



WEST END CORRIDOR
CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM

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

Meeting Minutes

December 11, 2019, 12:30 p.m. Chaffey Adult School

* = Decisions to be made or action items

___ = Materials/documents provided

I. Welcome/Introductions

The meeting was called to order at 12:30 p.m. Visitors from the San Bernardino County Office of Education were introduced: Stephanie Houston, Asst. Superintendent, Innovation and Engagement; Cindy Prentice, Program Manager, SBCSS-ROP. Members Present: Todd Haag, Cynthia Gleason, Carl Hampton, Andrew Stager, Rose Bomentre, Matt Morin. Others: Dana Galloway.

II. Approval of Agenda*

Moved to approve with no changes: Matt; Seconded: Cindy. Motion approved.

III. Approval of Meeting Minutes from October 16, 2019*.

Moved to approve with no changes: Rose; Seconded: Andrew. Motion approved.

IV. Public Comment

County Office visitors were invited to comment. Stephanie Houston is the new administrator in charge of a new division at the County Office and she is reaching out to all consortia in the county to see how her branch can support our goals. SBCOE has resources, such as business outreach, that can expand the consortia network, increase communication, and intensify the impact we have in our communities. Cindy Prentice will serve as our liaison to the County Office.

V. Member Comment

None.

VI. Consent Items

None.

VII. Agency updates

BVROP- *Supply Chain class did not start on Oct. 28 because there were only 6 students. The new start date will be in January. Information/materials requested to be sent to the adult schools so they can publicize this opportunity. Rose will send out tools for recruitment.*

VN and MA completion ceremonies were held in October and November. New cycles are: VN – February; MA – March. CASAS testing and WSCS curriculum will be integrated into MA class, but not Supply Chain as previously planned.

There is a COE/WASC review coming up for BVROP.

Youth Mental Health First Aid: Will be offered to parents or any interested adult. Some school districts already do this in-house. The County Office is mapping this and can help coordinate.

Marketing employee: CAEP funding is no longer used for this position. It is used for MA and Supply Chain teacher salaries, and for the testing proctor.

CAS- *Medical Healthcare Interpreter and Instructional Aide programs are providing career training opportunities for many students, including some enrolled in the ESL program.*

CVAS- *A ceremony celebrating the first HVAC graduates was held on Nov.22; a new cycle starts in January and is already full. 150 students have been through the EMT program. Fire Tech classes are planned for the near future. Basic Excel classes are attracting a lot of personnel from CVUSD.*

FAS- *FAS is working on articulation with Chaffey College and connections to the community. They have success with their MA and Education pathway (Paraprofessional.) They are also looking at how to serve students who are interested in starting a business (Entrepreneurship strand.)*

Connection/Transition strategies include: College mentors, PBIS (Positive Behavior Intervention Strategies) training, field trips to Chaffey College, partnerships with libraries and others, employer visits to the school, immigration presentations, and student recognition ceremonies. There was a short discussion on how to serve students who come to our schools with advanced/professional degrees.

UAS- *Upland is working on program maintenance and growth. They are now offering a Family Support class and are looking at strengthening ties with the continuation school so that district non-grads will enroll seamlessly at the adult school.*

Chaffey College- *Laura Alvarado is now the full-time Assistant Director of Adult Education. Nicole Ramos has been hired as the 20-hour per week counselor that will meet with adult school students.*

VIII. Report on ESL Event: Dec. 6

Dana reported that the ESL Curriculum Institute was a success; relationships among faculty were formed and strengthened; adult school and college teachers have a much better idea of each other's programs and students. Curriculum, placement criteria and student work were all examined and a conclusion was reached regarding where a student would be placed in the college system when completing the highest ESL class at an adult school. This may be different depending on the school. Dana provided materials that were used by participants and will send out notes from the event.

