ABOUT STUDENTS Consortium Meeting Minutes

Date: September 15, 2020  
Time: 2:00-4:00 Location: Zoom Meeting  
Facilitator: JoDee Slyter


Agenda:
- Welcome & Agenda Review
- CAEP Updates
  - Upcoming events
  - Surveys
  - Webinars
  - Due Dates
- Member Program Year Budgets and Workplans
- Consortium Updates
  - EOY Submissions
  - Office Hours
  - FOCUSFORWARD Outreach
  - Professional Development
- WIOA Updates
- Wrap-up

CAEP Updates:  
https://caladulted.org/Home

Events
Directors’ Event - “Disruptive Times Forge Innovation” October 5, 2020  
CAEP Summit – “Supporting Adult Learners through Unprecedented Change” October 26-29, 2020

Surveys
Student Technology intake survey (18 questions) survey will close September 21.  
Fall AE Open Plans Survey (14 questions) survey will close September 21.

Webinars
https://caladulted.org/Events

Due Dates
- September 30: 18/19 &19/20 Member Expenses Report certified by consortia in NOVA (Q4)
- September 30: 20/21 Member Program Year Budget and Work Plan due in NOVA.
- September 30: End of Q1
- October 30: 20/21 Member Program Year Budget and Work Plan certified by consortia in NOVA
- October 31: Student data due in TOPSPro (Q1)
Program Area Reporting
NOVA Estimates due September 1

Neil’s back!

2020/21 Member Program Year Budget

Funding 2020/21

<table>
<thead>
<tr>
<th>Member</th>
<th>2019/20 Carryover</th>
<th>2020/21 Base Allocation</th>
<th>2020/21 Total Budget</th>
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<tr>
<td>Alvord USD</td>
<td>$167,684</td>
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<td>$574,477</td>
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<td>Val Verde USD</td>
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<td>Totals</td>
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Alvord USD
2020/21 Total Budget $574,477

1000- Salaries and benefits for 7 part-time teachers, 3 part-time counselors, and 1 part-time instructional specialist to teach and administer the adult education program after their contract day. Salaries and benefits for a part-time Assistant to the Director, part-time Custodian, part-time Campus Supervisor, and overtime for 1 classified staff for the administration of the adult education program. Services for on-screen advertisement to assist in marketing the Adult Ed Program.

2000-Salaries and benefits for 8 part-time teachers and 2 instructional specialists to teach and administer the ESL program after their contract day. Salaries and benefits for 3 clerical support in registration, assessment and attendance. Purchase of general materials and supplies to meet the needs of the ESL program. Conference cost to support professional development.

3000-Salaries and benefits for 3 part-time teachers to teach and administer the short-term CTE adult education program after their contract day. 1 teacher will be teaching and the other 2 will be focused in curriculum.

4000-

5000-103 annual software licenses from Burlington English for students and instructors.

6000-

7000- 4.21%

Corona-Norco USD
2020/21 Total Budget $1,584,868

1000-This allocation funds salaries of 18 part time teachers, and a part of two certificated administrators. This includes professional development, PLC meetings and program development activities for the same personnel. Support needed for socially distanced and extra health safety protocols for CASAS testing hours and registration and onboarding of students to
online classes will also be funded with this resource.

2000-Full and partial salaries of 10 support staff personnel will be funded by this allocation. The role of these staff members include, but not limited to, front office customer service, data entry, record keeping, test administration, data management, campus security and custodial duties. Programs include ABE/ASE, ESL and Short-term CTE.

3000-The benefits, as required by the district, for 10 classified staff and 20 certificated staff enumerated above are accounted for in this category.

4000-Student support services such as purchase of some PPE and health and social distancing related accessories will be funded by this resource. The purchase of Edgenuity, E-text, iCEV licences, GED test prep vouchers, and supplies for instruction will be expended from this category. Certiport curriculum, child development class materials, CPR test consultant fees and supplies for construction, welding and health science classes will be paid from this resource.

5000-The maintenance of 4 copy machines, 3 high capacity and each of the classroom printers, document cameras, projectors and peripheries will be purchased with this resource. Travel or fees for CAEP, TESOL, OTAN, CASAS, ISTE, Canvas conferences or partner location visits will also be paid out of this these funds. In addition, cost for community collaboration, event and outreach activities to promote partnership will be funded with this resource. ASAP and Canvas software maintenance are also included in this category.

