



ADULT EDUCATION PATHWAYS

Siskiyou Adult Education Consortium

Adult Education Pathways

Date: September 19th, 2019

Time: 8:30am

Location: Great Northern Services

310 Boles St.

Weed, CA 96094

Zoom:

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/306772154>

Or iPhone one-tap (US Toll): +16699006833,306772154# or

+16468769923,306772154#

Or Telephone: Dial:

+1 669 900 6833 (US Toll)

+1 646 876 9923 (US Toll)

Meeting ID: 306 772 154

International numbers available: <https://zoom.us/j/306772154>

Consortium

Members:

Jason Allen

Kim Freeze

Ray Kellar

Yolanda Sanchez

Marie Caldwell

Joanie Zarzynski

Leticia Rascon-Garcia

Rhonda Daws

Kermith Walters

Director:

Shannon Eller

Minutes

Members in attendance: Jason Allen, Kim Freeze, Ray Kellar, Yolanda Sanchez, Marie Caldwell, Joanie Zarzynski, Leticia Rascon-Garcia, Rhonda Daws

Members absent: Kermith Walters

Director in attendance: Shannon Eller

Guests in attendance: Randy Baker (Curriculum Coordinator), Janie Michelin (Data/Accountability & Transitional Services Coordinator), Myra Chavoya-Perez (new Butte Valley AEP Director), Mark Klever (CTE Dean, COS), Nathan Rexford (COS researcher)

1. **Introductions**

- a. Meeting began at 8:35am
- b. Yolanda Sanchez is new AEP member for Siskiyou Union after Jessica Bowman's resignation
- c. Myra Chavoya-Perez is new AEP director/coordinator for Butte Valley

2. **Review Agenda & Approve Minutes**

- a. R. Kellar moved to approve, Kim Freeze 2nd, unanimous approval

3. **Public Comment**

- a. No public comment

4. **Member Effectiveness Table/Snapshot & Determine Metrics**

a. Members turned in the member effectiveness tables to Shannon. Shannon completed an snapshot of all sites showing each site's allocation, student count, persistence rate of student, cost per student and total outcomes for the 2018/2019 year.

b. The State is going to set up a formula based on these metrics in near future, so consortium decided to develop these metrics on the member effectiveness table.

- c. Since metrics and member effectiveness table have just been implemented for the first time, Marie requested that money not be reallocated due to the already implemented budget cycle and difficult to cut mid-year. She also relayed that institutions are slow to make changes mid-year.
- d. Shannon reports that 2017-2018 dollars must be spent by December 31, 2019 or funds will be sent back to the State General Fund come March 2020.
 - i. COS still has 17-18 funds (\$64, 069) – has plan to use by Dec. 31
 - ii. It was believed that Butte Valley has 17-18 funds, but after further investigation, it appears those dollars are all spent
 - iii. Tulelake still has 17-18 funds (just over \$16K) – has plans for use by Dec. 31
 - iv. 2017/2018 Carryover dollars will be an agenda item for the November meeting. If a site has 2017/2018 carryover, a reallocation will be voted on to move dollars to site that is in need of money and effectively utilizing funds.
- e. Shannon reminded members that allocation amendments during the year does not affect the CFAD/yearly allocation amount. May 2nd is when CFAD is due with updated yearly allocation amounts.
- f. Janie felt that the member effectiveness flowed well, Nathan reported that it was easier this year even though the Chancellor's Office had multiple changes with their MIS reporting system.
- g. Almost every site reported that they are serving all CAEP program areas, which is not the case. We need to be very specific when we evaluate whether we meet the 7 areas, some reported that they did when no one taps pre-apprenticeship. It is also important to note why we are providing services in the program areas in order to evaluate for future funding or reallocations, etc.
- h. Shannon recommended that STEP's allocation should be separated out for transitional services and data. Especially since those are shared services.
- i. Ray stated that re-allocation of carry over should happen right now...especially if someone is going to not use the dollars
- j. Randy shared he felt a focus should be on career prep and certification programs. This is where success happens: Ray is doing Forestry tech I, Forestry tech II, re-entry, equipment operation, Bus driver training and Ray shared that CTE is much more effective as you can support individuals who want an immediate certification for employment.
- l. Shannon reminded all that SCOE's version of the Member Effectiveness table looks a little different since they don't serve students directly.
 - i. Ray shared that this has been the most productive year so far...and it is because of Shannon's leadership. It was agreed unanimously.
 - ii. Shannon shared that there have been several hard conversations, not meant to be criticism...but our programs need to align to CAEP expectations.
- m. R. Kellar moved to approve the member effectiveness table, K. Freeze 2nd, unanimous approval

5. **Current Transitional Services**

- a. STEP is completing intake coordination, but sites are not utilizing transitional services as it was designed to be. Efforts to increase student knowledge about next steps after completion of a program will need to be implemented immediately.
- b. Shannon asked that each student use an exit form, which was provided in draft form.

