The ABOUT STUDENTS Consortium Meeting Minutes

Date: August 9, 2021
Time: 2:00-4:00 Location: Zoom Meeting
Facilitator: JoDee Slyter, Autumn Valencia

Agenda

Welcome & Review

- CAEP Updates
  - Reports and Publications
  - Webinars/State Meetings
  - Deadlines/Due Dates
- ABOUT STUDENTS Update
  - Member Budget Revisions
  - Member Expenditure Reports
  - End of Year Data Report
  - 2021/22 Annual Plan Approval
  - Leadership Retreat
  - Strategic Planning- Three-Year Plan
- WIOA Update
  - Recap of state WIOA Networking Meeting, August 3
  - Recap of statewide TE Networking Meeting, August 6
- Discussion Items
- Reminders/ Wrap-up

CAEP Updates

- 2021/22 CAEP Guidance- Schedule by Direct Funded and Fiscal Agents
  [link]
- CAEP Summit 2021Call for Proposals [link]
- Reminder to submit a Model Program for Recognition at the CAEP Summit [link]
- 2021 HSE Summer Convening’s High school equivalency virtual summer 2021 Convenings - HSE (CA Dept of Education)
  - Registration Link [link]
- LAUSD’s SkillsUSA Team won Ten National Medals
- PPIC: Geography of College Readiness in California [link]
- Capital Adult Education Regional Consortium is Hiring a New Coordinator [link]
Deadlines and Deliverables

- Aug 15: Annual Plan for 2021-22 due in NOVA
- Sep 1: 21/22 certification of allocation amendment due in NOVA (new)
- Sep 1: 19/20 and 20/21 Member Expense Report due in NOVA (Q4)
- Sep 1: July 1, 2020 to June 30, 2021 expenses by program area due (estimates only) in NOVA
- Sep 30: 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4)
- Sep 30: 21/20 Member Program Year Budget and Work Plan due in NOVA

Upcoming Webinars

- CAEP Program Area Report Results for 2019-20 Friday, August 13, 2021 - 12:00 p.m. - 1:00 p.m. PST
- New NOVA Consortium Monitoring Dashboards and Reports Friday, August 20, 2021 - 12:00 p.m. - 1:00 p.m. PST

ABOUT STUDENTS Updates

- Moreno Valley Community Adult School Published! Congratulations to MVCAS. Jennifer Griffin and Dr. Patricia Bazanos wrote an article that will be published in the COABE Journal. Increasing Technology Skills in Adult Students: One Schools Journey into the Virtual World.

- Riverside COE Q 2 & Q3 Expenditure Revision Julie Carter the fiscal representative for RCOE contacted autumn (Administrative Assistant) to let her know that the adjustment is being made because expense that was paid in Q2 should have been charged to our WIOA grant and was moved during Q4.

- Motion to Accept Q 2 & Q 3 Expenditure Revisions Dr. Patricia Bazanos. Second Thoibi Rublaitus. All voting members approved.

- We will un-certify Q 2 Expenditures. Julie will enter RCOE’s new approved amounts. Lucie will then submit and then the consortium can re certify those expenditures. The same process will happen for Q 3 Expenditures

- Member Budget Revisions
  - Alvord USD – ABE/ASE moved budget from 3000’s and 4000’s to cover expenditures for teacher extra duty 1000’s and also to cover expenditures in supplies 4000’s. ESL moved budget from 5000’s and 4000’s services and other operating expenditures to cover certificated (1000’s) and classified (2000’s) and benefits (3000’s).
  - Corona-Norco USD- The changes were all within programs within the categories. In ABE/ASE, to cover some overages in spending in 5000’s we moved $347 from 1xxx to 5xxx. In ESL and CTE, we
moved $4,696 and $4,506 from 1xxx to 2xxx. The increase of work for classified staff to support students with technology left to the increase in 2xxx this yr.

- Riverside CCD- RCCD offered face to face orientations during summer for promoting fall 2021 classes and we sent out postcards to community members. The cost is a little higher than we projected so we need to move funds from certificated salaries (1xxx) to services and other operating expenditures (5xxx’s)
- Riverside COE-Certificated and Classified salaries came in higher than projected; due to COVID, less was needed for supplies and services.
- Leadership-Due to a slight increase in the need for additional administrative support, funds from employee benefits are being shifted to certificated salaries category to cover those expenses.