6000-7000-[List approved rate or 5% (lesser percent)]

As an estimate, last year's amounts are added here which may change a bit as we are holding all classes virtually this semester. Adjustments will be made as the year progresses.

Jurupa USD

2020/21 Total Budget $1,471,151

1000- Salaries for 2 part-time HSD teachers; 2 part-time HSE teachers; 14 part-time ESL teachers; 5 part-time CTE teachers (Medical Assistant, Pharmacy Technician, Welding, Security Guard, Computer Science, Phlebotomy); 2 part-time technical support instructors; 1 externship coordinator; 1 full-time Principal (12 months) (Part-time instructors 8-15 hrs a week)

2000-Salaries for 1 part-time college/career center clerk (20 hrs/wk); 1 part-time (20 hrs) and 2 full-time bilingual translator clerks (10 month positions); 1-Account clerk/ Principal's Secretary (12 month); 2 part-time instructional aides (20 hrs/wk); 2 part-time campus supervisors (15 hrs/wk) and 1 part-time assessment clerk. All positions support all CAEP program areas evenly.

3000-Benefits for all employees in the certificated (1000's) and classified (2000's) categories.

4000- New edition and replacement textbooks for HSD, copy machine maintenance, general office supplies and other consumable instructional materials; PPE; Supplies for CTE program, Medical Assistant, Pharmacy Technician, Welding, and Phlebotomy supplies.

5000-Transportation costs; ASAP software for student data collection; Burlington English software for ESL students; Outreach/Advertising materials; Software for CTE programs; Staff/ Instructor professional development.

6000-7000-

Moreno Valley USD

2020/21 Total Budget $1,489,497

1000-Salaries for certificated personnel (15 part- time teachers) one full-time principle, one full-time counselor, and two part time Leaf Teachers (Admin Designees), who provide services to students, including, but not limited to instruction (ABE/ASE/ESL/Citizenship/Basic Skills/IIECE/IET), orientation, counseling, and tutoring. Also included are teachers’ extra duty hours for professional development for CALPro, OTAN, and Google Classroom. Google Apps, Virtual Classroom and distance learning platforms, Burlington English, Odysseway, and AZTEC software. (Also included: Hourly wages for teachers for conference attendance participation, temporarily limited in 2020/21 due to COVID restrictions.

2000-Classified personnel (four full-time) who provide services and support, including, but not limited to intake, registration, orientation, assessment, advisement, customer service, record keeping, and data management. (Also
included: Hourly wages for staff members for conference attendance and participation, temporarily limited in 2020/21 due to COVID restrictions.) (Custodial services are provided by the school district and not security agents are required on campus during vital/online instruction due to COVID health crisis.)

**3000**- Benefits for certificated personnel (15 part-time teachers), one full-time Principle, one full-time counselor, and four full-time classified staff members.

**4000**- Textbook, technology (devices and peripherals), and office/classroom supplies, and other services and supplies including PPE equipment and accessories (for health checks and social distancing) during the COVID health crisis (especially for sanitation of the Programs supported included ABE,ASE (GED/HSD), ESL, IELCE, IET, Citizenship, workforce Prep, & CTE.

**5000**- Contracted services (scanners, copy machines, printers, document cameras, projectors, device maintenance, peripherals, consultants, etc.) Software, licenses. Etc. (Burlington English, Odyssetware, AZTEC, Certipoint, KeyCentrix, ZOOM, ASAP, etc.)

**6000**-
**7000**- 3.78% (Approved Rate)

**Riverside CCD**

**2020/21 Total Budget $1,072,621**

**1000**- 4 faculty (part of their time) to develop noncredit CTE programming, deliver transition workshops, counseling, and advising on alignment of instructional pathways

**2000**- 1 Executive Director (FT), 2 Educational Advisors (FT), 1 Admin (FT), 6 part-time support staff (PT).

Program areas supported: transitioning ESL and ASE students, CTE

**3000**- 10 employee benefits that include:
- Fixed charges and health and welfare charges for four classified personnel
- Fixed charges for part-time support staff

