



## Minutes of the Executive Committee Meeting October 27, 2017

Approved

Date of approval: December 8, 2017

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's Conference Room 207 on Friday, October 27, 2017. The meeting was convened at 8:07 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
Mauricio Arellano	Superintendent, Redlands Unified School District
Cuauhtémoc Avila	Superintendent, Rialto Unified School District
Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District
Diana Rodriguez	President, San Bernardino Valley College
Wei Zhou	President, Crafton Hills College

### Members not in attendance

Kit Alvarez	Administrator ROP, San Bernardino County Superintendent of Schools
Dale Marsden	Superintendent, San Bernardino City Unified School District

### Designee (nonvoting)

Rachel Monarrez	Assistant Superintendent, San Bernardino City Unified School District
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### Others Present

Leticia Villa	Principal, Inland Career Education Center, San Bernardino City Unified School District
Stephanie Houston	Superintendent, Colton-Redlands-Yucaipa ROP

Upon motion by Cuauhtémoc Avila, seconded by Cali Binks and approved by the affirmative vote of Almendarez, Arellano, Avila, Binks, Rodriguez, and Zhou (Noes: None), the minutes for the Inland Adult Education Consortium Executive Committee meeting on September 29, 2017 was approved as presented, without changes.

### 1. Public comments

1.1 None

### 2. Closed Session

2.1 None

### 3. Reports

#### 3.1 New Fiscal Accountability System: NOVA

Emma Diaz introduced the new Fiscal Accountability System NOVA; it went live on Wednesday, October 25, 2017. As of December 15, 2018, the State wants the Inland Adult Education Consortium to work-in the budgets using NOVA.

#### 3.2 AEBG Release of 2017-2018 Funds

Emma Diaz shared the confirmation letter from the State, dated September 29, 2017, which constitutes the official approval to begin spending the AEBG 2017-18 program funds.

#### 3.3 Director's Conference/Transformational Leadership Symposium

Emma Diaz gave an overview of the Director's Conference on October 12-13 in Sacramento. All 71 Directors, leadership, and other individuals were invited. The Symposium goals were to provide more guidance and training to coordinators on consortium management; to offer updates on state policy and reporting requirements; and to provide a peer-to-peer opportunity to network and cultivate relationships with people in identical jobs. They highlighted a couple of reports:

- *Measuring Our Success: Data and Accountability Systems and Common Assessments in the California Adult Education Block Grant Program*
- *CLASP Report: Prosperity Through Partnership – Opportunities for AEBG to Strengthen Systems and Communities*
- *TAP (Technical Assistant Project)* - are a group of individuals to help with resources like CASAS

#### 3.4 Marketing Update: Radio and Print

Emma Diaz talked about the mailer being received and getting great feedback. Colton Unified School District has a lot of students walking in with them and wanting to sign up.

Ms. Rodriguez shared that the Board Members made mention of it at the Board Meeting.

### 4. Discussion items

#### 4.1 High-Level Presentation of TOPSpro Enterprise Reports

Mitch Rosin presented on the different components of CASAS:

- Components of CASAS Assessment
  - Curriculum
  - Instruction
  - Assessment
- AEBG Data Integrity Report (AEBG-DIR)
- CASAS Data Portal
- Data Collection Challenges

Mr. Almendarez asked for the date the data will be public for the 2016-17 school year and if it could be exported into Excel.

Mr. Rosin said the public data should be uploaded in a couple of months but the data is already accessible to each district internally and it could be exported into Excel.

Mr. Almendarez mentioned that the districts rely on funding and it impacts the decisions they make with LCAP and if funding does not come through, they would have to encroach on general funds which means deficit spending, which equals laying people off. Since the working groups know the timelines, the funding cycles, and LCAP process, they can make recommendations; however, they are not looking at it from a multi-year projection and a district budget perspective, at some point we should have this conversation collectively as a Board with the working groups.

Ms. Diaz said the Consortium receives the funds this year and the spending goes through 2019; CFAD is turned in in May and allocation amounts are told in February and spending takes effect on July 1<sup>st</sup>. The same dollar amount has been received for the last two years.

