regional Retreat preliminary event planned for August 2017. It will be a one day event, from 8:00am-3:00pm. There will be a request for presenters. Please DO NOT share info as specifics have not yet been confirmed. Paid for by Leadership funds.

VIII. Next Steps- MAY

- May 22, 217 CFAD
- May 8, 2017
 - Consortium Meeting, Budget Revision, Committee 2017/18 Annual Plan, Regional Retreat
- May 15, 2017- Annual Plan Amendments due to AEBG Office
- June 12, 2017 Consortium Meeting & Budget Revisions
- June 20, 217 Budget Revisions due to AEBG office

Next meeting:

- June 12, 2017 2:00pm IBEW Union Hall

Meeting adjourned 3:58pm