About Students Regional Consortium for Adult Education
Consortium Leadership and Support Duty Statements

Consortium Chairperson (2022-2023 Rachel Bramlett): In collaboration with the consortium’s support personnel and member agency leaders:

- Coordinates About Students Regional Consortium regional strategies and objectives for the benefit of adult education programs in the geographical region.
- Establishes, delivers, and manages professional development efforts.
- Coordinates consortium-level data collection, analysis, and reporting, learner assessment, curriculum alignment, and pathway development priorities on behalf of members and partners.
- Coordinates and monitors regional strategies and objectives established by About Students Regional Consortium members.
- Conducts research to inform annual and 3-year California Adult Education Program (CAEP) consortium plans.
- Facilitates member discussions to determine professional development needs and coordinate delivery of training.
- Provides support for members’ learner assessment strategies, procedures and reporting.
- Coordinates development of academic and career technical education pathways.
- Leads efforts and supports tasks and activities related to alignment of courses and learner standards.
- Identifies and manages implementation of priority CAEP strategies, identifies curriculum and instructional resources aligned to authorized program areas.
- Designs communications to promote consortium activities.
- Establishes strategies and creates resources to assist with member and partner learner recruitment and retention.
- Presents About Students Regional Consortium program and project information at meetings and educational conferences.
- Directs and monitors the work of Consortium support staff.
- Performs related duties as assigned.

Prior to June 30th of each year this role will be filled by a voting member who is nominated and approved during a public Consortium meeting. The intention would be to rotate to different willing voting members each year. These duties are in addition to the voting member’s role and responsibilities at their agency of employment.

Stipend: $12,000 per year to be reviewed every 6 months to determine the need to adjust.

Consortium Administrative Support (Autumn Valencia): In collaboration with the Fiscal Support person, member agency leaders, and the Consortium Chairperson:

- Distribute relevant information and communications concerning consortium activities to appropriate stakeholder groups.
• Schedule and prepare presentations for About Students Consortium business meetings
• Monitor and manage all NOVA system information, supporting members with completion, including CFAD, fiscal reporting, and program area reporting.
• Keep up to date with CAEP deliverables, information, and resources.
• Conduct all business transactions for purchases, invoicing, and contracts on behalf of the About Students Consortium.
• In collaboration with the Consortium Chairperson and Fiscal Support person support consortium regional activities by coordinating and leading efforts in professional development (annual conference).
• Assists Fiscal Support person and Consortium Chairperson with day-to-day consortium operations
• Assist Fiscal Support person with the maintenance of the About Students and Focus Forward website.
• Serve as contact person for About Students Consortium.
• Performs other related duties as assigned.

Individual is an independent contractor with a contract held by the leadership fund fiscal agent. Contract total: $97,800 ($8150 per month for 12 months, July 1- June 30) plus approved reimbursable expenses not to exceed $5000. This figure is total compensation for the employment contract. This contract total may be revised based on consortium funding increases with voting member approval.

Consortium Fiscal Support (James Dawson): In collaboration with the Administrative Support person, member agency leaders, and the Consortium Chairperson:
• Provides technical support and expertise in financial procedures to member agencies.
• Acts as a fiscal liaison with member agency districts and district fiscal staff
• Provides support, develops, and delivers training to member agencies related to contract, funding, and budget management and reporting
• Provides technical expertise in state adult education fiscal reporting system and reviews information entered by consortium members in NOVA and in preliminary budget and expenditure documents to ensure accuracy and completeness
• Assists member agencies in preparing requests for proposals (RFPs), requests for applications (RFAs), and other related agreements and memorandums of understanding (MOUs)
• Prepares, manages, and monitors the Consortium’s leadership budget.
• Reviews and applies relevant laws and regulations; reviews, analyzes, and recommends to Consortium Board any procedural changes that may be needed regarding the preparation, maintenance, and control of CAEP funding sources
• Plans, prepares, organizes, and supervises adult education project reporting
• Provides timely resolution of issues and discrepancies related to accounting functions.
• Maintains effective and timely communication with member agencies
• Collects and analyzes data and prepares reports
• Keeps current on CAEP office guidelines related to fiscal management and reports relevant information to the Consortium Board.
• Maintains the About Students and Focus Forward website.
- Assists Administrative Support person and Consortium Chairperson with day-to-day consortium operations.
- Performs other related duties as assigned.

