



Minutes of the AEBG Consortium

Friday, February 3, 2017 1:00-3:00 PM

Location: Ojai Unified School District, Adult Education, 414 East Ojai Ave., Board Room, Ojai 93023

**Member Representatives:**

	<b>Present</b>	<b>Absent</b>		<b>Present</b>	<b>Absent</b>
M. Arso	<u>x</u>	_____	F. Friend	_____	<u>x</u>
B, Beckett	<u>x</u>	_____	K. Greaves	<u>x</u>	_____
P. Castleman	<u>x</u>	_____	H. Herzog	<u>x</u>	_____
H. Correa	<u>x</u>	_____	M. Sanders	<u>x</u>	_____
S. Cvijanovich	<u>x</u>	_____	C. Vang-Walker	<u>x</u>	_____

\*CC = Conference Call attendance

**Guests Present:**

Facilitator: Greg Hill, Jr.

Recorder: Kathy Walker

Meeting commenced at: 1:04 PM

**Minutes**

**OPEN SESSION**

*This session is open to Member Representatives and invited guests.*

#	Summary of Topic	Action
1	<p><b>Greg Hill, Jr. Opened the meeting and asked that members introduce themselves.</b></p> <ul style="list-style-type: none"> <li>• Kathy Greaves was introduced as the new representative from Oxnard Union High School District, Adult School</li> <li>• Members reviewed the agenda and gave consensus for approval.</li> <li>• No topics were submitted for open discussion</li> </ul>	
2	<p><b>Motion 1</b> Motion to approve the minutes from 1/13/17 was made by Mike Sanders and seconded by Pam Castleman.</p> <p>All present - Yes; Opposed - None; Motion approved</p>	
3	<p><b>Correspondence and Events:</b></p> <ul style="list-style-type: none"> <li>• Greg thanked everyone for their help with data summary and expenditures reports.</li> <li>• Information was shared with members regarding the upcoming CASAS training schedule. Kathy to send members the link to AEBG training schedule.</li> </ul>	<ul style="list-style-type: none"> <li>• Kathy to send link to AEBG training schedule.</li> </ul>
4	<p><b>Motion 1</b> Consent Items:</p> <ul style="list-style-type: none"> <li>• <b>Budget revision for Fillmore - 2015-2016 and 2016-2017</b> <ul style="list-style-type: none"> <li>○ <i>Rationale (2015-2016): FUSD expended the funds to purchase equipment, including student use laptops and visual display devices (Smart Boards) and consultants to support the implementation of this new school. Classes started later than anticipated with the original budget submission.</i></li> <li>○ <i>Rationale (2016-2017): Budget estimates have been revised to reflect year-to-date actual staffing and projected salary costs through year end.</i></li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>● <b>Budget revision for VCOE - 2015-2016</b> <ul style="list-style-type: none"> <li>○ <i>Rationale: Budget estimates have been revised to reflect year-to-date actual staffing and projected salary and other costs through year end.</i></li> </ul> </li> <li>● <b>No-cost extension of WestEd Contract</b> <ul style="list-style-type: none"> <li>○ <i>Discussion: It was shared that the budget revisions for both Fillmore and VCOE were minimal. Greg Hill, Jr. shared that the WestEd Contract was scheduled to end 2/28/17. The no-cost extension would take the already approved contract for Greg Hill, Jr. and Kathy Walker through June, 2017, at no additional cost; this would include the planning portion of Annual Plan. Members can then decide how they want to proceed with their organizational structure. Without an extension the contract would end 2/28/17.</i></li> </ul> </li> <li>● Motion was made by Mike Sanders and seconded by Becky Beckett to approve the consent items as listed:</li> <li>● The following members approve the motion: M. Arso, B. Beckett, P. Castleman, S. Cvijanovich, K.Greaves, T. Herzog, M. Salders, C. Vang-Walker; Opposed - None; Abstained - H. Correa (did not have enough information to vote on this item);</li> <li>● Motion passed</li> </ul>	<ul style="list-style-type: none"> <li>● Kathy to send Holly Correa WestEd Contract and approval minutes.</li> </ul>
5	<p><b>Reports of Activities / Discussion:</b></p> <ul style="list-style-type: none"> <li>● Member comments were sent collectively regarding the Workforce Dev. Plan</li> <li>● VCAEC Expenditure and Activities report was submitted appropriately on 1/31/17.</li> <li>● Information regarding TOPsPro/CASAS was shared by Greg Hill, Jr.</li> <li>● Members expressed challenges: if you have CTE programs that are using CASAS tests it may cause issue for AEBG data that is needed.</li> <li>● This consortium was established with each member having autonomy.</li> <li>● Tammy Herzog shared her question regarding establishing an appropriate class to record attendance hour for Moorpark Adult School's PIQE Program. <ul style="list-style-type: none"> <li>● Members shared that a shadow course can be set-up in TOPSpro to capture attendance hours.</li> <li>● It was also discussed that VCAEC needs to set a norming standard that is used.</li> <li>● Mike Sanders offered his TOPS staff to assist Moorpark in getting the needed course set-up appropriately.</li> <li>● Greg shared that he could get someone at a lower rate of pay to enter data so that Tammy would not have to be the one doing this.</li> </ul> </li> </ul>	

**Motion 2**

**Motion to adjourn to Closed Session** was made by Michele Arso seconded by Carolyn Vang-Walker.

All present - Yes; Opposed - None; Motion Passed.

Adjourned to Closed Session at 1:47 PM

**No action was taken during Closed Session.**

**Motion to adjourn** was made by Becky Beckett; seconded by Mike Sanders

All present - Yes; Opposed - None; Meeting was adjourned at 3:09 PM.