



Minutes of the Executive Committee Meeting August 3, 2018

Approved

Date of approval: September 14, 2018

Initials:

Call to order: A regular meeting of the Inland Adult Education Consortium Executive Committee was held at San Bernardino Valley College, 701 S. Mt Vernon, San Bernardino, California; President Conference Room 207 on Friday, August 3, 2018. The meeting was convened at 8:05 a.m. Director Emma Diaz, Facilitator Becky Foreman, Consultant Mitch Rosin conducted the meeting. Minutes recorded by Blanca Olguin.

Members in attendance

Jerry Almendarez	Superintendent, Colton Joint Unified School District
Kit Alvarez	Administrator ROP, San Bernardino County Superintendent of Schools
Mauricio Arellano	Superintendent, Redlands Unified School District
Cuauhtémoc Avila	Superintendent, Rialto Unified School District
Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District (<i>joined the meeting at 9:25 a.m.</i>)
Dale Marsden	Superintendent, San Bernardino City Unified School District
Diana Rodríguez	President, San Bernardino Valley College
Keith Wurtz	Interim Vice President of Instruction, Crafton Hills College

Members not in attendance

Designee (nonvoting)

Other(s) Present

Sandy Mortensen	Director of Student Services, Colton-Redlands-Yucaipa ROP
Lorraine Perez	Assistant Superintendent, San Bernardino City Unified School District
Leticia Villa	Principal, Inland Career Education Center, San Bernardino City Unified School District

Upon motion by Mauricio Arellano, seconded by Dale Marsden and approved by the affirmative vote of Almendarez, Alvarez, Arellano, Avila, Marsden, Rodriguez, and Wurtz (Noes: None), the minutes for the Inland Adult Education Consortium Executive Committee meeting on April 27, 2018 was approved as presented, without changes.

Upon motion by Kit Alvarez, seconded by Diana Rodriguez and approved by the affirmative vote of Almendarez, Alvarez, Arellano, Avila, Marsden, Rodriguez, and Wurtz (Noes: None), the minutes for the Inland Adult Education Consortium Executive Committee meeting on July 24, 2018 was approved as presented, without changes.

1. Public comments

1.1 None

2. Reports

2.1 State Adult Education Program (AEP) Office

Emma Diaz shared that the State has updated their website from Adult Education Block Grant (AEBG) to Adult Education Program (AEP). She talked about the allocation update on the additional \$21,139 the Inland Adult Education Consortium will be receiving as a one-year additional funding. She also shared the CFAD 18-19 approval letter from the State and talked about the amendments to the AEP Trailer Bill Language Section 4.52523 and 23.78401 regarding student ID number.

2.2 Calendar of State Deadlines 2018

Emma Diaz reviewed the State deadlines:

- August 1, 2018 – Quarter 4 final program year report due on student data in TOPSPro
- August 15, 2018 – Annual Plan due for 2018-2019
- September 1, 2018 – Member quarter 4 expenses due in NOVA
- September 30, 2018 – Consortium certification
- October 31, 2018 – Quarter 1 TOPSPro due

2.3 2018-2019 MOU: Contract for Base Funding

Emma Diaz reminded the Board that the Memorandum of Understanding Contract for Base Funding would be the same amount of money they get each year; all contracts have been processed.

2.4 Marketing and Radio Advertisement

Emma Diaz presented an update on the marketing mailer, it will be mailed out soon and on the new brochure that is being developed. Jorge Saucedo-Daniel talked about the radio advertisement that will be running from July 24, 2018 through August 4, 2018. An all-time high for monthly users' milestone was reached; there were 513 users, which is 17.39% higher than the previous record.

2.5 Professional Development Day and CASAS SI

Emma Diaz, Kit Alvarez, and Mitch Rosin shared their experience on the Second Annual Super Consortia AEBG Professional Development Day held on August 1, 2018. There were 150 attendees, the State AEP/TAP Director, Diana Batista, attended and facilitated a Focus Group meeting. There were three Counties represented: San Bernardino, Riverside, Orange County, and nine Consortia present.

