



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

* = Decisions to be made or action items
___ = Materials/documents provided

I. Welcome/Introductions

Meeting was called to order at 12:50 p.m.

Members present: Cynthia Gleason, Todd Haag, Adder Argueta, Carl Hampton, Matt Morin, Aaron Dover; Dana Galloway, Program Coordinator; Greg Hill Jr., WestEd

II. Approval of Agenda* *Moved: Cindy; Seconded: Adder. Motion approved.*

III. Approval of Meeting Minutes from April 23, 2019*. *Moved: Aaron; Seconded: Adder. Motion approved.*

IV. Public Comment *None*

V. Member Comment

Carl commented on discussion at the state level of possibly prohibiting K-12 adult programs from charging fees for CTE classes. This may also be tied to the extra money that is being requested (\$110 million.) Discussion took place of how this would affect our programs. Dana has heard very little on this issue and will try to find out more.

VI. Consent Items *None*

VII. Outreach & Marketing*

Dana distributed draft copies of the school fact sheets that Andi Johnston at BVROP has been working on. Revisions are still being made, but Dana is verifying all information with member reps or using what was reported to the state in 2017-18. The fact sheets can be used by members for their own

purposes or for other events such as Legislative Day. Dana will send copies to the CCAE lobbyist, Dawn Koepke, as she has requested them from all adult programs.

Adder announced that Andi is leaving BVROP for a new position. All members wished her luck. Her replacement is Sam Smith, and he will be brought up to speed on the work Andi has been doing for the consortium. Andi has also been working on researching different advertising and outreach options for the consortium. Dana will arrange a meeting with Adder and Sam to follow up on this as well as to finalize the fact sheets.

Discussion continued on whether or not we would like to produce a postcard prior to registration in the summer (exception is CVAS which is on a different calendar.) The feeling is that this may be useful in a generic version (no dates) that could be kept in offices and mailed by each agency in a targeted fashion. Dana will also work with Sam on producing a postcard. There is general agreement that the funds previously spent on producing and mailing the postcard could be better spent on other methods of advertising specific to each community. Greg Hill Jr. discussed how the data WestEd has gathered can identify and target specific populations and geographic areas of need.

VIII. Data Group meeting, May 1

Dana distributed copies of the May 1 agenda for the group so member reps could see the topics discussed. All agencies were represented, including the new member from FAS, Scott Gutman, as well as Greg Hill Jr. The group has examined many areas of concern and members rely on one another for support. Todd visited the group briefly on May 1 and was impressed with how well the members work together for the good of the consortium. Question to be discussed at the next meeting (June 5): How do we define “CTE Certificate?”

A request was made that Dana send out the link to the CASAS CAEP Data Dictionary to all Data Groupies and member reps.

IX. Future Professional Development*

November 15 was agreed on as a tentative date for the next ESL PD event. Time will probably be 8 a.m.-12 p.m., location TBD. Priorities include assessment, placement, mapping, articulation, norming and common descriptions of skill levels. Greg Hill Jr. suggested that we think of this as a “curriculum institute” that will result in consortium-wide coordination and collaboration. Greg, Matt, Dana and Cindy (or other from FAS) will work on the planning.

Discussion of future CTE teacher event. The group asked Adder to look into how this is handled at BVROP, since CTE is their focus.

Dana reminded the group of the August 1 PD event offered by the Inland Consortium at San Bernardino Valley College. This is a free event, but teachers may expect to be paid. There was no discussion of whether this would be covered by consortium-wide funds. Todd suggested that a stipend be offered to pay staff for future PD events, as this is easier than dealing with hourly rates and mileage.

X. Calendar Planning*

*Future meeting dates: **May 31**, 10 – 11 a.m., Zoom meeting with Greg Hill Jr. RE: 3-Year Plan
No June meeting; Happy summer vacation!*

*Meeting schedule for 2019-20: **July 31, September 11, October 16** (Todd has conflict; need to reschedule,) **December 11, January 15, 2020, February 26, April 8** (depending on Lege Day and ACSA,) **May 6***

XI.Census pilot

Dana distributed an email from Neil Kelly requesting consortia participation in the Census 2020 pilot. She will attend a webinar on the subject this Friday, and send more information to members as appropriate.

XII.Review of approved funds

Dana provided clarification of previously approved funds; see Agenda. Correction: CCAE Consortium ESL Presentation should read “3 planning meetings at 2 hours each.”

XIII.Renewal of contract with Dana M. Galloway LLC*

After discussion, the members voted to approve the contract for services for Dana Galloway to continue as “Program Coordinator” for the coming year, July 1, 2019 - June 30, 2020 at terms and scope of work reflective of the 2018-19 contract. Moved: Matt; Seconded: Cindy. Motion approved.

XIV.Debrief

CCAЕ State conference and consortium ESL presentation: Dana commented that the teachers did a great job and many positive comments were received from participants; Todd commented that it was one of the best presentations of its kind he has attended. Congratulations to Ms. Haag, Pinell-Hernandez, and Kuhns.

XV.Workforce Development Board MOU for WIOA

Todd distributed a copy of the most recent directive from the state regarding the MOU process to everyone and asked that they read it over, especially as it relates to coordination and sharing of resources and costs.

XVI.Three-Year Plan (WestEd, Greg Hill Jr.)*

Revisit WestEd proposal for: 3-Year Plan; ongoing support 2020-2023

Greg Hill demonstrated how the data WestEd collected from the consortium can be used. It can tell us where our students live, what the needs are in our communities, and how well we are serving these needs. Greg will send the data out to members soon. Greg and Dana have created a 3-Year Plan folder on Google Drive and Dana is sharing consortium documents and other resources that will go into the plan. Greg will need information from the members (such as community partners, fiscal predictions) and will send them email requests for this information. Dana will be copied on all these communications and may be contacted if there are any questions or problems. Portions of the plan will be sent out for member review and comment as part of an ongoing process. The plan does not need to be too long and should be readable and useable for the consortium. A Zoom meeting is scheduled for May 31 to review the plan for final approval. There will also be discussion at this time of extending our contract with WestEd to include the next 3 years or one year at a time. Greg will provide specific information and costs.

XVII.Other *None*

Meeting was concluded at 3:20 p.m.

Information Items- Announcements/Calendar of Events:

June 6: WDB/AJCC Training (Highland)

June 11-13: CASAS Summer Institute

August 1: Inland Consortium PD Event

Oct. 29-30: CAEP Summit, Orange County (*Possible consortium presentation with college. Dana and Matt will discuss.*)

Upcoming Deliverables:

Jun 7: Three-Year Plan due

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

Next meeting (approve 3-Year Plan):	May 31, 2019 via Zoom
Next regular meeting:	July 31

Materials:

School Fact Sheets (draft)

Email re: Census Pilot

Program Coordinator Tasks/Accomplishments

WIOA Memorandums of Understanding

Respectfully submitted by Dana Galloway