Mr. Rosin mentioned that AEBG funds are guaranteed to be received for no less than what was received the year before.

Ms. Binks talked about the WIOA reduction.

Mr. Rosin said WIOA reduced funds for two reasons: the numbers were low and more agencies applied.

#### 4.2 Distance Learning Policies for Online HSD/HSE

Mitch Rosin presented an example from Los Angeles Unified School District on distance learning policies for high school diploma and high school equivalency. LAUSD adopted Aztec Software as their distance learning policy. They put together a policy manual for what students need to do in order to qualify for their distance program; it is an implementation manual and contract that the students need to sign. LAUSD pays for the HiSET Test. The students are required to be in the on-line classes for 10 hours per week and 1 hour in person every other week in order to maintain eligibility. Students have independent study set up in case they need assistance. There are check and balances in place.

Ms. Binks recommended the Board to consider online classes for the County's Re-entry program.

#### 4.3 Demonstration of App Ready Website/Multi-Language

Jorge Saucedo-Daniel presented on the AEBG Inland Adult Education Consortium Mobile Ready Website and a couple of examples of translation features:

- Main Page
  - [www.InlandAEBG.org](http://www.InlandAEBG.org)
  - Facebook/Instagram/Twitter buttons
  - Inland AEBG Programs hotlink
  - State AEBG hotlink
  - Menu link
- Menu Page and Options
  - Home
  - About
  - Regional Consortium
  - Programs
  - Community Resources
  - News & Events
  - Contact us
- Basic Skills Programs Page
- ESL Programs Page
- Translation Feature:

- <http://cryrop.com/>
  - Same provider that built the IAEC AEBG website
  - 10 languages
  - Plug-in
- <http://opendoorssouthbay.org/>
  - Backdoor plug
  - Up and running in 1 day
  - Several languages
  - Quoted \$550.00 Dollars

Mr. Almendarez talked about the importance of Google Analytics and asked if it tracks the zip code or area code; he would like to be able to identify a dented area to be able to make decisions.

Mr. Saucedo-Daniel responded that the zip code and area code are able to be tracked.

Mr. Saucedo-Daniel asked the Executive body if they would like to see other functionalities on the website and if there was a need for an App and Facebook ads.

Mr. Almendarez asked if it was an App and if potential students can fill out an interest card and to consider doing a commercial or a YouTube clip.

Mr. Rosin replied that it is not an App; it is a fully mobile website where the link can be saved and it would show as an icon.

Ms. Diaz said that the interest card is a good recommendation and it would be worked on; she is working with Ms. Rodriguez about working on a commercial.

Dr. Avila asked if the website was dynamic.

Mr. Saucedo-Daniel provided a couple of examples to show that the website is dynamic dependent on the tool used.

Dr. Avila asked if a flashing an “En Español” bar could be added to the website to draw immediate attention.

Ms. Diaz said that it could definitely be worked on and have it up and running.

Mr. Almendarez asked if the AEBG link is on the districts’ websites as an option to students who might be considering dropping out of school.

Ms. Diaz will be reaching out to each district to see what the policy is to have the AEBG link placed on the district’s websites.

#### 4.4 Sample: Funding Application Process (CFAD, General Assurances, & Supplanting)

Emma Diaz and Mitch Rosin presented a sample of a Regional Funding Application.

Mr. Almendarez asked if this could be a governance workshop. He also asked how the money would be available if it has already been allocated.

Ms. Diaz talked about the submittal of CFAD in May and the Annual Plan being done in August and any request would be for somewhere in the middle, a project that comes up that is not in the annual plan. She mentioned that



there is unallocated money available that is used for consortia activity, dependent on what is available, a certain amount would be considered for disbursement.

Mr. Rosin gave a functional example of community partners and sharing student numbers:

<https://finishyourdiploma.org/free-classes> it is something to consider, where school districts get the numbers and employers get the money to provide instructors.

Ms. Houston from CRY-ROP said they have a handful of adult programs that they offer and the students are either paying for the programs or they are being funded by CalWORKS, CALPADS, or WIOA and those numbers are not being captured in any of the partner districts and it could.