Individual is an independent contractor with a contract held by the leadership fund fiscal agent. Contract total: $49,680 ($540 per day for 92 days of service occurring between July 1 - June 30) plus approved reimbursable expenses not to exceed $5000. This figure is total compensation for the employment contract. This contract total may be revised based on consortium funding increases with voting member approval.
Good Morning,

When we approved the duty statements for Autumn and Jim on April 11th I neglected to add the reimbursable expenses for them into the duty statement. It was part of the consultant contract with CNUSD and it will be part of the consultant contract with VVUSD, but the duty statement needs to reflect that. As you may remember they pre-pay for items like conference attendance and need to be able to submit for reimbursement.

Please review attached duty statements, specifically the yellow highlighted additions and respond whether you agree to add the yellow highlighted line to Autumn/Jim’s duty statement so that their contracts can proceed with VVUSD. That is the only change to the duty statement since consortium approval on April 11th.

Thank you!

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Rachel Bramlett
Director, Riverside Adult School
951-788-7185 ext. 68200

CONFIDENTIALITY NOTICE TO RECIPIENT(S): This e-mail and any attachment(s) included herein may contain privileged and/or confidential information. This email is meant solely for the intended recipient(s). Unauthorized review, use, duplication, disclosure or interception of this e-mail is strictly prohibited. If you are not the intended recipient of this email, please immediately reply to this email and delete both this message and your reply. Please also delete any attachments on your computer(s) and/or device(s). Thank you for your assistance.
Re: [EXTERNAL] - Re: PLEASE RESPOND: Duty Statements for Autumn/Jim

1 message

Thoibi N. Rublaitus <trublaitus@cnusd.k12.ca.us> Thu, May 12, 2022 at 9:42 AM
To: Annamarie Montañez <annamarie_montanez@jusd.k12.ca.us>, Rachel Bramlett <rbramlett@riversideunified.org>
Cc: "Parker, John" <JParker@valverde.edu>, "Zhai, Lijuan" <Lijuan.Zhai@rccd.edu>, "Magana, Elsa" <emagana@mvusd.net>, Craig Shiflett <craig.shiflett@alvordschools.org>, "Lucie M. Gonzalez" <LMGonzalez@rcoe.us>, Autumn Valencia <Autumn.Valencia@cnusd.k12.ca.us>

I approve!
Thoibi Rublaitus

Get Outlook for iOS

From: Annamarie Montañez <annamarie_montanez@jusd.k12.ca.us>
Sent: Thursday, May 12, 2022 9:37:50 AM
To: Rachel Bramlett <rbramlett@riversideunified.org>
Cc: Parker, John <JParker@valverde.edu>; Zhai, Lijuan <Lijuan.Zhai@rccd.edu>; Magana, Elsa <emagana@mvusd.net>; Craig Shiflett <craig.shiflett@alvordschools.org>; Thoibi N. Rublaitus <trublaitus@cnusd.k12.ca.us>; Lucie M. Gonzalez <LMGonzalez@rcoe.us>; Autumn Valencia <Autumn.Valencia@cnusd.k12.ca.us>
Subject: [EXTERNAL] - Re: PLEASE RESPOND: Duty Statements for Autumn/Jim

External SENDER - This email is not from a CNUSD email address, when in doubt don't click links, open attachments, or reply.

Happy Thursday! 😊

Approved
Annamarie

On May 12, 2022, at 9:34 AM, Rachel Bramlett <rbramlett@riversideunified.org> wrote:

Good Morning,

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Thank you!

Rachel Bramlett
Director, Riverside Adult School
951-788-7185 ext. 68200

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Approved April 11, 2022_ Consortium Leadership and Support Duty Statements (1).pdf
41K
RE: [EXTERNAL SENDER] PLEASE RESPOND: Duty Statements for Autumn/Jim

1 message

Thu, May 12, 2022 at 10:22 AM
To: Rachel Bramlett <rbramlett@riversideunified.org>, "Parker, John" <jparker@valverde.edu>, AnnaMarie Montanez <annamarie_montanez@jusd.k12.ca.us>, "Magana, Elsa" <emagana@mvusd.net>, Craig Shiflett <craig.shiflett@alvordschools.org>, "Thoibi N. Rublaitus" <trublaitus@cnusd.k12.ca.us>, "Lucie M. Gonzalez" <LMGonzalez@rcoe.us>
Cc: Autumn Valencia <Autumn.Valencia@cnusd.k12.ca.us>

Approved.

Thank you!

