



**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*

**Executive Committee Meeting Minutes**

May 6, 2020, 12:30 p.m. Via Zoom

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

I. Welcome/Introductions

*Members present: Todd Haag, Matt Morin, Cindy Gleason, Andrew Stager, Rose Bomentre, Carl Hampton. Others: Dana Galloway, Greg Hill Jr., Laura Alvarado*

II. Approval of Agenda\*

*Matt moved to approve the agenda with no changes; seconded by Andrew. The motion was unanimously approved.*

III. Approval of Meeting Minutes from April 8, 2020\*. Member reps present:

*Cindy Gleason, Todd Haag, Carl Hampton, Matt Morin, Rose Bomentre, Andrew Stager  
Carl moved to approve the minutes as written; seconded by Andrew. The motion was unanimously approved.*

IV. Public Comment *None.*

V. Member Comment *None.*

VI. Consent Items *None.*

VII. Renewal of contract with Dana M. Galloway LLC, Program Coordinator\*

*Dana excused herself from the meeting and there was discussion of renewal of the contract for the 2020-21 program year. Terms of the contract are the same as in the past, with the total not to exceed \$80,000. Matt moved to approve the contract for 2020-21; seconded by Carl. The motion was unanimously approved.*

*Dana asked if it would be beneficial for the Consortium to authorize the cost of Zoom pro version at \$149.99. Rose suggested that we look into Google Meet which is free and we probably already have access.*

VIII. Report on student assessment: CASAS pre-/post-testing; EL Civics assessment

Webinars held April 30 and May 4; See CASAS website: [casas.org](http://casas.org)

*Dana gave a brief update on the CASAS webinars held on April 30 and May 4 regarding EL Civics Co-aap assessment/CIT tests, and remote pre-/post-testing, respectively. EL Civics assessment requires the lowest level of security and can be adapted, but CASAS tests are more complicated. They may be administered one on one, or up to 5 students per proctor. Amendments must be made to the Local Assessment Policy, proctors must be trained, and there are minimum technology requirements for students as well as proctors. CASAS recommends practicing with staff first, then to try testing a limited number of students. This is not a requirement and CDE understands that many agencies won't be able to do anything this program year. Up-to-date information and required forms can be found on the CASAS website (casas.org).*

*Dana also reported that CDE is aware of the fact that many agencies are concerned about how the inability to test students will affect learning gains and payment points. CDE does not want agencies to be negatively affected and will look at other indicators of success or past performance when determining grant awards. This will be done in the fall once all final data has been submitted.*

IX. Report on summer programs at schools

- *Baldy View ROP has new cohorts of VN and MA students set up with distance learning until conditions change.*
- *Chaffey College will be entirely online in the summer and fall. Virtual counseling is around the corner.*
- *Chaffey Adult School will serve district bridge students and non-grads from the high schools, as well as GED prep students, with distance learning through June. ESL students will continue to have access to Burlington English over the summer.*
- *Chino Valley Adult School will continue through May with online education. They are off in June and return mid-July for the new school year.*
- *Fontana Adult School has adapted a variety of courses for online delivery and will continue with many of these in the summer, including ESL. They will enroll new students as appropriate.*
- *Upland Adult School is planning to continue some ESL classes through the summer in a modified format.*

X. Update on the fiscal situation in CA regarding AE funding

Contingency plan if we must meet in May or June to revise allocations due to budget cuts\*  
What are working schedules and vacation plans?

*Dana gave a brief report of what she has heard in CAEP webinars and office hours. We should be prepared for the possibility that our funding will be cut, perhaps just the COLA or maybe even more. You are all encouraged to contact legislators regarding adult education funding. Guidance and tools have been provided by CCAE, CAEAA and COABE. Neil Kelly asked that we all have a "contingency plan" for meeting during the summer should it be necessary to revise allocations. We will have more information after the May revise on May 15, although with so many unknowns, there could even be changes well into the program year. AE funds cannot be taken ("flexed") by K-12 districts; this would require a change in legislation. Whatever happens, it is the goal of CAEP to get the funds out to consortia in a timely manner, no later than September.*

XI. Pending projects for the fall:

- Continue with WestEd on data improvement project and/or other
- Focus groups: AE students who have transitioned to Chaffey College (Laura A.)
- Best Practices symposium: Involve assistant principals?

HSE teacher training: To be rescheduled

*Dana mentioned that the projects listed are on the horizon for the next program year and will be discussed in more detail at the next meeting.*

XII. Report from Greg Hill Jr./WestEd on Data Systems Improvement Project  
Report on progress of the Data Group

*Greg Hill Jr. presented some revised college transition data and discussed how this could be interpreted. Regarding the "Measurement Framework" document sent out for comment, he asked members to identify which questions are most important to them. Members commented that they want to see data that will directly relate to program effectiveness and student performance. Data that can be used to evaluate programs and inform where resources should be concentrated would be most useful. Greg will continue to work on this.*

*The Data Group met recently and continues to work on a universal, pared-down update form, both paper and electronic. Dana and Greg communicate weekly or more, as necessary, to coordinate work on the Data Systems Improvement Project.*

XIII. Other

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

Upcoming events:

CAEP Google Group Now; see CAEP newsletter to join  
June 23-25: CASAS Summer Institute, Garden Grove **CANCELLED**  
October 6-7 CAEP Summit, Oakland, CA (possible CAEP Director Event, Oct. 5??)

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Next Meeting: (Format TBD) July 29, 2020

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WECC Proposed Meeting Calendar for 2020-21: July 29, September 9, October 14, December 9, January 13 (2021), February 24, April 7, May 5

**Upcoming Deliverables:**

June 2020

- • Jun 1: 18/19 and 19/20 Member Expense Report due in NOVA (Q3)
- Jun 30: 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q3)
- Jun 30: End of Q4

## August 2020

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2020-21 due in NOVA *Dana reminded member reps that the Annual Plan is a group effort and she will be contacting them for input.*

## September 2020

- **Sep 1:** 18/19 and 19/20 Member Expense Report due in NOVA (Q4)
  - **Sep 1:** July 1, 2019 to June 30, 2020 expenses by program area due (estimates only) in NOVA
  - **Sep 30:** 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q4)
  - **Sep 30:** 20/21 Member Program Year Budget and Work Plan due in NOVA
  - **Sep 30:** End of Q1
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**Materials:** Provided by Greg Hill Jr., WestEd

*Meeting adjourned at 2:55 p.m.*

*Minutes respectfully submitted by Dana Galloway.*