



Minutes of the Executive Committee Meeting September 29, 2017

Approved

Date of approval: October 27, 2017

Initials:

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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, September 29, 2017. The meeting was convened at 8:11 a.m. Director Emma Diaz, Facilitator Becky Foreman 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
Diana Rodriguez	President, San Bernardino Valley College
Wei Zhou	President, Crafton Hills College

Members not in attendance

Dale Marsden	Superintendent, San Bernardino City Unified School District
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Designee (nonvoting)

Others Present

Jamie Arneson	Vice Principal, Inland Career Education Center, San Bernardino City Unified School District
Leticia Villa	Vice Principal, Inland Career Education Center, San Bernardino City Unified School District
Stephanie Houston	Superintendent, Colton-Redlands-Yucaipa ROP
Sandy Mortensen	Director of Student Services, Colton-Redlands-Yucaipa ROP

Upon motion by Jerry Almendarez, seconded by Cuauhtémoc Avila and approved by the affirmative vote of Almendarez, Alvarez, Arellano, Avila, Binks, and Rodriguez, (Noes: None), the minutes for the Inland Adult Education Consortium Executive Committee meeting on August 4, 2017 was approved as presented, without changes.

1. Public comments

1.1 None

2. Closed Session

2.1 None

3. Reports

3.1 Year-Three Release of 17-18 AEBG Funds

Emma Diaz informed the IAEC Executive body that the 2017-2018 funding is being disbursed by the end of the month without any problem. All the contracts were sent to all of the school districts' Boards for approval over the summer.

3.2 October 31st First Quarter TOPs Data Submission

Emma Diaz shared that a letter from the State was sent out on September 5, 2017 to the Adult Education Block Grant Consortium Directors and Members regarding the Fiscal Year 2017-18 Program and Accountability Requirements for Student Outcome Data Collection and Submission. The purpose of the letter is to advise local recipients of the Adult Education Block Grant (AEBG) funds of accountability requirements in the 2017-18-Program Year. Attached is the calendar for AEBG data collection, reporting, and due dates for data deliverables. All 5 school districts are standardized in using CASAS TOPSpro for assessment. Last year was the first year that data was submitted in that format, this year it is in the first quarter of the second year and we will be able to look at the data and compare to look at growth areas or areas where improvement is needed. Data from last year and this year's first quarter will be presented on the October 27th meeting for comparison.

Mr. Almendarez asked if there is access, a sample, or if there are any trends in the data.

Ms. Diaz said she does not have access to any of the districts' information. All districts complete a DIR report and submit it directly to CASAS. These are summary reports where the totals are reported to the Executive body. Emma will ask CASAS for a more detailed summary.

Mr. Almendarez asked if the data and results can be part of the discussion when the Steering Committee meets on October 19th.

Ms. Diaz said that the Steering Committee has not looked at the data or results; they are ensuring that everyone is getting standardized, implementing the assessment tools, and that they are able to report through it. The next step would be to look at the data and bring forth some recommendations to the next IAEC Executive Committee meeting on October 27, 2017.

Dr. Avila asked if there was an agreement on data availability and the dates.

Ms. Diaz said data is being collected quarterly and she can share it as it becomes available.

3.3 New Fiscal Accountability System

Emma Diaz stated that the new Fiscal Accountability may roll out in October and the budget uploads might be in December; they will announce it during the AEBG Directors Conference on October 12-13, 2017. Members would check off which annual plan strategies they are focused on for the program year; they must follow first-in, first-out for funding.

3.4 State AEBG Reports

Emma Diaz shared the State AEBG Reports:

- *Measuring Our Success: Data and Accountability Systems and Common Assessments in the California Adult Education Block Grant Program*

- *Prosperity Through Partnership: Opportunities for AEBG to Strengthen Systems and Communities*
- *Adult Education Data and Accountability: Guidance to Reporting Systems, Populations, Programs, and Core Metrics*

3.5 Marketing Update: Radio and Print

Jorge Saucedo-Daniel presented the success of marketing on the radio (2 week period) and print:

- The number of users went up by over 400 percent
- The pages viewed were:
 - Basic Skills 639
 - ESL 351
 - Programs 251
 - Index 192
 - Meetings 139
 - Program – CTE 96
 - About 83
 - Contact 64
 - Members 63
- The active users' trending over time in the last 90 days:
 - Monthly 337
 - Weekly 87
 - Daily 5
- The sessions by device:
 - Desktop 50%
 - Mobile 46.2%
 - Tablet 3.7%
- The Google Analytics summary in the last 30 days:
 - Sessions 1,017
 - Users 778
 - Page views 2,212
 - Pages per session 2.18
- The Inland AEBG Hotline:
 - 30 different phone call hits (different phone numbers)
 - #1 request was regarding online GED/HS Diploma programs
 - Calls were referred to corresponding Adult Schools by geographic location

Mr. Almendarez suggested the consortium getting a translation App for multiple language option similar to the districts' Apps and for the districts to consider offering GED/HS Diploma online. He recommended reaching out to the new County Librarian.

Dr. Avila requested a translation button on the website to be able to provide all the information to the ESL population.

Ms. Alvarez asked if the website is exclusive of only representing the agencies that offer adult training who are members of the Executive Board or if partners were included.

Ms. Diaz said that the partners are being included through a link on the website.

Dr. Avila would like to have the website piece agendaize for the next meeting and would like to have information regarding the cost and reasonable timeline to get it done.

Ms. Diaz will be bringing a proposal, timeline, and cost to the next meeting.

Ms. Diaz shared that they reached out to a couple of Spanish radio stations to run the advertisement.

