



Minutes of the VCAEC Consortium

Friday, November 18, 2016, 1:00-3:00 PM

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

Facilitator: Greg Hill Jr.
Recorder: Kathy Walker

Member Representatives:

	Present	Absent		Present	Absent
M. Arso	x		S. Cvijanovich	x	
D. Batista**	cc	x	F. Friend	x	
B. Beckett	x		H. Herzog	x	
P. Castleman	x		M. Sanders	x	
Holly Correa	x		C. Vang-Walker	x	

*CC = Conference Call attendance

**Note: Diana Batista tried to enter the conference call during open session; however, it was after 1:20 and the call had been closed. She join the closed session portion of the meeting via conference call.

Guests Present:

- Tiffany Morse, VCOE;
- Tom Chan, Fillmore

Meeting commenced: 1:06

#	SUMMARY OF DISCUSSION
1	<p>OPENING PROCEDURES</p> <ul style="list-style-type: none"> • Roll Call • Agenda Review and approval - approved • Call for open discussion topics - no topics reported
2	<p>APPROVAL OF MINUTES</p> <p>Motion 1</p> <ul style="list-style-type: none"> • Motion to Approve minutes from 10/14/16 meeting. • Motion by Mike Sanders; Seconded by Becky Beckett • All present approved; opposed-none <p>Motion approved with following changes:</p> <ul style="list-style-type: none"> • Change requested by Pam Castleman to change her first name from Pamela to Pam • add updated information: David Mason, Employment Specialist was hired to collaborate with North Ventura County Adult Schools.
3	<p>CORRESPONDENCE / EVENTS CALENDAR</p> <ul style="list-style-type: none"> • Data and Accountability Plan and Budget - Due Feb. 20, 2017 (date extended from Dec. 20, 2016) • 2015-2016 & 2016-2017 Budget Revisions - Due Dec. 20, 2016 • 2015-2016 & 2016-2017 expenditures and activity report due 12/31/16

4	<p>CONSENT ITEMS</p> <ul style="list-style-type: none"> ● Ojai USD would like to reallocate funding for programs that support K-12 success (\$12,000) to ESL in their 2016-17 budget - the switch is from Project2Inspire to ESL. The SAC's code will switch \$10,000 from 5000 (Services and Other Operating Expenditures) to 1000 (Cert. Personnel Salaries). The 2000 (Classified Personnel Salaries) will remain the same ● <i>Becky shared additional information stating that Ojai needs additional ESL classes - as their existing classes are full without advertising for the classes. ESL is still supporting K-12 as many of the ESL parents in the classes have children in their K-12 district.</i> <p><u>Motion 1</u></p> <ul style="list-style-type: none"> ● A Motion was made to approve the budget revision for Ojai as presented. ● Motion by Mike Sanders; Seconded by Pam Castleman ● All present approved; opposed-none; Motion passed
5	<p>REPORTS OF ACTIVITIES / DISCUSSION</p> <ul style="list-style-type: none"> ● Changes to Member Representation: <ul style="list-style-type: none"> ○ Tammy Herzog is replacing Alan Penner from Moorpark; Holly Correa is replacing Tim Harrison from VCCCD. Both of the new members have submitted their Intent to Participate forms and have the approval from their district Boards on file with VCAEC. ● AEBG Summit Debrief (PM, MA, DB): <ul style="list-style-type: none"> ○ Pam passed around summit highlights from sessions that she attended. ○ Michele also, attended the EISP session -She found the counseling feed very valuable. The tool would help them manage transition better. She was disappointed that it is not completely ready to roll out. Works like an IEP for each student. <p>In addition, she attended the ADE and workforce prep presented by San Bernardino Consortium. One point was to combine accelerated learning and workforce. GED students form a cohort - this gives you comradery. Take a cohort of 30 or 40 people as a baseline; attend M-F in classes so they can get GED after ESL and move on to pathway to workforce.</p> <ul style="list-style-type: none"> ○ Fillmore Unified School District Adult Ed presented Digital Literacy Project - great presentation. After students demonstrate a level of commitment laptops with wifi built into are given to students so they can coordinate their learning through digital learning. These computers were actually made available for the households. They have to show progress to get them. ○ Members expressed appreciation to Greg Gillespie for being at the Summit with members from VCAEC. AJCC and Workforce development Board - work is actually the combining of efforts ● WDB-VC Report & Data Submission <ul style="list-style-type: none"> ○ Greg, would like to work on matrix for CTE classes so that it is a little easier to work with. This was originally designed to use as a marketing tool; noted that it is also important to show outcomes.

	<ul style="list-style-type: none"> ○ Greg will show data at the next meeting ● Data & Accountability Planning <ul style="list-style-type: none"> ○ Data & Accountability has own budget and workplan. All Student Information systems must bridge with CASAS for reporting. It was noted that there are some issues with SAP exporting appropriate information to TOPspro. One example if a student is marked as receiving HSD in ASAP, when it is exported to TOPsPro it may not record that information. Mike mentioned that it may be in the ASAP settings. In settings there is a place that needs to be checked appropriately for this to transfer this information. ○ Frida mentioned that Santa Paula’s information is in TopsPro which goes to CASAS. Greg mentioned that CASAS owns TopsPro. Frida stated that all of her instructors did self-training and it took about 12 hours each. Data and Accountability funding can be used for training and those hours could be paid by Data funding. ○ Alignment with WIOA - outcomes will be aligned. ○ Need to identify a lead to develop a workplan for data piece. Diana may want to be a lead - consensus to take it off line.
6	<p>OPEN DISCUSSION</p> <ul style="list-style-type: none"> ● Frida shared that Santa Paula is entering into an MOU with the Blanchard Library. Santa Paula will provide and co-locate an ESL teacher for 8 hours a week. The parents who bring children ages 3-5 will have a 2 hour preschool activity through a First 5 preschool teacher and an IA paid from Adult Ed. We expect to have 20 parents, and 12-14 preschool age kids. ● Nice comments from Santa Paula Unified School District superintendent regarding the great culmination of Adult Education ESL program. The students already have study groups for next session...very exciting. All re-enrolled for upcoming session. ● Generations project - if you get into the program you get a stipend. If you have questions let us know and we will try to find the answers for you. <p>Closed session will begin in 10 minutes. 2:03</p>

Meeting moved to Closed session: Diana Batista joined the Closed Session via conference call. Tiffany Morse is a guest during this session.

Closed Session Report on actions taken:

Motion 1

- A motion was made to accept the Spending Authorization Guidelines as presented (Spending Authorization guidelines attached).
- Motion by Mike Sanders: seconded by Becky Beckett
- Approved - by all members present and on conference call; opposed - none
- Motion passed