ABOUT STUDENTS Consortium Meeting Minutes

Date: October 10, 2022 Location: Zoom

Facilitators: Rachel Bramlett, James Dawson, Autumn Valencia


Agenda

- Welcome & Agenda Review
- Approval of Minutes
  - September
- Fiscal Updates
  - 2022/23 Budget and Workplans
- CAEP Updates
  - Reports and Publications for CAEP
  - Webinars / State Meetings
  - Deadline/Due Dates
- ABOUT STUDENTS Updates
  - Annual Professional Development Conference Updates
- WIOA Updates
  - State and Local Networking Meetings
    - Recap of WIOA Statewide Networking Meeting, Oct 4
    - Recap of TE Networking Meeting, Oct 7
    - RFA Workshop Discussion
    - Upcoming Regional ACSA/WIOA Networking Meeting, Oct 19
    - Deadlines and Due Dates
- Wrap Up

Announcements-

Craig Shiflett from Alvord adult school let the members know that he will no longer be director for adult Ed, he will be starting a new position at Alvord district. He is working with his district to see who will take his place. Until that is decided Victoria Santana will be voting on behalf of Alvord.

Michael Peterson announced that he is now the new voting member for Riverside Community College District. The Board of Trustees approved this items at the last BOT meeting on September 20th.

Meeting Minutes

Motion to approve October 10, 2022 meeting minutes.
Fiscal Updates

2022/23 Budget and Workplans

Alvord USD – CAEP Budget Allocation $467,896 + Carryover $182,588

1000s – Salaries for 13- part time teachers, 1 counselor and partial salary for director.

2000s – Salaries and benefits for a part-time assistant to the director, part time custodian, and part-time campus supervisor and overtime for 2 classified staff for the administration of the adult education program.

3000s- Partial benefits for 20 part-time employees

4000s- Office and teaching supplies as needed (paper, pens, promotional supplies, programs such as Burlington English, Icev, books, teaching supplies) additional start up supplies for planned CTE programs.

5000s- Any professional development opportunities, summer institute, CASAS, CCAE Fall conference, mileage, registration lodging. Pay RCOE teacher through contract.

Indirect Costs- 4% indirect cost allowed.

Corona –Norco USD CAEP Budget Allocation $1,615,641 + Carryover $506,776= $2,122,417

1000s- Partial salaries of 42 part time teachers, one counselor and two administrators, a total of 45 certificated staff. There are six adult secondary education, four adult basic education, twenty two ESL, and ten CTE part-time teachers.

2000s- Partial salaries of thirteen classified staff. One school secretary, one records technician, one registrar, two office assistant, one full time and two para educations, one full time security and two part time security assistants and two part time custodian. Three new CTE certificated teachers to be added this year.

3000s- Benefits of 7 full-time, 6 part time classified staff, 42 part-time teachers and three certificated supervisory staff members. Benefits for CTE teachers will be added from this fund this year.

4000s- Material and supplies, such as cost of equipment, text books, etc. The welding gas service cost and construction material cost are also allotted from this fund source. New materials for NATP and HVAC program to begin this year.
5000s- Service contracts for ASAP registration and attendance system, ID badge, Canvas Instructure platform, Burlington English, iCEV, NROC, Essential Education, four copiers and two scanners. Subscriptions to Calendly, Canva Pro, Remind and ELi ESL Library. Cost for the Nursing Assistant Training Program certification consultant's and the program director's contract. Mileage for staff who travel to partner locations and attend networking meetings and conferences. Conference attendance for CATESOL, CAEP, CCAE, COABE, CASAS, CALPRO, ACSA networking and training including professional development such as Consortium Conference, Instructure, ISTE and district PD opportunities.

Indirect Cost- 4.3% indirect cost allowed.

Jurupa USD CAEP Budget Allocation $1,658,152

1000s- Salaries for 2 part time HSD instructors, 1 part time HSE instructors, 15 part time ESL instructors, 5 part- time CTE instructors, (medical assistant, pharmacy technician, welding, security guard, computer applications). 2 part-time CTE technical support instructors, 1 part time externship coordinator, 1 full time principal (12 months) , part time instructors 8-18 hours a week.