**4000**- Materials to increase student's knowledge and success including student handbooks, semester course offerings, college success kits, marketing, classroom set of books for introductory CTE courses, general office supplies and printing material

**5000**- Staff cell phones to communicate with students, case management software and licensing (Salesforce/Enrollment Rx), travel (as allowed given COVID), conferences (including CCCAOE, ACCE, Academic Senate conference), adult education consultant to support Executive Director transition

**6000**-
**7000**- 5%

**Riverside COE**

**2020/21 Total Budget $379,975**

**1000**- Salary for ABE/ASE Instructor to work with students on HS Diploma at Robert Presley Detention Center. Part-time instructor to assist with FAFSA, applications, placement tests and exam proctoring for distance learning programs. .10 Program Specialist to oversee adult education assessment and data accountability.

**2000**- one full-time Attendance and Registration technician providing enrollment and student data entry in all programs. 53 Program Asst for enrollment, program entry and test forms. 53 fte Attendance & Registration Technician; 4875 Program Asst for enrollment, program entry and test forms

**3000**- Benefits on above salaries

**4000**- The programs at Robert Presley Detention Center, Riverside Day Reporting Center and CSRI Moreno Valley need materials to support the students in the areas of HiSET and GED preparation, diploma and CTE programs. RCOE will purchase materials including workbooks from the New Readers Press. RCOE will continue to improve efforts to provide students access to instructional technology including laptops, hotspots and other devices needed to access learning.

**5000**-
**6000**-
7000- Indirect @ 5%

Riverside USD
2020/21 Total Budget $3,269,194

1000- 1 full time Director, 5 full time ASE/GED instructors, 1 full time High School Diploma Instructor, 5 full time ABE/ESL instructors, 3 full time CTE instructors.
2000- 1 full time campus manager, 1 full time Director’s secretary, 1 full time Budget Technician, 3 full time office Assistant Technicians, 1 full time Bilingual Community liaison, 3 part time supervisor/ custodial staff, 1 part time Campus Supervisor
3000- Benefits for 15 full time certificated staff, 3 part time certificated staff, 9 full time classified staff, and 4 part time classified staff
4000- Technology purchases (laptops/Chromebook), office Depot supplies, Books for all programs, CTE supplies (Pharmacy Tech, Medical Billing/coding, Auto shop), Graduation supplies (caps, gowns, certificated), PPE
5000- Software licenses (Burlington, Gradpoint, AllData auto shop, KeyCentryx Pharm tech, Edgenuity, ASAP, Kami, Newsela, Parchment Quizlet); Inland Occupational / job skills testing; Utilities; T-mobile Hotspots, Zoom; 1.5 CTE instructors contracted with RCOE
6000- 7000- 3.60% indirect

Val Verde USD
2020/21 Total Budget $291,515

1000- * Nine (9) part time teachers work twelve (12) hours per week and receive two (2) hours of prep time each month
  * One (1) part time counselor provides instructional support services and works approximately sixteen (16) hours per week
  * One (1) full time school principal serves in a supervisory role for the adult education program
  * One (1) full time and ten (10) part time employees engage in program, curriculum, and professional development

2000- * There are no non-instructional supervisory staff
  * One (1) full time data manager provides support services in the areas of assessment, data management, and intake
  * One (1) full time bilingual assessment technician provides translations, pre and post testing, and advisement
  * One (1) part time security agent works twelve (12) hours per week
3000- * Two (2) full time employees receive benefits
4000- * Materials and supplies are purchased to support all areas of curriculum, instruction, and assessment
  * Support provided to all programs including ABE, GED, High School Diploma, Computer/Digital Literacy, & Citizenship
  * Printing, postage, mailers sent to homes four (4) times per year
5000- * Contracted services for scanners, copy machines, printing, consultants, etc...
  * Travel for conference attendance, mileage, etc...
  * Software Licenses: ASAP, Burlington English, Aztec, and Odysseyware
6000- 7000-

Leadership
2020/21 Total Budget $528,376

1000-1 full time administrator, 1 part-time administrator, as needed
2000- None
3000- Benefits associated with administrative salaries for 1 full-time and 1 part-time staff members
4000- Office supplies needed for operations
5000- Contracts for operations:
  Administrative support
  Websites
  Outreach
  Equipment Maintenance
Use of Facility costs
6000-
7000- 3.14% approved rate

Many of the members needed to make adjustments or corrections to their Budget Proposal. JoDee told members to send us their revised proposals and to enter Budgets into NOVA. Budget Proposals are due in NOVA September 30. We will approve Budget at our following consortium meeting on October 12.