Next steps *See notes.*

Reimbursement procedures *Sign-in sheets and payment guidelines have been sent to all participants and copied to corresponding member reps.*

Dana asked members to consider if a larger PD event should be planned for the spring, possibly including teachers in other areas. Todd is interested in something that will benefit CTE teachers, but due to schedules, this is a hard group to convene. Rose mentioned the Career Pathways Leadership Certification training for CTE teachers. Stephanie Houston mentioned (CATEMA[®]) Career and Technology Education Management Application for managing articulation

credit information relating to courses, classes, school districts, high schools, teachers, counselors, college registrars, college advisors, and students. Ideas will be discussed at the next meeting.

IX. Fiscal Update (Todd)

A recent email was sent to all CAEP agencies indicating that the first 6 months of funding (July – Dec. 2019) would arrive this month; after that, it will arrive monthly.

Dana reported that all members except two have submitted Q1 expenses; the others have some complications and are working on it. Certification must be done by Dec. 31.

Approval of funds as necessary*

*Discussion of upcoming expenses and a motion was made to approve funds to cover attendance per past guidelines at the conferences in bold below under **Upcoming Events**. Moved: Carl; Seconded: Matt. Motion approved. The following points were noted: CAEAA is for admin only; there is a new admin “boot camp” on the 29th for an extra cost. For Legislative Day and the CCAE State Conference, participants should be members. CAEP funds cannot be used to cover membership fees. For Legislative Day, select students carefully and prepare them. Todd has guidelines he can send out. Don’t send more than a few staff members; legislators want to hear from students.*

X. Legislation Update (Matt)

Guided Pathways- *Matt, Laura Alvarado and Dana met with the regional Guided Pathways coordinator, Leslie Valmonte. We are now in the process of discussing how adult education fits into this legislation.*

Other-

XI. Debrief:

CCAЕ Southern Section Conference

CAEP Summit *Carl commented that the keynote speakers spoke on topics that were useful but not directly related to the work we do every day. Breakout sessions were much more focused.*

Chaffey College Superintendent’s/Principal’s Breakfast

ACSA State Summit

CAEP Data “Roadshow”, SBVC

XII. WECC Website Updates (Dana)

Updates have been made to the Leadership tab and other parts of the website. Some modifications have been made so it is more user-friendly. Dana is looking into how to transfer the website (previously managed by AES) and she will update the narrative.

XIII. Data System Quality Improvement and PD report (Greg Hill Jr., WestEd)

Greg Hill Jr. was unable to attend today; the report has been sent to member reps by email.

Mid-year data review *It was decided that the mid-year data review report will take place at the next leadership meeting.*

XIV. Other

Stephanie mentioned the workforce partner survey that has been undertaken by RCC. Dana has already forwarded the link to member reps. Our input would be helpful and is due by Dec. 20.

Rose recommended the Southern Region Student Wellness Conference; it will be held in July in the Palm Springs area.

Information Items- Announcements/Calendar of Events:

Upcoming events:

January 24:	CASAS EL Civics workshops start
January (29), 30-31:	CAEAA State Conference, Sacramento
February 5:	(TE Networking, CNAS)
February 12:	WIOA/ACSA Networking, RCOE
February 28:	MIS Data Training, SBVC
April 21-22:	Legislative Day, Sacramento
April 23-25:	CCAIE State Conference, Sacramento
June 23-25:	CASAS Summer Institute, Garden Grove

WECC Leadership Meeting Calendar: (2020) January 15, February 26, April 8, May 6

Upcoming Deliverables:

December 2019

- **Dec 31:** 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

January 2020

- **Jan 31:** Student Data due in TOPSPro (Q2)

February 2020

- **Feb 28:** Preliminary allocations for 2020-21 and 2021-22 released by this date

March 2020

- **Mar 1:** 17/18 and 18/19 and 19/20 Member Expense Report due in NOVA (Q2)
- **Mar 1:** Close out of 17/18 Member Funds due in NOVA
- **Mar 31:** 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia by NOVA (Q2)
- **Mar 31:** Close out of 17/18 funds in NOVA certified by Consortia in NOVA
- **Mar 31:** End of Q3

Next regular meeting:

January 15, 2020

Materials attached:

Notes from ESL Curriculum Institute

Update from Greg Hill Jr. re: Data System Improvement project