- c. Shannon reminded all that our purpose is to assist adult learners in getting jobs, better jobs and hire wages and after program completion, it will be key to connect with these students to help them with “what’s next.”
- d. Letty requested the transitional/exit form by email so that she can translate into Spanish for our Spanish speaking adult learners.
- e. Transitional/Exit form is required to be utilized by all exiting students at every site going forward.
- f. R. Kellar moved to adopt the exit form, Yolanda 2nd, unanimous vote to adopt

6. **Instructional Hours Discussion**

- a. Janie put together a definition flyer.
 - i. Prep time does not count as an instructional hour.
- b. One element that came out of the data and accountability team meeting:
 - i. Verification of hours for HS diploma- hours need to be accounted for regardless of passing the exam/ packet, the student should receive hours. 1 packet is equal to 15 hours of work. And, if the student passes the packet, will be worth 1.0 credit.
 - ii. Some instructors were only collecting face-time, but we need to make sure instructors are also counting the distance learner/packet completion time as well.
- c. Discussion was had regarding utilizing the teachers as adult students: ATE, CTE, CTE credential, training for teachers

7. **Director’s Updates 9:50am**

- a. Data & Accountability Team Meeting
 - i. A new system was adopted for enrollment forms and quarterly reporting: enrollment forms due 1st of each month; quarterly reporting is due on specified dates, they are on the drive. Please have data & fiscal people watch the webinars on the adult ed site. Keep track of hours for potential use of adult education learners.
- b. Fiscal Update
 - i. New fiscal guide out, for capital outlay: consortium approval needs to happen, first. Then, approval from the State.
 - ii. For NOVA update: TAP has shared there is no movement about fixing the 2017-18 year.
 - iii. We have \$209,745 in SCOE & shared expense budget- it is broken down on the team drive
 - *\$204,640.23 in shared expense budget – will need to be spent down and/or reallocated.
 - *\$5,104.77 in SCOE’s individual carryover
- c. Marketing & Outreach Update
 - i. Booklets are printed and will be used by Randy to promote ACT/NCRC
 - ii. Siskiyou Union had an ad in Parent Magazine, and will be supporting the consortium ad in order to continue at the signed contract rate.
 - iii. There is a Siskiyou Daily ad going and the radio ad is streaming

8. Consortium Members' Updates

a. Siskiyou Union is focusing on ESL, Citizenship prep and CTE

b. Yreka Adult Ed opened the new building- Two full classrooms plus a conference room. They want to make a bathroom as a science station, it will cost around \$6,500. They have the funding to do it and wanted consortium approval before moving forward.

i. R. Kellar moved to approve, J. Zarzynski 2nd, unanimous approval

c. COS: Moving forward with non-credit. 4 CDCPs approved, getting ready to implement: Culinary, maker-space, graphic design, building construction, manufacturing. They are also adding a data person with Nathan as direct support. They are also bringing on a coordinator, specifically for adult ed. Mark Klever shared that COS needs to expand

d. Dunsuir: working with different vendors: Ski Park, Black Fox, CPR/First Aid

e. Butte Valley: Hired a director/coordinator specifically for Adult Education. Focusing on bringing up the numbers. CTE engineering/ robotics. Focusing on foundational pieces.

Scott Valley: focusing on metrics, and hitting areas that we are lacking in

STEP: performance at the top of WIOA, wrapping up the STORM project: putting over \$1.5 million into wages...most of those interns received jobs. Working with Child Support division to catch those in the non-payment folks before they go to court...using dual entry and adult school. Also applied for a prison to employment grant. ACT, work keys curriculum leads to national career readiness certificate

Tule Lake: Has been running all summer long, focus on training Myra for Butte Valley...very isolated but are focusing on partnering up to train. They are exploring Oregon folks coming to Siskiyou.

9. Adjourn

R. Kellar moved to adjourn, Kim Freeze 2nd, unanimous approval
Meeting adjourned at 10:01