



Executive Committee Meeting Minutes

December 6, 2023

1:00 – 3:00 p.m.

Chaffey Adult School

*= vote to be taken or action item

I. Welcome/Introductions

Chino Valley: Heather Post

Heather will be the new CVAS member representative following Carl's retirement. She will be the principal at the adult school and Boys' Republic. Although she is currently performing some adult school-related duties, she will be on-site starting in January. Carl has designated Heather as his proxy until she is officially named as CVAS member rep by their school board. Welcome, Heather!

Upland: Sean Delgado

Sean is the new Program Specialist overseeing the adult school. Sean will attend WECC meetings although Andy Stager will continue to be the Upland member representative. Welcome, Sean!

Members present: George Matamala, Cindy Gleason, Carl Hampton; Others: Maria Rodriguez (Chaffey College,) Sean Delgado (Upland,) Dana Galloway (Program Coordinator)

Absent: Andy Stager, Laura Alvarado

II. Approval of Agenda

George made a motion to approve the agenda; this was seconded by Cindy. The motion was unanimously approved.

III. Approval of meeting minutes from October 18, 2023

Member representatives present: Cindy Gleason, Carl Hampton, Andrew Stager, George Matamala, Laura Alvarado

George made a motion to approve the minutes from October 18, 2023. This was seconded by Carl. The motion was unanimously approved.

IV. Public Comment *None.*

V. Consent Items *None.*

VI. Fiscal*

1. Requests for one-time funds. The amount in the consortium-wide fund is currently just under \$800,000, including about \$500,000 in carryover.

Fontana Adult School: Cindy explained the projects for which she is requesting extra funding. FAS is preparing their healthcare pathways rooms (3 & 4) and has not received a response to their inquiry: Can the ELL Healthcare Pathway grant monies be used for this purpose? FAS is also planning modifications to the front office in order to serve students and staff more efficiently. Carl made a motion to approve a one-time allocation of \$100,000 from consortium-wide fund carryover; this was seconded by George. The motion was unanimously approved. After Q1 fiscal reporting is certified, an allocation amendment will be initiated in January to move the funds from CJUHSD.

Other

No other requests were made at this time.

2. Capital Outlay project expenditures planned for 2023-24. Please confirm with Dana. We will need to send a list to the CAEP office.

Members were asked to specify their capital outlay (6000) expenses for the program year. Dana will follow up on this.

VII. WECC Program Coordinator position

Special meeting held November 15. See notes.

Possible models were discussed but no decision was reached at the November 15th meeting. This item will be carried over to the next meeting. In the meantime, Dana will do some more research and ask CAEP TAP about publicizing the position in the newsletter.

VIII. Professional Development

- CALPRO *Supporting Student Transitions to Postsecondary and the Workforce* blended online and in-person training will be hosted by Fontana Adult School. Per CALPRO in November, there were no participants from Chaffey, Chino or Upland adult schools. Please register by Feb. 15 at [caadulthoodtraining](#) website below. See [flyer](#).

Members are planning for this event: Chaffey Adult School is sending a team of 3; Chino Valley and Upland will work on it.

- Proposed Burlington English event.

Burlington English has offered to organize and finance a consortium PD event next spring or fall. The Burlington schools (CAS and FAS) are interested in planning an event in late July or August before school starts. Dana will coordinate with Kim Wanner, our local Burlington representative.

IX. Information Items

- Data Reviews have been completed. Principals should understand how to use these reports on an ongoing basis. Please see WECC website *Groups & Events* for Data Group agendas, notes, and resources (such as CAEP Outcome Reference Sheets.)
- The Student Acceleration & Transition Team met on Nov. 2 at Chaffey Adult School. See [notes](#).

All agreed that this was a good opportunity to reconnect and share information.

- CVAS held a teacher visit with FAS on November 2 at Chino Valley.

This event was considered successful and there are plans for CVAS teachers to visit FAS.

X. Site Reports

- Chaffey College
- Upland Adult School
- Fontana Adult School
- Chino Valley Adult School
- Chaffey Adult School

There was no reporting at this time.

Calendar of Events

To register for most state events, go to: <https://caadultedtraining.org>

December 5, 1:00 – 2:00 p.m.	CA Statewide WIOA II Networking (virtual)
December 6, 9:00 a.m. - 1:00 p.m.	ACSA/WIOA Regional Meeting, Corona-Norco Parent Ctr.
December 8, 4:30 – 6:30 p.m.	Carl's retirement celebration, CVAS
January 24, 9:00 a.m. - 12:00 p.m.	ACSA/WIOA Regional Meeting, Chaffey Adult School
February 8 – 9	CAEAA State Conference, Sacramento
February 15	Deadline to enroll in CALPRO blended training at FAS
May 9 – 11	CCAIE State Conference, Anaheim

WECC Meeting Calendar for 2023-24: January 17, February 21, April 3, May 1

Upcoming Deliverables

December 2023

- **Dec 1:** Program Area Report: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 1:** 21/22, 22/23 & 23/24 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

January 2024

- **Jan 31:** Student Data due in TOPSPro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

February 2024

- **Feb 28:** Preliminary allocations for 2024-25 and 2025-26 released by this date.

March 2024

- **Mar 1:** 21/22 and 22/23 and 23/24 Member expense report is due in NOVA. (Q2)*
- **Mar 31:** 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) *
- **Mar 31:** End of Q3

April 2024

- **Apr 30:** Student Data due in TOPSPro (Q3)

- **Apr 30:** Employment and Earnings Follow-up Survey

May 2024

- **May 2:** CFAD for 2024-25 due in NOVA *

Materials provided:

Special Meeting notes, Nov. 15

CALIPRO event flyer

Transition Team notes, Nov. 2

The meeting was adjourned at 2:40 p.m.

Minutes respectfully submitted by Dana Galloway.