Emma Diaz reported on the CASAS Summer Institute in June 2018, all members from the consortium were represented.

3. Discussion items

3.1 End-of-Year Data Review

Emma Diaz and Mitch Rosin reviewed the CASAS AEBG Manager Summary tables for program year 2017-2018 for the Inland Adult Education Consortium as a whole and the individual member districts and colleges.

Mr. Almendarez recommended a quarterly review.

4. Old business

4.1 None

5. New business

5.1 Governance Plan

Motion: Moved by Mauricio Arellano seconded by Cuauhtémoc Avila to approve the Governance Plan with the following revision of Section 5, What will be the relative voting power of each member?: Each member district (K-12, County Office of Education, College) shall have one (1) vote. Three (3) K-12 Member Districts/County Office of Education, plus one (1) Community College constitutes quorum. In the case of a vacated position by a voting member, the “Interim” or “Acting” individual in the vacated position would be allowed to vote in their place. If a voting member is not able to attend a Board vote in person, votes may be cast via telephone and documented in the minutes, in accordance with the Brown Act. The vote of each officially designated member shall be recorded when cast. The names of the members making and seconding each motion shall be recorded in the Inland Adult Education Consortium Minutes.

Discussion:

Dr. Avila asked about voting via phone following the Brown Act guidelines.

Mr. Rosin reminded the Board that the County Office of Education is now being funded and would have to be part of quorum.

Dr. Marsden reviewed section 5 of the current plan.

Mr. Wurzt requested clarification for the revision to read: each college district has one (1) vote.

Mr. Almendarez requested this topic be revisited next year.

Yea: Jerry Almendarez, Kit Alvarez, Mauricio Arellano, Cuauhtémoc Avila, Dale Marsden, Diana Rodriguez, and Keith Wurtz **Nay:** none **Absentee voting:** none **Abstain:** none

Motion carried

5.2 2018-2019 Annual Plan

Motion: Moved by Jerry Almendarez seconded by Diana Rodriguez to approve the 2018-2019 47 Inland Adult Education Consortium AEBG Annual Plan.

Discussion:

Mr. Rosin demonstrated how the Annual Plan Strategies would appear in NOVA.

Dr. Avila requested clarification regarding goals; are there more objectives than goals and were they kept broad.

Ms. Diaz mentioned that as of now, she is not sure what it would look like exactly in NOVA, she will be receiving guidance today.

Ms. Alvarez requested further clarification regarding adding hours to a current position versus hiring.

Mr. Rosin mentioned that adding hours or responsibilities would apply to Strategy 4.

Yea: Jerry Almendarez, Kit Alvarez, Mauricio Arellano, Cuauhtémoc Avila, Dale Marsden, Diana Rodriguez, and Keith Wurtz **Nay:** none **Absentee voting:** none **Present:** none **Abstain:** none

Motion carried

5.3 Budget Allocation Spreadsheet

Motion: Moved by Dr. Marsden seconded by Jerry Almendarez to approve the 2018-2019 Inland Adult Education Consortium Annual Plan Budget Allocation Spreadsheet.

Discussion:

Dr. Marsden requested clarification for the areas highlighted in yellow.

Mr. Rosin and Ms. Diaz noted it was a way of checking the items as they went along.

Ms. Binks explained to Dr. Marsden the thought process regarding Thrive Nation's proposal, the substantial amount of money requested for the pilot, difficulty of sustainability of the program, and the amount requested surpassed Yucaipa-Calimesa's total budget request.

Dr. Marsden asked for a recommendation.

Ms. Binks explained that a decision was not reached due to Dr. Marsden and other Executive Members' absence during that conversation. All present, per collegiality, decided to wait until they were part of the conversation and Dr. Marsden was able to answer some questions to be able to reach a decision.

Dr. Marsden explained that Thrive Nation is an intensive one-on-one life coach support structure, geared for foster and homeless youth, willing and able, 18-24 year old unsuccessful students. His idea is that this program would start with the Inland Adult Education Consortium. Thrive Nation would give some support to the Inland Adult Education Consortium Members.