Ms. Rodriguez requested Ms. Diaz to talk with KVCR to run ads and create a commercial spot.

3.6 NEW Three-Year-Plan

Emma Diaz talked about the next phase in the three-year planning cycle proposed draft:

- Expected guidance will be in Spring 2018
- We will have the ability to update and amend the existing plan
- It will align and coordinate with the following plans:
 - WIOA Title 1(workforce) Regional Plans
 - Strong Workforce Program Regional Plans
 - K-12 Local Control and Accountability Plans
 - Community College Plans

Mr. Almendarez asked if the State has K-12 representation on the advisory board. His concern is the timelines for data and budget information do not align.

Ms. Diaz said that the State has not stated yet, other than they will expect another 3 years; there will be an opportunity to ask the representatives from the State in January while attending the Summit in Sacramento.

3.7 Update - Transition Counselors

Emma Diaz gave an update on the transition counselors at the community colleges:

- Crafton - Redlands, Yucaipa, and Crafton met to discuss the hiring of the transition counselor, possible job duties, and work schedule. The next meeting will be October 9,2017 at Yucaipa Adult School. They discussed braided funding EOPS & DSPS.
- Valley – Is working on the position, Emma met with the Dean of Matriculation and Counseling Chair; the next meeting will involve the respective adult school representatives.

4. Discussion items

4.1 County ROP CTE Project and Adult Education CTE Partnerships

Kit Alvarez presented the 11 Elements of High Quality CTE:

1. Leadership at All Levels
2. High-Quality Curriculum and Instruction
3. Career Exploration and Guidance
4. Student Support and Student Leadership Development
5. Industry Partnerships
6. System Alignment and Coherence
7. Effective Organizational Design
8. System Responds to Economic Demands
9. Skilled Faculty and Professional Development
10. Evaluation, Accountability, and Continuous Improvement
11. CTE Promotion, Outreach, and Communication

Ms. Alvarez brought forward the proposal to the IAEC Executive Committee Member to consider funding.

Item to be agendize until more information is put in place and the proper procedure is discussed during the October 27th meeting.

Dr. Avila asked for the source of the information and if districts' representatives receive the information.

Ms. Alvarez said the resource is San Bernardino County ROP and it is broken down by district and districts' representatives do receive the information.

Mr. Almendarez asked for the timeline to be funded. He mentioned that his experience is that the budget is predetermined and it has already been allocated. Quarterly meetings are held to talk about the process and any updates.

Ms. Alvarez said the program is ongoing and she has an unfunded teacher and she could give an acute detailed information of what the shortage is and what the amount would look like. She is unsure about the timeline and could give a 6-month budget for the current year and would be able to prepare and plan a budget for next year.

Ms. Diaz mentioned that CFAD is in May, but are able to do one-time allocations.

Mr. Almendarez recommended revisiting the AEBG rubric.

Mrs. Binks talked to the Executive body to consider looking at the process and in order to be equitable and fair to maybe step back and place a process in place.

Dr. Avila requested to standardize the process for effectiveness when it comes to adding items for discussion or action, by either creating a protocol or updating the bylaws.

Mr. Almendarez recommended board correspondence or privy letters, summarize the content in a paragraph or two and send out before the agenda.

4.2 CRY-ROP

Stephanie Houston talked about what CRY-ROP brings to the Consortium:

- Student Learning Outcomes
- New and Updated Programs
- CRY-ROP Multiplier Effect - 5-year job placement
- College and Career Indicators
- CRY-ROP Workforce & Economic Development Programs 3-year Outcomes
- CRY-ROP 2017 Business and Industry Partner outcomes

4.3 WIOA Grant Update

Emma Diaz asked if anyone had any questions to prepare them for WIOA. Mitch Rosin will be here for the October 27th meeting to answer any questions.

Mrs. Binks asked for legislative updates that go along with specific funding.

5. **Old business**

5.1 None

6. New business

6.1 Adult Education Field Team Representative

Motion: Moved by Cali Binks, seconded by Jerry Almendarez to approve IAEC Director Emma Diaz to apply and work with the State as an Adult Education Field Team Representative with a 3-year commitment; travel costs will be paid for by the Consortium **Yea:** Jerry Almendarez, Kit Alvarez, 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:

- September 25: CASAS/TOPSPRO Training (Valley College)
- October 12-13: AEBG Directors Conference (Sacramento)
- November 15-16: Hosting State & CASAS Regional Training (Valley College)
- November 17-18: Southern/South Coast Region CCAE (Palm Springs)
- January 22-23: AEBG Summit (Universal City)

7.2 Executive Committee Meeting Dates

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

- October 27, 2017
- December 8, 2017

7.3 Steering Committee/Hub Meeting Dates

Emma Diaz reviewed the dates of the proposed continuance to meet with the Steering Committee, Hubs, and Professional Development:

- Steering Committee Meeting Date: October 19, 2017
- Hubs Meeting Date: October 26, 2017

7.4 “Couch Surfer”/Incarcerated Youth

Cali Binks shared about her meeting in the City of Yucaipa regarding her vision for the 15-25 age group “Couch surfer” population and talked briefly about the incarcerated youth, recidivism, and the re-entry program.

Ms. Alvarez also talked about the re-entry program using the adult Perkins workshop.

7.5 District Student Leadership Summit

Mr. Almendarez thanked Diana Rodriguez, San Bernardino Valley College, and the staff for hosting the District Student Leadership Summit.

8. Adjournment

Upon motion by Cuauhtémoc Avila, seconded by Kit Alvarez, the meeting was adjourned at 9:51 a.m.

The next regular meeting of the Inland Adult Education Consortium Executive Committee will be held on Friday, October 27, 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.