Siskiyou Adult Education Consortium

Attendance:

\*Bonnie Wood

\*Ed Stokes

\*Mark Evans

\*Pam May

\*Randy Baker

\*Robert Taylor

\*Vanessa Jones

\*Ed Brown

\*Blaine Smith

Joanie Zarzynski

\* Hud Oats

Ray Keller

\*Kermith Walters

\*Pam May

\*Allen Carver

AB 104 Adult Education

College of Siskiyous Distance Learning Building

January 14, 2015

8:00 am

Meeting Minutes

1. Call meeting to Order at 8:00am – Introduction of potential Cosmetology school to

come to Siskiyou County, wanted to gain any interest from the consortium. Would like

to partner with the consortium.

1. Approval of meeting minutes - 12/10/15 – Vanessa moved to approve meeting

minutes and second by Ed Brown. Unanimously approved

1. MOU- Signed by College of the Siskiyous –
	1. Blaine – MOU’s are signed on the COS side of things, and will go back to the school districts, I have printed two MOU’s and both of them are signed. They will go back with you to get board approval and signed by the appropriate person. I only ask that you please get me a signed copy back.
	2. Vanessa – Are you going to send me my MOU? Blaine – Yes I will get it out to you today.
	3. Blaine – With your MOU, an invoice needs to be attached so I can release the money. If your administrations have any questions, please feel free to talk with me.
	4. Randy – Give us some more information on the AB 86 monies that need to be spent down and encumbered by Dec 31st.
		1. Blaine – The money didn’t have to be encumbered, I received this information from Kate at Shasta College. After reviewing the MOU documents from Shasta College, the funds were allocated correctly. All the schools received funds to participate in the planning of AB 86. I am currently working with our business office to find out a bottom dollar price, we have been still spending money out of this fund and I know it is below 15,000$
2. AEBG roll out – Contact information
	1. Facebook, Instagram, Twitter
	2. Web-site
	3. PSA – Public Service Announcement
		1. Blaine – Attached is a PSA, a mockup of what we would publish to the community. A very brief intro on what the adult education program in Siskiyou/Modoc will be rolling out into the community. Having a central line of communication is very important. I want to get your input today on how you would like to communication with Siskiyou County’s potential clients. You want one central point of contact from my experience in advertising and marketing.
		2. Allen – IF the PSA is coming from you, then it should have your contact information but if it is coming from a more isolated place it should be their contact information. I know out in Scott Valley we are pretty self-contained, there is no newspaper. If we use our social media or hang something on a bulletin board we would use our contact information directly.
		3. Randy – Another idea is to have a web-site, a main hub web-site that is branded. With that a dash board with all the sites and programs. Web-site with our consortium group information and locations. Template sent out to everyone for contact information for their adult schools.
3. Consortium general consistence that this is a good idea
	* 1. Vanessa – another good idea is to do direct mailing.
			1. Consortium general consistence that this is a good idea
		2. Randy – I believe we have a general consistence from the group that we should roll out a PSA, and a central web-site followed by another PSA with a dash board of contacts.
4. Common Diploma
	1. Randy – Refer to the handout in your packet. Wanted to adopt this guide for schools that are already running and as more schools get up and going they would use this same template.
	2. Ed Brown – Some of the classes in your curriculum could be completely different than others, so how will we know how they equal one another.
	3. Randy – YHS has started to re-vamp and develop the core curriculum, the elective core is really focused on internship and career readiness curriculum.
		1. Ed Stokes – I think we will have some folks that are looking to just get their diploma and not wanting it to be career focused. I would like to have some other options then just career development electives. Would like to see more elective options; the clients may have an interested and that could help them get thru their diploma. Art, Music, parenting, culinary, finance and etc.
		2. Ed Brown – when we 1st talked about this I liked the idea of someone coming out of the strawberry field could gain some credit or if a student is on welfare or doesn’t have a job then they can work on obtaining one and still get credits for a diploma.
		3. Bonnie- We have some culinary and finance curriculum at Yreka
			1. Randy – yes and we can start to share this curriculum, also the need for a Curriculum committee to be formed, so that we can start working on this. The common curriculum with the internship is another important aspect; we will need to establish business partners.
		4. Randy – Capstone project, mini research project for their future jobs. Resume, cover letter, transcripts. Something that they can use for a career.
			1. Hud – STEP offers a 3 week career class. It is only offered in weed right now, but that because no other needs where identified. But this is something we could work with. Could be helpful in that capstone piece. It is really specialized to the person, so it can be helpful in many aspects.
		5. Mark – requested a timeline on how and when the curriculum will be developed.
		6. Looking at Video conference from a main campus out to other sites.
			1. Ed Brown – This would be very helpful in the core subjects for us.
5. Declaration of Training (Online – GED)
	1. See attached report provided by Randy
		1. Went really well, had about 6 adult teachers attend the training.
		2. We need to agree if we want to purchase a site licenses. It allows for 50 seat spilt between the adult schools.
			1. Group consistence to purchase site license.
6. Next Training (ACT)
	1. Randy – Job, career and soft and hard skills software. Yreka is piloting the software; we want to host training.
		1. See attached hand out from randy on proposed training
7. ESL Roll Out
	1. See attached hand out with information on an ESL instructor
		1. Randy – Some ideas for rolling out our ESL program.
			1. Allen – I like the ESL plan, some of us are going to need more or less ESL at sites.
			2. Ed Brown – Do you have an ESL person?
				1. Randy – Yes we do, he is interested.
8. Other

Meeting closed at 9:15am