

6/12/17 Consortium Meeting Notes

IBEW from 2:00 to 4:00 pm

Present: Karen Gorny, Tammy Gazette, Merial Alisa McDade, Elsa Magana, Rachael Bramlett, Brenda Hofer, Naomi Garcia, Ashley Etchison, Estaban Serano, Jones Patrick, Renae Myatti, Jim Rush, Omar Andrade, Thoibi Rublaitus and JoDee Slyter

Welcome, Introductions, and Agenda Review

**I. Updates from AEBG office and TAP (Technical Assistance Project) Webinar Highlights**

- A. Submitted CFAD in April and the document was approved by the state
- B. AEBG office has announced the establishment of three field teams:
  - 1. Data & Accountability Committee
  - 2. ABE/ASE Assessment Committee (JoDee is a member)
  - 3. CTE Assessment Committee
    - a. The role of these committees is to provide recommendations to the state based upon AB 104 language intent and what is actually occurring in the field
    - b. Legislators are requesting a great deal of information
    - c. All committees' agenda and meeting notes will be posted on the AEBG website
- C. The 17-18 annual plan templates and the revision were released last week
  - 1. A revised template has been created for 17-18
  - 2. The template for our region was distributed and explained
  - 3. This is an itemized list and is to be completed and submitted as a region, not by individual schools
  - 4. State is emphasizing that each consortium member be familiar with the template
  - 5. Annual Plan is due in August when most members are on summer schedules
  - 6. Please advise JoDee if you will not be available during the summer and be sure you provide the required information by the established deadlines
- D. Budget Trailer Bill language stipulates that AEBG funds are to be used for adult education in the district
  - 1. If you have more questions, please contact JoDee
- E. Important dates (handout and presentation):
  - 1. Revisions for 2015-17 must be changed in the expenditure reporting template by June 20<sup>th</sup>, so today is the last day for revisions

2. Individual revisions need to be approved and compiled into one regional document and submitted as a new budget proposal so that the expenditures properly match

3. Last discussion today and submission is prior to June 20<sup>th</sup>; JoDee will submit it this Friday

4. Expenditures report is due on July 31<sup>st</sup>

a. July is a difficult time as some people do not work in the summer but these documents must be approved by our members prior to submission

b. All reports are to be compiled and submitted so the meeting for approval has to be scheduled before July 31<sup>st</sup>; A meeting date must be determined for the consortium to approve the document so it can be submitted by July 31<sup>st</sup>

5. Student Data is due August 31<sup>st</sup>

6. Annual Plan is due August 15<sup>th</sup>

F. TAP Webinars – Highlights: two webinars have been conducted to date – all materials posted on AEBG website

1. TAP – Technical Assistance Projects

2. Sacramento County Office of Education (SCOE) is the lead agency under the leadership of Diana Bautista

3. OTAN, CALPRO/ AIR & CASAS are the PD providers for all AEBG members providers

4. The first webinar on May 31<sup>st</sup> explained the TAP project and provided an introduction to SCOE and its staff

5. The second webinar was on June 7<sup>th</sup> – Curriculum Alignment in Consortia – focus was on CC & AE curriculum alignment

a. Provided templates and tools to align curriculum across agencies we can use for our consortium

b. Look for information about the next TAP webinar on the AEBG and ABOUT Students websites

G. Data & Accountability – now is the time to work on this data from your school since the data is due in August

1. State AEBG office sent out a letter in April that indicated if a school receives AEBG funds, you must submit TOPRPro data even if the site only provides support services; The letter provides information regarding the submission of data

2. CASAS pre and posttest needed for ABE/ASE and ESL programs

3. For CTE and other programs CASAS test is not required but demographic information is required
4. Now is the time to check and clean up data
5. College Presidents and District Superintendents will be notified if data is not received by the due date
6. It is critical that our consortium's numbers demonstrate that our region is meeting the needs of our adult learners

## **II. Budget Revision Proposals 15-16 or/and 16-17 – RUSD, RCCD, RCOE**

A. There will be another chance to submit revisions – another one in December for 16-17

B. RUSD – Rachael Bramlett

1. The revision papers were distributed
2. Funds were moved from CTE to ESL mostly in certificated, classified salaries
3. CTE classes did not start as expected this year but planning to implement next year
4. JoDee crosschecked – Page 1: \$208,445 moved from 4000s to 5000s and distributed to salaries and benefits
5. Anamarie – motioned to accept – Tammy seconded – approved unanimously

C. RCCD – Ashley Etichson

1. Previously approved budget not provided
2. Revision papers provided to governing members
3. New staff will be dedicated to AEBG recruitment
4. JoDee confirmed the unused portion of the budget and requested that a new comparison document with previous changes be provided by RCCD
5. Esteban shared about the recruitment of a new AEBG director and three new Transition/ Educational Advisors
6. JoDee was a part of the selection committee
7. The new positions will start in July
8. Motion to accept the proposal – Annamarie – Seconded by Joan, approved unanimously

