ABOUT STUDENTS Consortium Business Meeting Minutes

Date: April 11, 2022 Time: 2:00-4:00
Location: Zoom & CNUSD Parent Center
Facilitators: James Dawson & Autumn Valencia


Agenda:

- Welcome and Review
- Fiscal Updates
  - CFAD for 2022-23 due in NOVA.
  - RAS COLA Proposal
- CAEP Updates
  - Reports and Publications for CAEP
  - Webinars and State Meetings
  - Deadlines & Due Dates
- ABOUT STUDENTS Updates
  - ABOUT STUDENTS Bylaws
  - Leadership Structure Proposal
  - Leadership Fund Management
  - Three-Year Plan
- WIOA Updates
  - Recap of statewide WIOA II Networking Meeting April 5
  - Upcoming ACSA/WIOA Networking Meeting April 20
  - Deadlines and Due Dates
- Wrap Up

Fiscal Updates:

- Consortium Fiscal Administration Declaration Due in NOVA May 2, 2022.

*Reminder Declarations need to be approved before the CFAD can be completed.

1. Agencies & Certifiers
2. Member Allocations
3. Governance
The members agreed to another meeting to discuss further questions that have not been addressed in the Bylaws and to finalize a decision for reallocation of the portion of leadership funds.

Autumn will send out a doodle.

Another item that will be sent out is the copy of the draft responses to the governance questions asked in NOVA. Members will review and bring any changes or edits to upcoming CFAD Meeting.

- **RAS COLA Proposal**
  - Pending the Governor’s approved budget RAS is slated to receive an increase due to COLA of approximately $157,827 for the 22-23 school year.
  - RAS proposes to reduce their ongoing allocation percentage from 33.65% to 31.95% so that the difference in COLA funds be allocated to Val Verde Adult School to assist with program growth and sustainability.
  - This would leave RAS funded at the current level of approximately $2,961,112 plus carryover.
  - This percentage adjustment would be ongoing.
  - If additional COLA or other funding increases in CAEP funds occur in subsequent years RAS would take that part.
  - If a COLA increase does not occur for the 22-23 school year, this allocation adjustment would not take place.
  - RUSD Business Services performed multiyear projections to determine if RAS was able to sustain this allocation percentage reduction and it was determined sustainable.
  - RUSD Superintendent, Cabinet and RAS Leadership and Staff are supportive of the growth of the region’s adult schools and respectfully ask for your motion to approve this proposal.

**Motion to accept RAS COLA Proposal- John Parker, Second Dr. Thoibi Rublaitus. All voting members approved.**

**CAEP Updates:**

**Reports and Publications**

- PPIC: Geography of Community College Transfers in California
- PPIC: Helping K-12 Students Recover from the Pandemic
- WestEd’s Extended Professional Development Workshops
  - Part II April 28, 2022 from 12:00-1:30
- Regional Equity and Recovery Partnerships Grant- Request for applications- Applications are due Friday, May 6, 2022.
- National Summit for Educational Equity April 25-28. Registration is still open.
CAEP Deadlines and Due Dates:

- April 30: Students Data due in TOPSPRO (Q3)
- April 30: Employment & Earnings Follow-up Survey
- Reminder CAEP Q4 Student Data is now DUE July 15. Q 4 is no longer due August 1st.

CAEP Upcoming Webinars:

Link to CAEP Website. Upcoming webinars dates and times can be found here.
https://register.caladulted.org/

ABOUT STUDENTS Consortium Updates:

ABOUT STUDENTS Bylaws Amendments-

- During the consortium meeting Rachel Bramlett shared the additional changes that took place after the initial bylaws meeting. The additional changes address the items that the CFAD and Governance Certification are requiring to be answered in NOVA. (Copy of Draft Bylaws can be found on https://riversideregionadulted.org/meeting-handouts/)
- Motion to accept the proposed amendments and two additional changes to the current bylaws. Elsa Magana second Lucie Gonzalez. All voting members approved.

Leadership Structure Proposal

  - Consortium Chairperson – In collaboration with the consortium’s support person and member agency leaders. During the meeting Dr. Thoibi Rublaitus and Dr. Annamarie Montanez nominated Rachel Bramlett as the First Consortium Chairperson starting July 1, 2022. Stipend: $ 12,000 per year to be reviewed every six months to determine the need adjustment.
  - Consortium Administrative Support- In collaboration with the Fiscal Support Person, member agency leaders, and Consortium Chairperson
  - Consortium Fiscal Support- In collaboration with the Administrative Support Person, member agency leaders and the Consortium Chairperson
- Motion to accept Leadership Structure Proposal Dr. Annamarie Montanez, Second John Parker All voting members accepted.