Mr. Rosin said that those numbers are not being captured because CRY-ROP is not AEBG funded and the AEBG programs are free, students cannot be charged.

Ms. Diaz mentioned that this application could be a tool, a procedure, or a process to help in creating a bylaw that could be added to the Inland Adult Education Consortium Bylaws. She will draw a bylaw with the application attached and will present it as a voting item at the next Executive Committee meeting.

Mr. Almendarez talked about and recommended the First and Second Reading process anytime there is a change in policy and then action is taken. Sometimes it only takes the First Reading or both Readings if more information is needed.

Dr. Avila recommended putting it up for discussion during the next Executive Committee meeting.

#### 4.5 Conference Attendance: COABE, CCAE, CASAS SI, etc.

Emma Diaz talked about conference attendance and using PAN-Consortium funds for the COABE, CCAE, and CASAS Summer Institute.

Dr. Avila requested more information on each individual conference.

Mr. Almendarez requested a recommendation as to whom should attend each conference.

Ms. Rodriguez recommended the names go to Board at least 6 weeks in advance for out-of-State conferences.

Mr. Rosin recommended data specialists and whomever is involved with curriculum and instruction aligned with student assessment to attend the CASAS Conference.

Ms. Villa shared that for the Inland Career Education Center the lead person in charge of the Assessment Center, along with classified, attend the CASAS SI Conference.

Ms. Diaz will be sending a summary as to recommendations for each conference.

Ms. Binks asked if Yucaipa-Calimesa School District registers now, would that be a problem for CASAS.

Ms. Diaz replied that it would not be a problem since a blanket contract is created.

#### 4.6 Process for Adding Items to IAEC Board Meeting Agenda

Emma asked what should be the process to add items to the agenda:

Dr. Avila recommended a tentative agenda requesting a response and to establish a deadline for a final agenda.

Mr. Almendarez said that this could be a discussion at a governance meeting, it needs to be solidified.

## 5. Old business

5.1 None

## 6. New business

### 6.1 AEBG Summit January 22-23, 2018 –Hilton, Universal City

**Motion:** Moved by Cuauhtémoc Avila seconded by Cali Binks to approve the attendance of 8 representatives, 1 per district, to attend the AEBG Summit on January 22-23, 2018 at Universal City and to use the PAN-Consortium funding to pay for the expenses **Yea:** Jerry Almendarez, Mauricio Arellano, Cuauhtémoc Avila, Cali Binks, Diana Rodriguez, and Wei Zhou **Nay:** none **Absentee voting:** none **Present:** none  
**Motion carried.**

## 7. Announcements

### 7.1 Conferences/Professional Development

Emma Diaz talked about the Conference and Professional Development dates:

- November 15-16: Hosting State & CASAS Regional Training (Valley College)
- November 17-18: Southern/South Coast Region CCAE (Palm Springs)

### 7.2 Executive Committee Meeting Dates

Emma Diaz reminded the Executive body about the next set of meeting dates:

- December 8, 2017
- January 26, 2018
- February 23, 2018
- March 16, 2018
- April 27, 2018
- May 18, 2018

### 7.3 Regional Community of Practice Leader's Meeting – Sacramento – November 14, 2017

Emma Diaz shared that she was invited to attend the Regional Community of Practice Leader's meeting in Sacramento on November 14<sup>th</sup>.

### 7.4 Leticia Villa New Principal of Inland Career Education Center

Emma Diaz congratulated and welcomed Ms. Villa for her promotion into Principal of the Inland Adult Education Center.

## 8. Closed Session

The Executive Committee entered Closed Session, convening at 9:37 a.m., to consider and discuss the following item:

Report Out by Becky Foreman

No action taken in Closed Session

Discussion of Personnel

Closed Session adjourned at 10:05 a.m.

## **8. Adjournment**

By a unanimous vote, the meeting was adjourned at 10:06 a.m.

The next regular meeting of the Inland Adult Education Consortium Executive Committee will be held on Friday, December 8, 2017 at 8:00 a.m. at the San Bernardino Valley College, 701 S. Mount Vernon Ave., San Bernardino, CA, President's Conference Room 207.