



**Ventura County Adult Education Consortium  
Regular Meeting**

**Friday, November 18, 2016**

Webinar & Lunch: 12:00 – 1:00 PM

VCAEC Meeting 1:00-3:00 PM

**Location:**

Santa Paula Unified School District, Board Room  
201 South Steckel Drive  
Santa Paula 93060

**Conference Call Instructions:**

**Telephone conference line:**

1-877-413-2826

**Participant Passcode:** 415 615 3362

**\*6 - Mute/unmute your line**

**Participants**

**Facilitator:** Greg Hill, Jr., WestEd

**Scribe:** Kathy Walker, VCAEC

**Member Representatives:** Michele Arso, Diana Batista, Becky Beckett, Pamela Castleman, Holly Correa, Stefan Cvijanovich, Frida Friend, Alan Penner, Mike Sanders (Chairperson), Carolyn Vang-Walker

**AGENDA**

**OPEN SESSION**

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

#	Topic	Time
1	<b>Opening Procedures</b> <ul style="list-style-type: none"> <li>Roll Call</li> <li>Agenda review and approval</li> <li>Call for open discussion topics</li> </ul>	10 min
2	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>Approval of minutes from 10/14/16 Meeting</li> </ul>	5 min
3	<b>Correspondence / Events Calendar</b> <ul style="list-style-type: none"> <li>Data and Accountability Plan and Budget – Due Feb. 20, 2017 (Extended from Dec. 20, 2016)</li> <li>2015-2016 &amp; 2016-2017 Budget Revisions – Due Dec. 20, 2016</li> <li>2015-2016 &amp; 2016-2017 expenditures and activity report due 12/31/16</li> </ul>	5 min
4	<b>Consent Items</b> <ul style="list-style-type: none"> <li><b>Ojai USD would like to reallocate funding for programs for adults to support K-12 success (\$12,000) to ESL (Note: 2016-2017 Budget - the switch is from Project2Inspore to ESL. The SACS code will switch from 5000's to 1000's (from contracted service to certificated teacher). The 2000's will remain the same for childcare.)</b> <b>The following members have sent emails in support of this change: Michele Arso, Diana Batista, Pamela Castleman, Frida Friend, Mike Sanders and Carolyn Vang-Walker</b></li> </ul>	10 min
5	<b>Reports of Activities / Discussion</b> <ul style="list-style-type: none"> <li>Changes to Member Representation</li> <li>AEBG Summit Debrief (PM, MA, DB)</li> <li>WDB-VC Report &amp; Data Submission</li> <li>Data &amp; Accountability Planning</li> </ul>	20 min
6	<b>Open discussion</b>	10 min



**CLOSED SESSION**

*This session is open to Member Representatives.*

#	Topic	Time
1	<b>General Administration</b> <ul style="list-style-type: none"> <li>• Spending Authorization Guidelines</li> <li>• Travel Policy &amp; expense reimbursement procedures</li> </ul>	10 min
2	<b>Governance &amp; Collaboration</b> <ul style="list-style-type: none"> <li>• Member Agency Representation &amp; Participation</li> <li>• Meeting Administration</li> </ul>	30 Min
3	<b>Stakeholder Engagement</b> <ul style="list-style-type: none"> <li>• Public Comment</li> <li>• Reporting to Local School Boards &amp; CCDs</li> <li>• Liaising with Regional Partners</li> </ul>	20 Min

**Meeting Adjourned:**

**Ventura County Adult Education Consortium Statement of Purpose:**

To provide grant funds to regional consortium to create and implement a plan to better provide adults in its region with all of the following:

- Elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate
- Classes and courses for immigrants eligible for education services in citizenship and English as a second language and workforce preparation classes in basic skills
- Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce
- Programs for adults, including, but not limited to, older adults to develop knowledge and skills to assist elementary and secondary children to succeed academically in school.
- Education programs for adults with disabilities
- Short-term career technical education programs with high employment potential
- Programs for apprentices (internship)