D. RCOE – Joan Patrick

1. 15-16 final revision

2. Carry over – Two classified positions that could not be filled during 15-16 due to credential requirements, so the funds were carried over to 16-17
3. There is a state approved rate of up to 5% indirect
4. Motion to accept the proposal – Ashley – Rachael seconded, approved unanimously
5. 16-17 New CTE initiatives to use ICEV Multimedia Certification courses will start for the three centers for students to be trained and certified
6. CTE logistics instructor and management consultant to computer literacy, Microsoft certification and restaurant hospitality
7. The funds will be used to hire a management consultant to work with ICEV online
8. Rachel asked if the other consortia that RCOE belongs to will also be receiving these services? Joan - Indio gets the hospitality – Instructor will be based at the Arlington regional center – licensed instructor needed
9. JoDee asked for further clarification on whether the change in the budget was to be used for an instructor; or is it to be use for Indio, Riverside and Moreno Valley?
10. JoDee emphasized that our processes needed to be transparent and provide clear evidence that our budget is supporting the needs of our consortium as the licenses are coming out of the AEBG funds
11. Jones – yes, it is already included 5000 to 4000 – ABE/ASE to CTE – Licenses + 6400 – training for new instructor , mileages to commute included
12. Motion to accept the proposal – Tammy – Anamarie – seconded, approved unanimously
13. JoDee requested that Joan put together the changes, or else it remains the same.

### III. JoDee – last slide – to reinforce the deadlines

#### A. Export reports – final 15-16 and 16-17 : depends on when the next meeting is scheduled

1. July 12 meeting – approval July 17; Or July 19 meet – approval July 24
2. The reports need to be certified from business office
3. Estaban asked for clarification about the due date for the data as he had been advised by RCCD office that the due date was Aug 10so we need to
4. JoDee explained that she has to submit the documents by July 31 so the final version has to be approved by July 24
5. JoDee will get clarification from AEBG office about a possibility to extend certification

#### IV. Annual Plan activities: lots of changes

- A. 17-18 Annual Plan has a new template for the consortium to utilize
- B. JoDee created a new template for each member to use, and these can be compiled into a final report
  - 1. An electronic version of the template will be emailed to each organization as well
- C. The final report must include details such as how much was accomplished, what prevented action as planned, and support needed from the state based on the performance of our members
- D. A committee can meet to discuss the final version prior to submission
  - 1. JoDee needs a representative from each member in July so that the work can continue in preparation for submission on August 15<sup>th</sup>
  - 2. The member template is due to Jodee on June 23<sup>rd</sup>
  - 3. A group will meet in July, likely the third week of July
  - 4. JoDee distributed the General Awareness document; this requires signature
  - 5. We need to certify the Annual Plan and the certification is done online

#### V. Updates on Digital Badging

- A. Karen Jeffery has contacted all member agencies to set up local accounts and is ready to start Webinar Trainings
  - 1. She's waiting to hear back from RCOE, Tammy has already set up the account and password; Alvord will look at the quote but has no information yet; RUSD will not work on it until July; CNUUSD has taken care of the POs
  - 2. If nothing happens, it will delay the process
  - 3. Rachael asked if we establish staff accounts or student accounts; JoDee responded staff now, student accounts will be created in August
  - 4. JoDee indicated that several consortia are looking at using what we created by working with For all Systems; we want to be the first to test drive it!
  - 5. Thoibi asked if there should be any concern about proprietary issues? JoDee responded that our design, criteria, and descriptions cannot be altered
  - 6. Tammy asked about who will be training us
    - a. JoDee responded that the Education Co-op and webinars from For All Systems would conduct the training; we need the licenses and accounts in place before that; the webinars are ready to be viewed so schedule them when you are ready.

Thoibi Rublaitus 6/16/2017 12:04 PM

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## **VI. Regional Professional Development Fall Retreat**

A. State focusing on Shared Professional Development

B. Consortium-wide retreat planned

1. Informational Flyer, Registration Form, and Call for Presenters form were all distributed

2. Retreat is scheduled for August 1<sup>st</sup> - 7:30 to 8:30 am – check in, general session and four time slots for breakout sessions planned; breakfast and lunch included

3. How to make this successful

a. Complete the registration forms; no electronic versions to avoid duplication; return forms to JoDee ASAP as there are 100 seats for now; more can be added as needed

b. Choose to pay for staff attendance; CNUSD is paying staff for a whole day of PD

c. Encourage staff who are experts to present; CALPRO, OTAN and CASAS have also been contacted about presenting at the retreat; topics requested were based on the PD needs survey completed earlier this year

d. Elsa suggested that ASAP training might be helpful; JoDee responded that this type of training is available at the November ASAP Conference

## **VII. Next Steps – Finishing June and July – planning around time and if designees available**

A. June 23 – Member annual plan activities due

B. August 1 – Data & Integrity Report due

C. August 15 – Annual Plan due

D. August 15<sup>th</sup> 17-18 Budget due

Meeting adjourned 4:00 pm