



**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 Minutes**

September 11, 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 12:30 p.m.*

*Members present: Cynthia Gleason, Todd Haag, Carl Hampton, Matt Morin.*

*New member reps introduced- Rose Bomentre, Andrew Stager Welcome to both!*

**II. Approval of Agenda\*** *Moved: Carl; Seconded: Matt. Motion approved.*

**III. Approval of Meeting Minutes from July 31, 2019\*.** *Moved: Todd; Seconded: Carl. Motion approved.*

**IV. Public Comment** *None*

**V. Member Comment**

- *New member representatives: Upland – Andrew Stager, Coordinator of Adult Education and CTE Programs at Upland USD; BVROP – Dr. Rose Bomentre, Asst. Superintendent of Ed. Services. Dr. Bomentre will be approved at the BVROP board meeting later today.*
- *SB 554 Update: (Matt Morin) The bill has passed through committees and is now moving on to the Governor’s desk.*
- *Meeting norms: Revisited meeting norms and agreed that timely arrival and staying on topic are critical to conducting efficient business. Time and length of meetings will remain the same.*
- *2 – 2.5 year spending limit on CAEP funds: (Matt Morin) Discussion about how nothing in the legislation specifies this expectation, although it has been emphasized by CAEP leadership.*
- *Discussion (Carl) regarding testing HSD students vs. benchmarks based on credits earned. The issue should be should be initiated with our regional CDE rep Colby Franklin.*
- *County auditors and the use of CAEP funds for initiating 3-year contracts with vendors; software, licenses etc. (Todd) The legislation allows for this but district and county accounting procedures must accrue or require a yearly payment. In the case of Data & Accountability, these funds had a timeline that a three contract would exceed.*

VI.Consent Items *None*

VII.Annual Plan

*All member reps have a binder with the new **Three-Year Plan** and **2019-20 Annual Plan**. These are also in NOVA and will be on the WECC website soon. Members will work on Budgets & Work Plans in October. These are based on the Annual Plan.*

VIII.Consortium Postcard

*Boxes of the new “generic” postcard were given out to members; more are available if needed.*

IX.WestEd Contract\*

*Proposals considered for collaboration with WestEd on Data Systems Quality Improvement & PD, Outreach/Communications Action Planning, and ESL Curriculum Institute & Ongoing Technical Assistance & Support. After discussion, it was decided to move forward with the **Data Systems** proposal at a cost of \$63,891 for the period of Aug. 1, 2019 through June 30, 2020. Moved: Carl; Seconded: Matt. Motion approved.*

X.Reimbursements

*Todd reviewed guidelines for reimbursements. Members understand the importance of streamlining the process as much as possible due to the fiscal agent structure; specifically, packaging invoices so that they include all related expenses for a given event. Conversation will continue regarding the use of stipends for staff for certain events; also, the possibility of giving each agency an allotment for PD expenses.*

XI.Upcoming possible PD events\*

*Events in the areas of ESL, CTE and Data have been discussed in the past. The Data Group is scheduled to meet on Sept. 25 and will continue to work with WestEd as approved. A date of December 6, 8 a.m. – 12 p.m. was proposed for ESL teachers to convene; details TBA.*

XII.Approval of funds\*

*-San Bernardino County CAEP Directors networking/training at CAS hosted by WECC, Oct. 10. Not to exceed \$200.  
-Laptop computer for Program Coordinator.  
Moved: Matt; Seconded: Andrew. Motion approved.*

XIII.Request for WEC participation in sharing data for doctoral study from Thoibi Rubliatus, CNAS

*Discussion and agreement that this would be acceptable as long as data is anonymous, meets individual district guidelines, and results/conclusions are made available to participants.*

XIV.Other *None*

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

Sept. 13: GED Teacher Training at Chaffey Adult School  
Sept. 18: WIOA/ACSA Networking, Fontana Adult School  
Sept. 19: AJCC Meeting (Rancho Cucamonga)  
Sept. 27: CAEP Directors' Event, Sacramento (Todd, Matt, Dana)  
October 18-19: CCAE Southern Section conference, Palm Springs  
Oct. 29-30: CAEP Summit, Orange County (WECC and FAS presentations)  
November 7-9: ACSA State Conference, San Francisco  
November 22-23: CCAE South Coast conference, Palm Springs

***Upcoming Deliverables:***

**Sep 1:** Q4 (Year End) Member Expense Reports in NOVA ***now due if not already submitted.***  
**Sep 30:** 17/18 and 18/19 Member Expense Reports certified in NOVA (Q4)  
**Sep 30:** 19/20 Member Program Year Budget and Work Plan due in NOVA (*but cannot be started until Q4 is certified.*)  
**Oct. 30** 19/20 Member Program Year Budgets and Work Plans ***must be certified*** by consortium in NOVA  
**Oct. 31** Q1 Student Data (CAEP DIR from TOPSpro)

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Next regular meeting: October 16

2019-20 Meeting Dates: December 11, (2020) January 15, February 26, April 8, May 6

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**Materials:**

Annual Plan  
Consortium Postcards  
WestEd Proposals  
D & A Final Closeout & Practice with Promise

*Meeting adjourned at 2:30 p.m.  
Respectfully submitted by Todd Haag & Dana Galloway*