



**WEST END CORRIDOR**  
**CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM**

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

**Meeting Agenda**

May 8, 2019, 12:30 p.m. Chaffey Adult School

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

- I. Welcome/Introductions
  
- II. Approval of Agenda\*
  
- III. Approval of Meeting Minutes from April 23, 2019\*. Member reps present: Cindy Gleason, Todd Haag, Carl Hampton, Matt Morin, Aaron Dover, Adder Argueta  
Others: Dana Galloway (Program Coordinator)
  
- IV. Public Comment
  
- V. Member Comment
  
- VI. Consent Items
  
- VII. Outreach & Marketing\*  
Review of school fact sheets  
Information regarding other forms of advertising  
Shall we do a targeted mailing for the summer?
  
- VIII. Data Group meeting: May 1  
Question: What constitutes a CTE milestone/certificate?  
Next meeting June 5. Please convey ideas/questions/concerns to your Data Groupie.  
New data available on CAEP website.

- IX. Future Professional Development\*  
 ESL PD date and location  
 CTE event?  
 August 1 PD event at SBVC/Inland Consortium. Free event. Will teacher pay and mileage be covered by CWF? (*registration link has been shared with reps*)
  
- X. Calendar Planning\*  
 Future meeting dates: Meeting date prior to 3-Year Plan submission?  
 Summer meeting date: TBD  
 2019-20 proposed meeting dates: July 31, September 11 (Dana gone,) October 16, December 11, January 15 (2020,) February 26, April 8, May 6
  
- XI. Census pilot  
 See email from Neil Kelly. Webinar to be held on May 10.
  
- XII. Review of approved funds\* (*for clarification purposes*)  
 ESL Teacher Networking Event: 4 hours teacher pay + mileage (*sign-in sheets sent out*)  
 CCAE Consortium ESL presentation: Debbie Haag (CAS), Lisa Pinell-Hernandez (FAS), Alisa Kuhns (CVAS) – 3 planning meetings at **2 hours each** (2/21, 3/14 and 4/9) + 4 hours prep time  
 CASAS Summer Institute: Registration, travel, hourly rate (depending on the employee)
  
- XIII. Renewal of contract with Dana M. Galloway LLC\*  
 See [Program Coordinator Tasks/Accomplishments](#)
  
- XIV. Debrief  
 CCAE State Conference and consortium ESL presentation  
 Todd: Legislative Day, Sacramento
  
- XV. Workforce Development Board MOU for WIOA  
 Todd: Comment
  
- XVI. Three-Year Plan (WestEd, Greg Hill Jr.)\*  
 Revisit [WestEd proposal](#) for: 3-Year Plan; ongoing support 2020 – 2023  
 Discussion of regional needs, 3-Year Plan outline  
 Schedule meetings with member reps
  
- XVII. Other

**Information Items- Announcements/Calendar of Events:**

June 6: WDB Staff Training, Highland  
June 11-13: CASAS Summer Institute, Orange County  
Oct. 29-30: CAEP Summit, Orange County (*current call for proposals*)  
Oct. ?? CCAE Southern Section Conference, TBD  
Nov. 7-9: ACSA State Summit, San Francisco  
Nov. 22-23? CCAE South Coast Conference, Palm Springs

**Upcoming Deliverables:**

Jun 7: Three-Year Plan  
Jun 30: 17/18 & 18/19 member expense report certified by consortia in NOVA (Q3)  
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 (Jim F. will write)  
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

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Next regular meeting: TBD

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**Materials:**

School Fact Sheets (draft)  
Email re: Census Pilot  
Program Coordinator Tasks/Accomplishments  
WIOA Memorandums of Understanding  
WestEd Proposal