ABOUT STUDENTS Updates

• EOY Submissions:
  • 2019/20 Program Area Reporting
    - Hours of Instruction
    - Leveraged Funds
    - Certification Dec 1
• Data Comparison
  ABOUT STUDENTS Consortium EOY Data Comparison of
  - 2018/19
  - 2019/20
• Office Hours: Fridays 10:00-11:00
  - Rachel said she thinks that this is great, the timing is great and wants to continue.
  - Many members agree and want to continue the office hours.
• CARES Act Relief Fund Grant
  - Project Administration
  - Agreement: on track for approval September 15
  - Moreno Valley USD Fiscal Agent, pass through process
  - My role: coordinating communications, reports, and deliverables/ support adult schools
• FOCUSFORWARD Outreach
  - Ads began Tuesday, September 8, 2020
  - Moved from test to phase launch
  - Algorithm “learns: and adjusts to target population
  - Leads and student contacts (90)
  - Emails should be received by members’ designated contact with lead information
  - Share agency updates on content with autumn as needed. She will update descriptions and content on Focus Forward site
  - Next steps: Maintenance Agreement 3 options
• Professional Development
  - CALPRO online integrated education and training (IET) implementation clinic (Fall 2020). Team of 3: IET Program admin + ESL instructor. Application due Oct 2, 2020
  - OTAN new administrator orientation training WIOA. September 21-24, 2020, from 9:00am to 1:30pm.
Link will be available September 15.
- CASAS WIOA/AEFLA Regional Networking Meeting Wednesday, September 16, 9:00-12:00 Accountability Trainings, ongoing.

- Professional Development for the ABOUT STUDENTS Consortium in lieu of Regional Conference
  - CALPRO- “Success for All Learners through Equity” 16 Hrs. approximately. Two 3- hour synchronous sessions + additional collaboration, Minimum of 12 participants.
  - Other suggestions
  - Members need time to think about it. There’s a lot going on. Pat said right now there’s a lot going on. Members said that it is important to have PD but at another time. We will table the idea until the spring time.

- WIOA Update
  - NO GAN Yet
  - Contact Colby Franklin for funding levels (verbal only)
  - Once GAN released, 20 days to submit your budgets
  - New agency orientation: September 21-24, 2020 from 9:00am 1:30 registration link will be sent out September 15. (John Parker, Craig Shiflett)
  - No Professional Development plan due in October.

- Bylaws Review
  - Last updated 9/11/17
  - Reviewed with no changes November 2019
  - Out of date language, such as “AEBG” and “Maintenance of Capacity”
  - Article 1, section 4 on funding, neglects to provide guidance to members on carryover and legislative reductions
  - Article 2, section 5 on members, possible review of “rights and responsibilities”
  - Data reporting expectations not mentioned
  - Purpose: a committee to be formed to review current bylaws to purpose changes to the governing board for consideration.
  - Timeline: Meet in September/October for possible November/December amendments.

Members think that all Voting members should be present at the table to discuss the bylaws. JoDee told members to send her an emails with concerns or thoughts. JoDee will send out Bylaws and purpose a meeting time and date.

JoDee shared - “Assessing the Economic Gains of Eradicating Illiteracy Nationally and Regionally in the United States”:

“A new study by Gallup on behalf of the Barbara Bush Foundation for family Literacy finds that low levels of adult literacy could be costing the U.S as much as 2.2 trillion a year. And, according to the U.S. department of education, 54% of U.S. adult’s 16-74 years old-about 130 million people –lack proficiency in literacy. The New York City, Los Angeles, Chicago and Dallas- would all gain at or just above 10% of their GDP by bring all adults to a sixth grade reading level. Funding adult education programs is evidently a worthwhile investment, one that is all the more important in light of this research and the COVID-19 pandemic”

Next Meeting: October 12, 2020; time 2:00-4:00 location: Zoom
Meeting Adjourned 4:10