Mr. Arellano asked in terms of the program, the length of time of service, and how many students would be receiving service.

Dr. Marsden said, it would be an 8-week program with a follow up for about a year and a half. There is a hunch this program will be successful, if this is the case, the cost would go down.

Mr. Rosin mentioned the cost would be about \$2,150.00 per student.

Ms. Diaz clarified that some items need to be modified from Thrive Nation's proposal: the incentive of gift cards need to be removed and the indirect cost cannot be more than 5% per State guidance.

Motion withdrawn by Dr. Marsden due to a conflict of interest

Dr. Marsden said he would step out of the room so the proposal for Thrive Nation can be discussed comfortably.

Mr. Wurtz asked Dr. Marsden if in case sustainability was an issue with Thrive Nation, were there any components of the program that could continue to be used.

Dr. Marsden replied no, it is a very specific process and program.

5.3a Budget Allocation Spreadsheet

Motion: Moved by Jerry Almendarez seconded by Mauricio Arellano to approve the 2018-2019 Inland Adult Education Consortium Annual Plan Budget Allocation Spreadsheet.

Discussion:

Mr. Arellano asked Dr. Marsden, since he made the offer of consideration of a smaller version; he asked what would he ideally recommend?

Dr. Marsden asked to consider supporting a minimum of at least 50%.

Mr. Rosin clarified for the minutes the new recommendation is: one (1) eight-week cohort with 75 students with half of the staff in lieu of two (2) eight-week program for 150 students. \$180,000.00 for the pilot plus \$10,000.00 for Inland Career Education Center support staff.

Ms. Binks has joined the meeting at 9:25 a.m.

Dr. Avila asked Dr. Marsden if there were any success indicators in the proposal and what would tell the Board that this program is successful.

Dr. Marsden mentioned that Thrive Nation demonstrated each of the areas they were accountable for and produced successful data for all of them.

Ms Binks asked Dr. Marsden if they were to cut the pilot in half, what would be an optimal number of students that he would need to be able to demonstrate success.

Dr. Marsden said at least 75 students are needed to give a solid sense of how successful it could be; Thrive Nation already had a successful pilot but it is a risk.

Mr. Rosin clarified that they are looking at the proposal; they are doing a proportional allotment of the 75 students across the member districts in the 7 program areas within the AEBG matrix.

Mr. Almendarez asked if this had to happen within a calendar year or can it transition into other years.

Dr. Marsden recommended doing 75 students one year and another 75 the following year.

Ms. Binks asked if this would be coming out of a one-time allocation.

Mr. Rosin said it would be coming out of a one-time, unspent allocation.

Dr. Marsden left the room to allow for open discussion.

5.3b Budget Allocation Spreadsheet

Amended Motion: Moved by Cuauhtémoc Avila seconded by Jerry Almendarez to approve the budget amendment of San Bernardino City Unified School District, Seamless Transitions, to modify Thrive Nation funding proposal to be reduced to 50%.

Discussion:

Mr. Almendarez asked what impact would this reduction make currently on Thrive Nation, will there be layoffs.

Mr. Rosin explained that this program does not exist, Thrive Nation hires outside consultants.

Ms. Binks requested an update of the total budget allocation and how it would affect the amounts available if this amended motion was approved, would the drawing board have to be revisited to see where else cuts need to be made. She is worried about sustainability, where would they find funds to sustain this program and what happens if

this is a successful pilot; it would be disappointing not to have it. There is also concern about the proprietary nature of the content.

Mr. Rosin mentioned that if approved under the current amended motion, it would leave \$185,000.00 of unspent monies for other program usage. He also mentioned that although the project management would be at the Inland Career Education Center, the member districts would also have to assign staff time to engage with the students assigned to each district proportionally allotted by enrollment and each district would have to keep track of data to enter in TOPspro and it would incur some cost.

Ms. Alvarez talked about CRY-ROP covering something similar through WIOA funding.