2000s- Salaries for 1 part time college/ career center clerk (20 hrs/wk); 2 part time and 2 full time bilingual translator clerks (10 month positions), account clerk/ principals secretary (12-months) , 2 part time instructional aides (20 hrs/wk), 2 part time campus supervisors (15 hrs/wk), 1 part time assessment clerk. All positions support CAEP Program areas evenly.

3000s- Benefits in the certificate (1000s) and classified (2000s) categories

4000s- Devices for students, copy machine maintenance, general office supplies and other consumable instructional materials, PPE, supplies for CTE programs (Medical Assistant/ Pharmacy Technician/ welding/ security Guard)

5000s- 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/ oWare software/ ICEV software)

Indirect Cost- LEA approved rate is 2.66%

Moreno Valley USD CAEP Budget Allocation $1,263,338+ carryover $560,745= $1,824,083

1000s- Allocation to cover salary for certificated instructional personnel. 1 full time school principal 1 full time counselor 1 full time CTE Pharmacy tech instructor 1 part time lead teacher to serve as Administrator designee in the evening 9 partime ESL teachers including ESL conversation, 1 Part time citizen teacher, 2 part time ABE teachers, 2 part time HSD teachers, 5 part time GED teachers, 1 part time medical prep teacher, 2 part time computer application teachers.

2000s- Allocation to cover salary for classified, and office staff. 1 full time administrative secretary, 1 full time clerk I bilingual, 1 full time clerk II bilingual, 1 full time language assessor bilingual., 1 part time campus supervisor.
3000s- Allocation to cover benefits for all part time and full time employees, certificated and classified.

4000s- Supplies and materials for instruction, support services, technology, xerox machine (copies), textbooks, and student program needs

5000s- Allocation needed to cover software for HSD, GED and ESL (ASAP, Aztec, Oddesyware, Burlington English), travel expenses for conference attendance for staff, student fieldtrips, printing needs, and Xerox machine (maintenance contracts), WASC accreditation, CANVAS licenses for teachers and students

**Indirect cost**- 3.4% indirect cost allowed

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**Riverside CCD - CAEP Budget Allocation $990,726**

1000s- Faculty time to develop new ABE/ESL/Workforce Entry/ Short-term CTE courses and certificate programs.

2000s-Classified personnel (1 executive director, 1 support person and 3 educational advisors) who provide services and support to noncredit programs at RCCD and transition students from partner adult schools to RCCD programs

3000s- Employee benefits of instructional and non-instructional personnel.

4000s- Materials and supplies for students, prospective students in the community, and employees, including but not limited to general office supplies, printed course offerings and other miscellaneous marking materials.

5000s- Mileage and phone services for educational advisors, events for partner adult school students, miscellaneous promotional opportunities, and postage for mailing campaigns.

**Indirect Cost**- 5% indirect cost allowed

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**Riverside COE - CAEP Budget Allocation $388,191+ Carryover $78,633 = $466,824**

1000s- P/T (.25 fte) instructional services: addresses gaps in service and all of the Desert Edge School/RCOE program objectives by providing: salary for instructor to deliver adult basic education and adult secondary education instruction for incarcerated student working towards their HSD at Robert Presley Detention Center in Riverside. Salary P/T(.38 fte) supervisory assistance-Principal to supervise Desert Edge School program at Robert Presley Detention Center and to coordinate the Desert Edge/RCOE program at Riverside Day Reporting Center (Riverside County Probation)

2000s- P/T (.20 fte) Secretary Serves ABE/ASE programs at Robert Presley Detention Center and Riverside Day Reporting Center. P/T (.125 fte) Art Services ABE/ASE salary for .125 fte attendance & registration Technician to support enrollment, student records requests, and data entry in AERIES and TOPSPRo for Desert Edge site in the Riverside ABOUT STUDENTS Consortium.
3000s-P/T (.96 fte) benefits on instructional and non-instructional employee salaries described above.

4000s- Instructional materials and supplies to support students at Robert Presley Detention Center and Riverside Day Reporting Center, addressing gaps in services and other Desert Edge/RCOE program objectives by providing current HSE test prep workbooks, approved textbooks, student’s headsets to support reading comprehension, and other educational equipment as needed.