Leadership Funds Management Discussion – we are currently waiting on a response from CNUSD who is currently manages leadership funds. Jim requested that CNUSD continue in the role of LEA for one more year. Dr. Thoibi Rublaitus has also reached out to CNUSD to request they continue. Riverside Community College District and Val Verde USD indicated that they would approach their administration about assuming the Lead Agency role beginning FY 2022-23. Unfortunately, as of today, there has been no firm commitment from either LEA to accept.

Three-Year Plan
Section 3: Metrics – the consortium has two Mandatory Metrics. The consortium must select 1 of the 4 Students Barriers to track.

- English Language Learners.
- Low Literacy
- Low Income
- Long Term Unemployed

Members agreed that as a consortium we would select Low Literacy as a student Barrier to track progress and outcomes related to the strategies and activities defined in the three-year plan.

Sections 4 & 5 before continuing with the current strategic goals that we developed in February with Frank Scarpaci we wanted to confirm that all 5 strategic goals would be used. All members agreed to include all 5 strategic goals into the plan and each agency would only use the goals that applied to them.

WIOA II Networking Meeting: CDE updates

- April 30 Deliverables

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<thead>
<tr>
<th>Required Data and Documents</th>
<th>Action</th>
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<tbody>
<tr>
<td>Third Quarter Data, TOPS® Enterprise</td>
<td>Enter all information into TOPS® Enterprise for this quarter on or before this date.</td>
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<tr>
<td>Third Quarter Data Integrity Report</td>
<td>Complete the Quarterly Data Submission Wizard in TOPS® Enterprise.</td>
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<tr>
<td>Employment and Earnings Followup Survey</td>
<td>Complete sending Employment and Earnings Survey to exit populations. The following tasks should be completed during Quarter 3 January through March:</td>
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<tr>
<td>WIOA, Title II, AEFLA Continuous Improvement Plan (CIP)</td>
<td>Complete and submit the WIOA, Title II, AEFLA CIP on the California Adult Education Online Application and Reporting website at California Adult Ed (report online application).</td>
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<tr>
<td>Integrated English Literacy and Civics Education Report</td>
<td>Agencies with Section 240 funding must also complete the WIOA Title II, AEFLA Integrated English Literacy and Civics Education (IELCE) Report on the CASAS website at: CASAS IELCE Report.</td>
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- Deliverable Reminders – E&E Survey Q3 Due on or before April 30 and WIOA II Program Survey was due March 31, 2022. Responses is (was) required by April 5, 2022.

- Program Year Inquiry for 2022-2023 is now available Find this one-time activity on the Reporting Site under Surveys on the WIOA Navigation Menu. Your agency’s response will assist the Adult Education Office (AEO) for the final year of the grant cycle.

- CIP and IELCE due on or before April 30, 2022. CIP is available on OTAN website. It includes review of progress on goals each agency established last year.

- PY 2021-22 EOY Letter - is currently being worked on.

- New RFA for 2023-2027- New RFA will be released by August 1- Word document, the portal will be available on September 1 for part 1 (demonstrated effectiveness) this will facilitate a due dates ahead of the holiday break period. They are really striving for a 4 year cycle.
Proxy Wizard Policy for PY 2021-22 and 2022-23 For PY 2021-22, test dated between January 1, 2022 and June 30, 2022 will be allowed for proxy into PY 2022-23. For proxying between PY 2022-23 and PY 2023-24, the proxy wizard will revert back to only accepting tests between May 12, 2023 and June 30, 2023.

CASAS Field Testing -CASAS Field Testing- OCTAE has reinforced the deadline of October 1, 2022 to submit new assessments for federal approval. CASAS is increasing incentives for students and staff. CDE memo sent in early March encouraging agencies to help and participate.

Next Statewide WIOA II Meeting May 3, 2022 1:00-2:00
WIOA/ACSA Regional Meeting April 20, 2022 9:00-12:00 @Chaffey Adult School
Next TE Meeting April 28, 2022 1:30 @Corona-Norco Adult School

Upcoming Trainings and Conferences:
- NRS Performance Goals Panel Discussion: Focus on Students April 19, 2022 1:00-2:30 Zoom
- NRS Performance Goals Panel Discussion: Engaging Staff to Build a Culture of Data April 26, 2022 1:00-2:30 Zoom
- Citizenship Interview Test (CIT) Training – Recertification for CIT is due on or before April 30, 2022
- CCAE State Conference –LOWES Hollywood May 5-7, 2022
- CASAS Summer Institute Town & Country Resort in San Diego June 13-16, 2022 In-Person & Virtual

Next Consortium Business Meeting May 9th, 2022.
Next office hours will be held on Friday April 22, 2022.

Meeting Adjourned