- Q 4 Member Expenditure Reports- **Motion to approve Q 4 Expenditures Lucie Gonzalez. Second Annamarie Montanez. All voting members approved.**

<table>
<thead>
<tr>
<th>Members</th>
<th>Budgets</th>
<th>Expenditures</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alvord USD</td>
<td>$574,477</td>
<td>$394,826</td>
<td>$179,651</td>
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<tr>
<td>Corona-Norco USD</td>
<td>$1,584,868</td>
<td>$1,152,308</td>
<td>$432,560</td>
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<tr>
<td>Jurupa USD</td>
<td>$1,471,151</td>
<td>$852,997</td>
<td>$618,154</td>
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<tr>
<td>Moreno Valley USD</td>
<td>$1,489,497</td>
<td>$881,064</td>
<td>$608,434</td>
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<td>Riverside CCD</td>
<td>$1,072,672</td>
<td>$648,625</td>
<td>$424,047</td>
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<tr>
<td>Riverside COE</td>
<td>$379,975</td>
<td>$348,021</td>
<td>$31,954</td>
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<tr>
<td>Riverside USD</td>
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<td>$2,814,144</td>
<td>$455,050</td>
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<tr>
<td>Val Verde USD</td>
<td>$291,514</td>
<td>$291,514</td>
<td>$0</td>
</tr>
<tr>
<td>Leadership</td>
<td>$528,376</td>
<td>$390,084</td>
<td>$138,292</td>
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- COLA Amounts and Distribution
  JoDee did contact the CAEP office and informed them of the discrepancy. Veronica Parker informed JoDee that Neil Kelly was not in the office. The members decided to vote with the contingency that the $1.00 would be adjusted. **Motion for COLA Amounts and Distribution Dr. Patricia Bazanos, second Rachel Bramlett, all voting members approved.**

<table>
<thead>
<tr>
<th>2021/22 COLA AMOUNTS AND DISTRIBUTION</th>
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<tbody>
<tr>
<td><strong>About Students Consortium</strong></td>
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<tr>
<td>Member</td>
</tr>
<tr>
<td>---------------------------</td>
</tr>
<tr>
<td>Alvord USD</td>
</tr>
<tr>
<td>Corona-Norco USD</td>
</tr>
<tr>
<td>Jurupa USD</td>
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<tr>
<td>Moreno Valley USD</td>
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<tr>
<td>Riverside CCD</td>
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<tr>
<td>Riverside COE</td>
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<tr>
<td>Riverside USD</td>
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<tr>
<td>Val Verde USD</td>
</tr>
<tr>
<td>Leadership</td>
</tr>
<tr>
<td>Total</td>
</tr>
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</table>

- 2021/22 Annual Plan Approval – **Motion to Approve 2021/22 Annual Plan Lucie Gonzalez, second Rachel Bramlett, all voting member approved.** Request for all members to submit by August 11.
• 2020/21 Regional Data Submissions Q 4 - Members were presented with a snapshot of 2021/22 Regional Data Submission for Q 4. Sources came from CAEP DIR, CAEP Summary Report, and NOVA Program Hours. Jurupa is amending their program hours they did have some inconsistences with their TOPSPro and ASAP Hours. JoDee will be sending Chris Dech a copy of the definitions.

<table>
<thead>
<tr>
<th>Consortium Members</th>
<th>DIR, Number of Students Eligible</th>
<th>CAEP Enroll, Unduplicated</th>
<th>CAEP Enroll, Duplicated</th>
<th>DFL Gains Achieved, Total</th>
<th>Passed 1</th>
<th>Other Literacy Gains</th>
<th>HS/HSE Achieved</th>
<th>Post-Secondary Achieved</th>
<th>Enter Employment Achieved</th>
<th>Increased Wages Achieved</th>
<th>Transitioned to Post-Secondary Achieved</th>
<th>Enroll with any Services Received, Unduplicated</th>
<th>Total Program Hours</th>
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<tbody>
<tr>
<td>Alvord USD</td>
<td>335</td>
<td>182</td>
<td>190</td>
<td>36</td>
<td>0</td>
<td>108</td>
<td>15</td>
<td>0</td>
<td>19</td>
<td>10</td>
<td>4</td>
<td>335</td>
<td>12,334</td>
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<td>Corona Norco USD</td>
<td>1,451</td>
<td>984</td>
<td>1,945</td>
<td>871</td>
<td>415</td>
<td>586</td>
<td>92</td>
<td>5</td>
<td>183</td>
<td>51</td>
<td>492</td>
<td>1,472</td>
<td>93,200</td>
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<tr>
<td>Jurupa USD</td>
<td>735</td>
<td>599</td>
<td>598</td>
<td>76</td>
<td>1</td>
<td>105</td>
<td>77</td>
<td>26</td>
<td>99</td>
<td>21</td>
<td>8</td>
<td>742</td>
<td>215,252</td>
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<tr>
<td>Moreno Valley USD</td>
<td>661</td>
<td>517</td>
<td>762</td>
<td>269</td>
<td>109</td>
<td>806</td>
<td>87</td>
<td>6</td>
<td>120</td>
<td>15</td>
<td>6</td>
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<td>Riverside CCO</td>
<td>110</td>
<td>214</td>
<td>216</td>
<td>22</td>
<td>0</td>
<td>51</td>
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<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Riverside USD</td>
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<td>1410</td>
<td>3,400</td>
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<td>849</td>
<td>2,101</td>
<td>250</td>
<td>129</td>
<td>292</td>
<td>292</td>
<td>800</td>
<td>2,188</td>
<td>117,526</td>
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<td>Val Verde USD</td>
<td>606</td>
<td>344</td>
<td>471</td>
<td>96</td>
<td>86</td>
<td>222</td>
<td>70</td>
<td>6</td>
<td>142</td>
<td>45</td>
<td>25</td>
<td>675</td>
<td>36,622</td>
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<tr>
<td>Regional Totals</td>
<td>6,182</td>
<td>4,102</td>
<td>7,585</td>
<td>1,640</td>
<td>1,481</td>
<td>4,393</td>
<td>508</td>
<td>160</td>
<td>857</td>
<td>443</td>
<td>895</td>
<td>6,374</td>
<td>557,502</td>
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• Leadership Retreat- August 20, 2021 from 9:00 to 12:00, 12:00-1:00 lunch. In lunch or virtual option. Official member representatives and I key support. Purpose of the retreat will be to focus on 2021/22 and make decisions on activities that the consortium will be engaged in for this year.
  - Accountability & Reporting
  - Outreach & Communications
  - Alignment to Pathways

