



WEST END CORRIDOR
CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM

*Chaffey Joint Union – Chino Valley Unified – Fontana Unified – Upland Unified – Baldy View ROP
Chaffey Community College*

July 31, 2019 **Meeting Minutes** 12:30 p.m. Chaffey Adult School

- * = Decisions to be made or action items
- ___ = Materials/documents provided

I. Welcome/Introductions

Meeting was called to order at 12:55 p.m.

Members present: Cynthia Gleason, Todd Haag, Carl Hampton, Matt Morin; Others: Dana Galloway, Program Coordinator

Members absent: Adder Argueta, Pamela Salgado

II. Approval of Agenda* *Moved: Matt; Seconded: Cindy. Motion approved.*

III. Approval of Meeting Minutes from May 31, 2019*. *Moved: Matt; Seconded: Todd. Motion approved.*

IV. Public Comment *None*

V. Member Comment

*The new Upland representative to the consortium will be Pamela Salgado, Asst. Superintendent. Dana will meet with her next week to orient her on CAEP and WECC. **Update:** The new Upland USD rep will be Andrew Stager, Coordinator of Adult Education and CTE.*

Carl voiced concerns about the need for HSD students to take CASAS assessments in reading/math that may have nothing to do with the classes they are enrolled in. These assessments are required for CAEP and all WIOA agencies per state policy. Carl suggested that a more meaningful measure of student progress in this program area would be benchmarks based on the number of credits earned. He will write up a draft of his proposal to submit to the consortium.

*Cindy gave out information on the employability skills curriculum they are using at FAS, including the graphic “Employability Skills Framework” and examples of the books they are using **Clarity for Learning and The Teacher Clarity Play Book**. She highly recommends this curriculum.*

Cindy will attend the “Minds the Move Us” career pathways festival (conference) held in Miami next week. After discussion, funds of up to \$2,000 were approved to cover the cost of attendance. Moved: Todd; Seconded: Matt. Motion approved.

VI. Consent Items *None*

VII. Three-Year Plan*

Dana has made final corrections on the Plan and distributed hard copies. Although the Plan was submitted in June, a final vote of approval was taken. Moved: Carl; Seconded: Matt. Motion approved.

VIII. Annual Plan

The 2019-20 Annual Plan must be written from scratch, since it is based on the recently created 3-Year Plan. Dana is in the process of writing and will send drafts to the members by mid-week. Members should keep in mind that they will select strategies from this plan for their 19-20 Budgets & Work Plans. Please submit any comments by Friday, August 9. The Annual Plan is due on August 15.

IX. Consortium Postcard draft

Dana gave out copies of the latest draft. Corrections are still being made. Members are asked to review their sections and let Dana know of any changes this week. She intends to include pictures from several different schools.

X. Approval of funds*

Registration and all related travel expenses were approved for the following events. Moved: Cindy; Seconded: Todd. Motion approved.

- *Minds that Move Us, Aug. 6-8, Cynthia Gleason: Up to \$2,000*
- *CAEP Director's Event, Sept. 27, Todd, Matt, Dana*
- *CAEP Summit, Oct. 29-30, Member reps, Dana, Laura Alvarado, Ruzanna Hernandez*
- *ACSA State Conference, Member reps, Dana*

- *CCAIE Southern Section Conference, Oct. 18-19: Registration and travel expenses as specified below. Moved: Cindy. Seconded: Matt. Motion approved.*

Registration, 1 night hotel, mileage, up to 5 participants per school.

Discussion is ongoing regarding compensation of hourly teachers and subs. This will be continued at the next meeting. Todd suggested consideration of a stipend model, as the accounting can get extremely complicated.

XI. WestEd Proposal* (Greg Hill Jr. via Zoom)

*Greg presented Scope of Work (SOW) documents regarding "Big Buckets": **Communications Plan, Data System Quality Improvement and Professional Development, and Ongoing Technical Assistance and Implementation Support.** The group asked for clarification on what the outcomes, timelines and fees would be. After discussion of consortium needs and goals, Greg will reconsider the proposals and contact us next week for further discussion.*

XII. Request for WEC participation in sharing data for doctoral study from Thoibi Rubliatus, CNAS

Not discussed due to time limitations; Dana will email members.

Information Items- Announcements/Calendar of Events:

New Materials: School Fact Sheets (to be updated with 18-19 statistics)
 Map "Distance from AJCC" Thank you, Adder.

August 1: Inland Consortium PD Event, SBVC
Sept. 27: CAEP Directors' Event, Sacramento
October 18-19: CCAE Southern Section conference, Palm Springs
Oct. 29-30: CAEP Summit, Orange County (Consortium presentations and FAS presentation accepted.)
November 7-9: ACSA State Conference, San Francisco
November 22-23: CCAE South Coast conference, Palm Springs

Possible fall GED conference at Chaffey Adult School
Not discussed due to time limitations; Dana will email members.

Upcoming Deliverables:

Aug 1: Student data due in TOPSPro (Q4) FINAL
Aug 15: Annual Plan due in NOVA
Aug 26: Data and Accountability close out and Practice with Promise
Sep 1: 17/18 and 18/19 Member Expense Report due in NOVA (Q4)
Sep 1: July 1, 2018 to June 30, 2019 expenses by program area due (estimates only) in NOVA
Sep 30: 17/18 and 18/19 Member Expense Reports certified in NOVA (Q4)
Sep 30: 19/20 Member Program Year Budget and Work Plan due in NOVA

Next regular meeting: **September 11**

Meeting Dates: October 23 **16**, December 11, (2020) January 15, February 26, April 8, May 6

Materials:

WEC Minutes, May 31, 2019
3-Year Plan
WestEd SOW Documents
School Fact Sheets
Map "Distance from AJCC"

*Meeting adjourned at 3:45
Respectfully submitted by Dana Galloway*