



## Steering Committee Meeting May 18, 2018

A meeting of the Inland Adult Education Consortium Steering Committee was held at San Bernardino Valley College at 701 S. Mt. Vernon Ave, San Bernardino, California; Conference Room B112 on Friday, May 18, 2018. The meeting was convened at 8:19 a.m. Director Emma Diaz, Facilitator Becky Foreman, Consultant Mitch Rosin conducted the meeting. Minutes recorded by Blanca Olguin.

### In attendance

Dana Carter	Principal, Yucaipa-Calimesa Joint Unified School District
Leticia Villa	Principal, Inland Career Education Center SBCUSD
Peggy Wheeler	Retired Principal, Rialto Unified School District
Brian Pope	Assistant Principal, Colton Joint Unified School District
Kristi Richardson	Principal, Colton Joint Unified School District
Juanita Chan	Curriculum Instruction, Rialto Unified School District

### Not in attendance

Amanda Corridan	Assistant Superintendent, Colton Joint Unified School District
Andrea Page	Data & Project Analyst, County ROP
David Finley	Principal, Redlands Unified School District
Edward D'Souza	Associate Superintendent, Rialto Unified School District

### 1. Reports/Discussions

#### 1.1 Expenditures Report (in NOVA) Due June 1, 2018 for Q1-Q3

Ms. Diaz needs to certify everything by June 30th. Funds need to be spent, they expire.

- A. Percentages spent for each Quarter in 2018-19 plus roll over
- B. Reporting date for each Quarter

#### 1.2 CFAD/COLA Allocation

Emma Diaz mentioned that the consortium had until May 2nd to break up the funds. The IAEC Executive Committee decided to place it in the bank until a decision has been made. It will be discussed during the June 1st Annual Plan Planning Meeting; COLA funding will be ongoing.

- A. Wants, Needs, and Must Haves

Mr. Rosin asked the Steering Committee to start thinking of their wants, needs, and must haves.

#### 1.3 Calendar Agenda for June 1, 2018, Annual Plan Retreat

Emma Diaz shared that the objectives are the same; however there are changes in the Gaps in Service language. She asked the Steering Committee to go over the Consortium Annual Plan. She also shared that the Transition Counselor, Maria Duran, is full-time and the Inland Adult Education Consortium is looking into hiring a data clerk

to help Maria with inputting data since she is busy with over 6,000 students and is already working 2 days out of the week at the Inland Career Education Center; she is booked back-to-back.

- A. Components of Annual Plan
- B. Review of Template
- C. Strong Workforce Update?

Ms. Diaz recommended bringing a support group to the meeting and to let her know how many people they are bringing to the table. The meeting will run from 8:00 – 12:00 p.m.

1.4 Letter Data Training – summer 2018 (Blanca sent out a survey)

Emma Diaz requested the email with the doodle poll to be forwarded to data specialist to see if they would be available in July or August; it is important to get it on the calendar soon:

- A. CASAS Suggested Dates: July 11 or 12, 2018 – Jay Wright in the area
- B. ASAP: TBD

Ms. Wheeler and Mr. Carter recommended doing it the second week of August.

1.5 Summary Assessment / Curriculum

Mitch Rosin talked about the new CASAS assessment test named GOALS; Aztec and Burlington are already aligned, they are primarily eTests and they are ready to start using. It will be presented at the CASAS Summer Institute.

Emma asked the Steering Committee to please talk to her before purchasing any pilot programs; she might be able to purchase them for the Consortium.

Mitch talked about GED Flash and how they are looking to pilot, they will be giving 25-35 vouchers. It is an online interactive tool that functions similar to traditional flashcards, helps students prepare for each subject, and build confidence step by step. Colton Joint Unified School District and Inland Career Education Center would like to volunteer for the pilot.

- A. CASAS GOALS Reading – Roll Over Date
- B. GED Flash Pilot / Purchase

Ms. Villa shared that they did the field test and results were a lot lower.

1.5 Professional Development Agenda – August 1, 2018

Emma Diaz went over the 2<sup>nd</sup> Annual Inland Empire Super Consortia AEBG Professional Development Day flyer. The event will take place on August 1, 2018 at San Bernardino Valley College B100 from 8:30 – 2:00 p.m. Keynote Speaker: Ronna Timpa, President and Founder of Workplace ESL Solutions.

- A. Session Topics
- B. Presenters

1.6 CASAS Summer Institute & GED National Conference

Emma Diaz asked who would be attending the conferences?

- A. Who is attending?

1.8 Announcements/ Questions? / Concerns

None

The meeting adjourned at 9:57 a.m.

The next meeting of the Inland Adult Education Consortium Steering Committee is to be determined.