Goals for 21/22

  • Next Steps
    - Identify Leadership Planning Team Roster -1 representative from each member
    - Schedule Leadership Planning Team Briefing Kick-off meeting with Frank Scarpaci
      - 90 Minute virtual meeting
      - After Labor Day in September (7,8,9 or 10)
        - Purpose explain process
        - Decide timeline for milestones
        - Clarify members’ questions
  • Members decided to schedule leadership planning team briefing call for September 9 Tentative.

WIOA Update

• AB 104 Memorandum. AB 104: Pupil Instruction: Retention, grade, changes, and exemptions. On July 30, 2021 the CDE sent out a memo to agencies with guidance to consider when making decisions related to their HSD programs.
• Deliverables due August 1, 2021
• Final Expenditure Claim Report (ECR)
• Official Payment Points Certification Letter
  o Second HSE/HSD letter will be due approx. December 1, 2021
• Final submission was closed on August 1 to begin rolling up the statewide data for NRS Submission
• Grant Award Notice (GAN)
• GAN amounts were posted on July 29, 2021
• GAN is due on or before August 24, 2021. It must be submitted through OTAN Online Reporting Site – if your GAN needs to be approved by your Board contact Colby to let him know it will be late.
• CDE New Administrator Orientation – The Schedule of dates and times has been posted on our website. Anyone can attend.
• CDE Welcome back video –Carolyn Zachery is working on this and will release it soon.
• CDE –Staff Changes Cliff Moss is retiring at the end of August. Neil Kelly has been hired as CDE AEO consultant, to replace Cliff.
• Local Assessment Policy
  • The statewide assessment policy requires all WIOA II agencies to develop their own local assessment policy, and revise their local policy at the beginning of the PY.
  • Agency local policy is not limited to issues in the Local Assessment Policy template.
• Remote Testing
  • All agencies that initiate remote testing in PY 21/22, or that make changes to their remote testing strategy, must complete the CASAS Agency Remote Testing Agreement for California (ARTA/CA)
  • In the agreement, specify which assessments are being administered remotely and the virtual approaches employed for remote testing.
  • Send the completed pdf to your CDE Regional Consultant and CASAS Program Specialist, and retain a copy with your agency’s Local Assessment Policy documentation.

Trainings and Conferences
• PY 2021-22, CDE & CASAS will continue with monthly statewide WIOA II and TE networking meetings
• CA WIOA II accountability training & CASAS assessment implementation will be facilitated via zoom beginning August 11.
• Statewide WIOA II Meeting dates @1pm
  • September 7
  • October 5
• Statewide TE dates @9am
  • September 10
• Online WIOA II Accountability
  • First training week of Aug 9
  • CASAS Basic Assessment available online: https://www.casas.org/training-and-support/casas-live-facilitated-training

Discussion Items –JoDee quickly discussed these questions and asked members question 1. We were at the end of our meeting and did not have much opportunity to go into detail with members. Thoiibi Rublaitus with who facilitates with Adele at the WIOA/ACSA regional meeting said that these questions will be presented at the meeting and members will have opportunity to discuss these questions.

1. Has your school/college district been “aggressive” or more “cautious” moving forward with plans and protocols for reopening in-person instructions?

2. What COVID related health and safety requirements are you implementing or considering?

3. How are your students and community reacting to plans for re-opening?

Reminders & Wrap-up
• Quarter 4 Expenditures are due in NOVA September 1, 2021
• Approve 2021 Annual Plan in NOVA

Next meeting September 13, 2021
Meeting Adjourned
4:00