Mr. Arellano talked about a similar program through CRY-ROP for half the cost that ran for 2 years. He also talked about Thrive Nation's coaches being in Europe and the concern in per pupil spending. He asked if there was a better way to deliver what Dr. Marsden is requesting.

Mr. Almendarez noted that Colton would not participate in the Thrive Nation program due to a lack of staff time available to dedicate to the program.

Dr. Avila asked if there is a deadline for the proposal, he would recommend for an internal similar proposal without rejecting Thrive Nation's proposal without an alternative.

Ms. Alvarez wondered about internal capacity rather than an outside vendor model, and recommended Dr. Stephanie Houston from CRY-ROP to do a presentation.

Mr. Almendarez is interested in seeing the data from CRY-ROP Life Coach program and comparing it to Thrive Nation's to see which one is more effective. He also wondered if San Bernardino City Unified School District could cover the cost of Thrive Nation's proposal through LCAP funding.

Ms. Binks said that SBCUSD could use the LCAP funds to pay for Thrive Nation; however, she is unsure if they would have funds.

Dr. Avila encouraged the Board to focus on whether or not this is a viable program they would want to keep.

Ms. Rodríguez wondered if Thrive Nation's proposal does not meet the AEBG criteria, how could this proposal be approved.

Yea: None **Nay:** Jerry Almendarez, Kit Alvarez, Mauricio Arellano, Cuauhtémoc Avila, Cali Binks, Diana Rodriguez, and Keith Wurtz **Absentee voting:** none **Present:** none **Abstain:** Dale Marsden

Motion denied

5.3c Budget Allocation Spreadsheet

Motion: Moved by Cali Binks seconded by Cuauhtémoc Avila motion to approve the allocation of time in a future meeting to learn more about Life Coaching as a Professional Development Model as well as to hear about what other types of Life Coaching programs are already happening within this area with the inclusion of the different funding models between Titles 1, 2, 3, & 4.

Discussion:

None

Yea: Jerry Almendarez, Kit Alvarez, Mauricio Arellano, Cuauhtémoc Avila, Cali Binks, Diana Rodriguez, and Keith Wurtz **Nay:** None **Absentee voting:** none **Present:** none **Abstain:** Dale Marsden

Motion carried

5.3d Budget Allocation Spreadsheet

Motion: Moved by Cuauhtémoc Avila seconded by Mauricio Arellano motion to approve the Budget Allocation Spreadsheet minus Thrive Nation funding.

Discussion:

None

Yea: Jerry Almendarez, Kit Alvarez, Mauricio Arellano, Cuauhtémoc Avila, Cali Binks, Dale Marsden, Diana Rodriguez, and Keith Wurtz **Nay:** None **Absentee voting:** none **Present:** none **Abstain:** none

Motion carried

6. Announcements

6.1 Executive Committee Meeting Dates

Emma Diaz reminded the Executive Committee of the next set of meeting dates:
-September 14, 2018 -October 26, 2018 -December 7, 2018

6.2 State Meetings

Emma Diaz shared the upcoming State AEP meetings:
- AEP Field Tea Meeting: September 27, 2018 (Sacramento, CA)
- AEP Directors' Summit: September 28, 2018 (Sacramento, CA)

6.3 Conferences

Emma Diaz talked about the upcoming conference and shared that the Inland Adult Education Consortium presentation was accepted on NEDP in partnership with WDB:
- Meeting of the Minds: September 4-6, 2018 (Monterey, CA)

7. Closed Session

7.1 Requested for September 14, 2018

Dr. Dale Marsden requested closed session be placed on the Agenda for the September 14, 2018 Inland Adult Education Consortium Executive Committee Meeting.

8. Adjournment

Motioned by Kit Alvarez and seconded by Dale Marsden the meeting adjourned at 10:14 a.m.

The next regular meeting of the Inland Adult Education Consortium Executive Committee will be Friday, September 14, 2018 at 8:00 a.m. at San Bernardino Valley College, 701 S. Mount Vernon Ave., San Bernardino, CA, President Conference Room 207.