5000s- Addresses Gaps in Services and other Desert Edge/RCOE program objectives by providing vouchers for students at the RDRC who complete vocational programs such as icev, OSHA 30, Riverside County Food Handlers card, and forklift certification online or through RCOE partners. Adult education and correctional educational conferences and professional development for teachers, support staff and principal to support ABE/ASE and workforce reentry instruction at Robert Presley Detention Center and Riverside Day Reporting Center.

Indirect Cost- 5% indirect cost allowed

Riverside USD CAEP Budget Allocation $3,007,833+ Carryover $729,918=3,737,751

1000s- 4 full time GED Prep (ABE/ASE) instructors. 1 full time High School Diploma (ABE/ASE) instructor. 7 full time ESL instructors, 2 part time ESL instructors. 1 part time CTE Automotive instructor, 1 full time CTE Computer Literacy instructor, 1 full time CTE Job Skills instructor, 1 full time Medical Billing instructor, 1 full time Pharmacy Technician instructor. 1 full time Adult Education Director.

2000s- 1 full time Campus Manager: classified supervisor who oversees evening safety and security, and the student registration office, is the admin designee in the Director’s absence. 1 part time (split funded with K-12) Plant Supervisor: classified supervisor who oversees the custodial operations and the physical facility and maintenance. 1 part time (split funded with K-12) Custodian and 1 full time Custodian: standard custodial duties to maintain the physical facility. 1 part time (split funded with K-12) and 1 full time (evening) Campus Safety: responsible for the safety and security of the campus. 2 full time Assessment Technicians: responsible for CASAS/GED/EL Civics assessments. 1 full time Budget Technician: responsible for maintaining the budget, purchasing, accounting, expenditure reports related to all funding sources. 1 full time Admin Secretary: responsible for clerical support for the Director and Campus Manager/acts as office manager. 1 full time Bilingual Outreach Liaison: assists in recruitment, attending events where RAS is likely to draw new students, connects students with outside resources, and provides bilingual support to all staff. 3 full time School Office Assistants: responsible for intake, registration, data entry. All staff provided these services across all CAEP programs.

3000s- Benefits are included for all of the above named full and part time employees.

4000s- Technology purchases (laptops/chrome books/desktop replacements); Office supplies; Books/Ebooks for all programs, CTE supplies (Pharmacy Tech, Medical Billing/coding, Computers, Auto Shop), Graduation supplies (caps/gowns/certificates), PPE; Student incentives
5000s- Software licenses (ASAP, Burlington, Gradpoint, AllData Auto shop, Pioneer Rx pharm tech, Kahoot; Kami; Classroom manager; Parchment; Aztec; Quizlet; Inland Occupational/job skills testing; Zoom; Fingerprinting (job skills/pharm tech), fees for concurrent enrollment.

Indirect Costs- 3.49% indirect rate for RUSD.

Val Verde USD CAEP Budget Allocation $581,599

1000s- 13 part-time teachers work 12 hrs/wk and receive 2 hrs. Prep-time each month

2000s- 1 full-time bilingual assessment technician provides translations, casas pre& post testing, orientations and advisement. 1 full-time guidance counselor

3000s- 13 part time employees receive benefits, 2 part-time employees’ receive benefits

4000s- Purchase of instructional & non-instructional materials & supplies to increase student achievement. Purchase of students textbook & workbooks.

5000s- Attend PLC Conferences & trainings for all faculty & staff, attend professional development conferences & training offered through adult education organizations. Purchase of instructional software licenses. Advertising & marketing to increase student enrollment, print services & office supplies.

Indirect Cost- 5% indirect cost allowed

Leadership Budget-

Revised Indirect Cost- VVUSD reached out and let us know that our indirect cost was higher than they had calculated and asked for us to change our indirect cost to $16,652 the remainder of the previous indirect $833.00 was then moved to the 3000s books & supplies out total in Books & supplies is now $118,045.

Motion to Approve all members (listed above) 2022/23 Budgets

- Lucie Gonzalez, second Annamarie Montanez. All voting members approved.
- Members will enter approved budgets in NOVA by due date October 30.

