



CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM

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

Executive Committee Meeting Agenda

February 24, 2021 12:30 p.m. Via Zoom

Please contact the Program Coordinator, Dana Galloway (dana.galloway@cjuhsd.net; 909-391-5365), for information on providing public comment at this meeting.

* = Vote to be taken or action item
___ = Materials/documents provided

- I. Welcome/Introductions

- II. Approval of Agenda*

- III. Approval of Meeting Minutes from January 13, 2020*. Member reps present: Cindy Gleason, Todd Haag, Matt Morin, Andrew Stager, Carl Hampton

- IV. Public Comment

- V. Member Comment

- VI. Consent Items

- VII. Professional Development
Teacher Networking Event, February 25. Confirm responsibilities of each school/member.


- VIII. LMS update*
Purchasing Canvas site licenses (Matt)
Request for information from CAEP (email dated Feb. 19)

- IX. Enrollment Data Report
 - Update with data from Q1, Q2 (S1)
 - School fact sheets
 - Data Group meeting March 8 (M. Teske, CASAS re: WIOA II E & E survey)

- IX. PR/Marketing*
 - Does the group want to move forward with either Spectrum or N&R Publications?

- X. Fiscal Planning*
 - Approval of funds from consortium-wide account to attend CASAS SI (\$175/pp)
 - Approval of funds from consortium-wide account to attend CCAE State Conf. (\$50/pp, \$200/2-10 staff; \$300/11-30 staff)
 - Discussion of COLA (see <https://caladulthood.org/DownloadFile/11110>) and 2020-21 CFAD, due May 2.

- XI. Other/Updates
 - WECC website rebuild
 - Educational Opportunity Centers (EOC) Grant; letters of participation/support from members
 - Leg Day: Student stories, videos

- XII. Announcements/Reminders
 -  Q2 expense reporting and closeout of 2018-19 funds due **March 1**. Check your FIFO report in the Fiscal Reporting section of NOVA. Figures should represent cumulative expenses (YTD).

Information Items/Calendar of Events:

Upcoming events: (To register for most state events, go to: <https://caadulthoodtraining.org/>)

(All meetings virtual)

Feb. 26, 5 p.m.	CCAIE So. Section Awards
Mar. 2, 1-2 p.m.	CA Statewide WIOA II networking meeting
Mar. 3-5	OTAN TDLS (Technology and Dist. Learning Symposium)
Mar. 17, 9 a.m.	WIOA II/ACSA (Todd)
Apr. 19-20	CCAIE Legislative Days
Apr. 21-23	CCAIE State Conference

EL Civics “Conference” (CASAS) is ongoing on Fridays. See: [playlist at the CASAS YouTube Channel](#)

Upcoming Deliverables:

February 2021

- **Feb 28:** Preliminary allocations for 2021-22 and 2022-23 released by this date.

March 2021

- **Mar 1:** 18/19 and 19/20- and 20/21-Member Expense Report due in NOVA (Q2)
- **Mar 1:** Close out of 18/19 Member Funds due in NOVA
- **Mar 31:** 18/19 and 19/20- and 20/21-Member Expense Report certified by Consortia in NOVA (Q2)
- **Mar 31:** Close out of 18/19 funds in NOVA certified by Consortia in NOVA
- **Mar 31:** End of Q3

April 2021

- **Apr 30:** Student Data due in TOPSPro (Q3)

May 2021

- **May 2:** CFAD for 2021-22 due in NOVA

June 2021

- **Jun 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3)
- **Jun 30:** End of Q4

Next regular meeting:

April 7, 2021

Documents/Materials:

CAEP COLA 20/21 and 21/22: <https://caladulthood.org/DownloadFile/1110>

Fiscal Planning Worksheet 2021

WECC Allocation Revision Worksheet

Consortium Allocations Planning History