Lijuan

From: Rachel Bramlett <rbramlett@riversideunified.org>
Sent: Thursday, May 12, 2022 9:34 AM
To: Parker, John <jparker@valverde.edu>; Zhai, Lijuan <Lijuan.Zhai@rccd.edu>; AnnaMarie Montanez <annamarie_montanez@jusd.k12.ca.us>; Magana, Elsa <emagana@mvusd.net>; Craig Shiflett <craig.shiflett@alvordschools.org>; Thoibi N. Rublaitus <trublaitus@cnusd.k12.ca.us>; Lucie M. Gonzalez <LMGonzalez@rcoe.us>
Cc: Autumn Valencia <Autumn.Valencia@cnusd.k12.ca.us>
Subject: [EXTERNAL SENDER] PLEASE RESPOND: Duty Statements for Autumn/Jim

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Thank you!

--

Rachel Bramlett
Director, Riverside Adult School
951-788-7185 ext. 68200
I approve.

Happy Thursday everyone.😊

From: Rachel Bramlett <rbramlett@riversideunified.org>
Sent: Thursday, May 12, 2022 9:34 AM
To: Parker, John <jparker@valverde.edu>; Zhai, Lijuan <Lijuan.Zhai@rccd.edu>; AnnaMarie Montanez <annamarie_montanez@jusd.k12.ca.us>; Magana, Elsa <emagana@mvusd.net>; Craig Shiflett <craig.shiflett@alvordschools.org>; Thoibi N. Rublaitus <trublaitus@cnusd.k12.ca.us>; "Lucie M. Gonzalez" <LMGonzalez@rcoe.us>
Cc: Autumn Valencia <Autumn.Valencia@cnusd.k12.ca.us>

Subject: PLEASE RESPOND: Duty Statements for Autumn/Jim

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Thank you!

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Rachel Bramlett
Director, Riverside Adult School
951-788-7185 ext. 68200
On May 12, 2022, at 9:42 AM, Thoibi N. Rublaitus <trublaitus@cnusd.k12.ca.us> wrote:

I approve.

Sent from my iPhone

On May 12, 2022, at 9:34 AM, Rachel Bramlett <rbramlett@riversideunified.org> wrote:

Happy Thursday! 😊
Approved

Annamarie

On May 12, 2022, at 9:26 AM, Rachel Bramlett <rbramlett@riversideunified.org> wrote:

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Rachel Bramlett
Director, Riverside Adult School
951-788-7185 ext. 68200
Lucie M. Gonzalez <LMGonzalez@rcoe.us>

Thu, May 12, 2022 at 2:15 PM

To: "Parker, John" <JParker@valverde.edu>, "Thoibi N. Rublaitus" <trublaitus@cnusd.k12.ca.us>
Cc: Annamarie Montañez <annamarie_montanez@jusd.k12.ca.us>, Rachel Bramlett <rbramlett@riversideunified.org>, "Zhai, Lijuan" <Lijuan.Zhai@rccd.edu>, "Magana, Elsa" <emagana@mvusd.net>, Craig Shiflett <craig.shiflett@alvordschools.org>, Autumn Valencia <Autumn.Valencia@cnusd.k12.ca.us>

I approve on behalf of RCOE.

Rachel Bramlett <rbramlett@riversideunified.org>

Thu, May 12, 2022 at 11:41 AM

To: Thoibi N. Rublaitus <trublaitus@cnusd.k12.ca.us>
Cc: Annamarie Montañez <annamarie_montanez@jusd.k12.ca.us>; Rachel Bramlett <rbramlett@riversideunified.org>; Zhai, Lijuan <Lijuan.Zhai@rccd.edu>; Magana, Elsa <emagana@mvusd.net>; Craig Shiflett <craig.shiflett@alvordschools.org>; Lucie M. Gonzalez <LMGonzalez@rcoe.us>; Autumn Valencia <Autumn.Valencia@cnusd.k12.ca.us>

Subject: Re: [EXTERNAL] - Re: PLEASE RESPOND: Duty Statements for Autumn/Jim

I approve..😊

Sent from my iPhone

On May 12, 2022, at 9:42 AM, Thoibi N. Rublaitus <trublaitus@cnusd.k12.ca.us> wrote:

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I approve!
Thoibi Rublaitus

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Annamarie Montañez <annamarie_montanez@jusd.k12.ca.us>

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To: Rachel Bramlett <rbramlett@riversideunified.org>
Cc: Parker, John <JParker@valverde.edu>; Zhai, Lijuan <Lijuan.Zhai@rccd.edu>; Magana, Elsa <emagana@mvusd.net>; Craig Shiflett <craig.shiflett@alvordschools.org>; Thoibi N. Rublaitus <trublaitus@cnusd.k12.ca.us>; Autumn Valencia <Autumn.Valencia@cnusd.k12.ca.us>

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