CAEP Updates

- CAEP Summit 2022 The Power is yours!
  - October 25-28, 2022
  - Registration is Open
- CALPRO Research Brief: Evidence to Action: Equity in California Adult Education
- The LARACE Experience: Three Year Plan 2022-25 Edition
  - October 15 7:30-2:30
  - Universal Sheraton in Universal City
- CDSS-In home Supportive Service Career Pathways Program Survey
- CASAS CAEP Accountability for 2022-23 f2f training
Due Dates

- Oct 30: 22/23 Member Program Year Budget and Work Plan due in NOVA (Extended for 2022)
- Oct 31: Student data due in TOPSPro (Q1)
- Oct 31: Employment and Earnings Follow-up Survey
- Nov 30: 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA *(Extended for 2022)*

ABOUT STUDENTS Updates

Professional Development Conference

Autumn reached out to several venues and most were booked. Autumn did reach out to the convention center and they did not have March 3rd available, however the convention center did reach out and told autumn that there was a cancellation and put the 3rd on hold for our consortium PD event.

Date: March 3rd, 2023 Location: Riverside Convention Center – The proposal was sent for the members to review.

Members agreed that the Riverside Convention Center was a great location and we have held our last two PD events so we are all familiar with the venue. Members agreed to move forward with the Riverside Convention Center.

WIOA Updates

Grant Award Notification –

- Released on Sept. 26, 2022
- GAN are due electronically by Monday, October 26.
- an original hardcopy must also be mailed to the CDE.

Deliverables

<table>
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<tr>
<th>Required Data and Documents</th>
<th>Action</th>
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<tbody>
<tr>
<td>First Quarter Data, TOPSpro® Enterprise</td>
<td>Enter all information into TOPSpro® Enterprise for this quarter on or before this date</td>
</tr>
<tr>
<td>California English Literacy and Civics Education Objectives and Additional Assessment Plans (COAAP)</td>
<td>Select at least one COAAP on the CASAS Civic Participation website at CASAS Civic Participation: COAAP or</td>
</tr>
<tr>
<td>First Quarter Data Integrity Report</td>
<td>Complete the Quarterly Data Submission Wizard in TOPSpro® Enterprise</td>
</tr>
<tr>
<td>Employment and Earnings Follow-up Survey</td>
<td>Send Employment and Earnings Survey to exit populations. The following tasks should be completed during Quarter 1 (July through September):</td>
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<tr>
<td></td>
<td>Run the “Core Performance Wizard” under Tools in TOPSpro® Enterprise</td>
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<td></td>
<td>Send Employment and Earnings Survey to exit population for second and fourth quarter after exit</td>
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RFA

Electronic portal will be available: November 10, 2022

- Due Date: December 15, 2022
- Grant will cover a four year grant cycle

AB 1491

- Authorizes a consortium to reduce a member’s allocation based on the member having excessive
- Carryover for at least 2 consecutive fiscal years beginning with the 2022-23 fiscal year
- The determination to reduce a member’s annual allocation based on excessive carryover shall be based on a majority vote of its members
- A reduction based on excessive carryover shall be limited to no more than the amount of the members' carryover.

A-22 Course Codes

Agencies must annually submit to the CDE a list of their courses titles and a mend the A-22 as new Classes are added.

- Adult schools request course approval thorough the A-22 form, which is on the CDE Website at http://www.cde.ca.gov/

California Connect!

Student Technology Survey

- The OTAN Student Technology Survey will now be mandatory for all WIOA Title II agencies in 2022-23
- Strongly encouraged for CAEP only agencies

Promising Practice

- Corona-Norco Adult School

Upcoming Trainings

1. Statewide WIOA Meeting, Tuesday, November 1, 2022 @ 1pm
2. TE Networking Meeting, Friday, November 4, 2022 @ 9am
3. ACSA/ WIOA Networking Meeting October 19, 2022 @ RCOE

- Adele McClain is gathering information about alternate dates for an RFA workshop originally scheduled for 10/19 and would like input from agencies who might like to participate:
This will be an in person workshop for San Bernardino and Riverside County K-12 Adult School and Community College applicants.

Upcoming Conferences

- CAEP SUMMIT October 25-28, 2022 Virtual
  - CCAE Southern Section Conference Palm Springs November 17-19, 2022
  - CAEAA Last week of January or first week of February
  - Ledge Action Week
  - COABE April 2023 in Georgia
  - CCAE State Conference May 2023, Oakland Adult Ed is Key!
  - CASAS Summer Institute June 13-16, 2023 Anaheim

Next Consortium Meeting- November 14, 2022

Meeting Adjourned