



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 Agenda

September 11, 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 July 31, 2019*. Member reps present: Cindy Gleason, Todd Haag, Carl Hampton, Matt Morin; Others: Dana Galloway (Program Coordinator;) Greg Hill Jr. (WestEd) via Zoom
Absent: Adder Argueta, Upland USD rep
- IV. Public Comment
- V. Member Comment
Upland Unified representative will be Andrew Stager, Coordinator of Adult Education and CTE Programs.
SB 554 Update (Matt)
Meeting norms (Matt)
2 - 2.5 year spending time limit on CAEP funds (Matt)
Proposal regarding testing HSD students vs. benchmarks based on credits earned (Carl)
- VI. Consent Items
- VII. Annual Plan
Hard copies for distribution to members. Please file these in the binders provided with your 3-Year Plan. You will chose from the strategies in the Annual Plan for your upcoming Budget & Work Plan.

VIII. Consortium postcard
Copies for distribution to members

IX. WestEd contract*
Discussion and vote on proposals

X. Reimbursements

Should we add guidelines to the by-laws?

- Agency staff should always get permission to submit proposals and attend conferences in advance from their consortium rep (if expenses will be covered by the consortium.)
- Agency staff should not contact Dana directly to ask if a conference is reimbursable. These requests should come through the member rep. for approval by the group.
- Will it be easier to reimburse for some conferences via stipend (rather than hourly pay?)
Todd
- Please invoice CJUHSD for all expenses from all staff who attended a given event in one invoice all at once, if possible. (Sending in multiple invoices for the same event is extremely confusing.)

XI. Upcoming possible PD events
ESL, CTE, Data, anything else?

XII. Approval of funds*:

San Bernardino County Directors' Networking at CAS, Oct. 10, 2019 (lunch, snacks, drinks)
Attendees: West End Corridor, Inland, Barstow, Victor Valley, Morongo and River Consortium directors + CASAS trainer. Not expected to exceed \$200.
Furniture for Program Coordinator office; laptop computer

XIII. Request for WEC membership participation in sharing adult school data (anonymous) for doctoral study from Thoibi Rubliatus, Corona-Norco Adult School principal.

XIV. Other

Information Items- Announcements/Calendar of Events:

Upcoming events:

Sept. 13	GED Teacher Training at Chaffey Adult School
Sept. 27	CAEP Directors' Event, Sacramento (Todd, Matt, Dana)
Oct. 18-19:	CCAIE Southern Section Conference, Palm Springs
Oct. 29-30:	CAEP Summit, Orange County (<i>WECC presentation</i>)
Nov. 7-9:	ACSA State Summit, San Francisco

Nov. 22-23

CCAE South Coast Conference, Palm Springs

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

***Please confirm date of October meeting.*

Upcoming Deliverables:

- Aug. 26:** D & A fund closed out and Practice with Promise submitted (see hard copies)
- Sep 1:** 17/18 and 18/19 Member Expense Report due in NOVA (Q4)
Now due if you have not submitted this yet.
- Sep 30:** 17/18 and 18/19 Member Expense Reports *certified by consortium* in NOVA (Q4)
- Sep 30:** 19/20 Member Program Year Budget and Work Plan due in NOVA
Cannot be started until Q4 is certified for the whole consortium so there is some flexibility here (a few weeks.)
- Oct. 30** 19/20 Member Program Year Budget and Work Plan **must be certified by consortium** in NOVA
- Oct. 31** Q1 Student data (CAEP DIR from TOPSpro)

Next regular meeting: **October 16, 2019**

Materials: Annual Plan
Consortium Postcards
WestEd Proposals
Data & Accountability: Final Close-Out & Practice with Promise