

Siskiyou Adult Education Consortium

Adult Education Pathways

Siskiyou County Office of Education

609 S Gold St, Yreka, CA 96097
(530) 842-8446

April 26, 2018

8:30 am – 10:00am

Siskiyou Family YMCA

350 Foothill Dr. Yreka, CA 96097

Zoom Videoconference

<https://cccconfer.zoom.us/j/989635328>

Or Telephone Dial +1 646 876 9923 (US Toll)

Meeting ID: 989 635 328

Meeting Minutes

Attendance:

Bonnie Wood
✓ Carrie Williams
Chad McCall
Christina Van Alfen
✓ Heather Stafford
✓ Janie Gaither
✓ Jason Allen
Jessica Bowman
Jill TeVelde
Jimmy Smith
Joanie Zarzynski
Karen Pautz
✓ Kermith Walters
✓ Kim Freeze
Leticia Rascon
Lorinda Meyer
✓ Marie Caldwell
✓ Mark Klever
✓ Michael Perry
✓ Pam May
✓ Randy Baker
✓ Ray Kellar
Regina Hanna
Rhonda Daws
Todd Scott

1. Introductions, February & March Meeting Minutes

8:30-8:45am

Meeting began at 8:33 am

Consortium members in attendance: Heather Stafford, Kermith Walters, Kim Freeze, Marie Caldwell, Jason Allen, Ray Kellar, Jaine Gaither, Rhonda Daws (proxy by Heather Stafford)

Absent: Rhonda Daws (Proxy Heather Stafford, via email), Letti

Guests: Mark Klever, Carrie Williams, Pam May, Randy Baker, Michael Perry

- Meeting minutes of February 15, 2018 were reviewed
- Minutes 4.26.17) amended to include a note that the 2017-18 budgeted is being revisited and approved at today's (meeting
- R.Kellar moved to approve minutes
- M. Caldwell seconded
- Minutes approved unanimous (proxy vote from YUHSD by Heather Stafford, via email from Rhonda)
- Meeting minutes of March 15, 2018 were reviewed
- M. Caldwell moved, R. Kellar second...unanimously approved

Agenda was reviewed

2. Consortium Business

8:45-9:00am

- a. Director Updates - NOVA is a focus, one platform. We received a COLA for the 2018-2019 (additional \$37,000 approximately) Some additional funding is streaming into Adult Ed to deal with data, most of it to CASAS. Director Stafford reports that most consortium across the state are struggling to establish programs, due to the moving target that the State is presenting. State is changing the Deputy Sector Navigator infrastructure. VP Todd Scott, COS sits on that board. Advanced manufacturing is a focus as well as marketing.
- b. WIOA/AEBG Metrics - This was reviewed yesterday, Thanks to Janie for putting it together

- c. 3-Year Planning and member retreat - Next 3 year plan required at the state, was delayed 1 year. Challenges for our consortium: increase numbers, marketing, We will need to focus on metrics as well as needs in our consortium, to develop target Areas. Doodle poll went out for June, members were asked to fill that out asap

3. CFAD, Consortium Current and Future Budgets

9:00-9:50am

- a. Review and reconcile 2016-17 budget
 - i. Travel budget was adjusted
 - ii. The shared expenses for the consortium that was amount was overspent by \$18,000 plus.
 - iii. Most of those \$ were from Community Pro, Black Fox, Mountain Medics, Pacific Sky \$31,000
 - iv. Clarification question: how were mou amounts decided
 - v. Response: by request, although the contracts were not concrete enough.
 - vi. *Reconciliation will be approved at the May meeting*
- b. Review and approve 2017-18 budget
 - i. MOU for our partner agencies have been established, ½ has been paid. Heather will be completing an adjusted scope of work for each of the MOU partners, so payments will be adjusted if the partners will not meeting expectations. Subscriptions and fees are paid for this year
 - ii. M. Caldwell moved to approve the budget, amended to include Director Stafford completing an amended scope of work for all partners to ensure MOU expectations have been met (inclusive of classes held and completed, data provided), prior to 2nd payment on the agreed MOUs
 - iii. R. Kellar seconded, unanimously approved
- c. Review and approve 2018-19 budget
 - i. Budget reviewed. Adjustments were made to generalize the Discretionary shared
 - ii. program support. More discussion was had regarding ACT licensing, as the “home” is
 - iii. moving to ACT. Topspro is a required. GED Academy, Newsela to be continued, Lynda.com is being reviewed to be added. Assessments/ CASAS stays in place,
 - iv. Required. Marketing / outreach/web, required, Director Stafford is going to find out how we can have control transferred to our consortium. It was suggested we look at dollar store foundation for adult education to make sure we are linked
 - v. We are approving a “shell” the gross amount for CFAD, and we will drill down in our June meeting to specify. It was also requested that we look at the formulas on how sites receive their allocation at our retreat
 - vi. *R. Kellar moved to approve. K. Walters seconded. Unanimously approved*
- d. Fiscal agent transition and future process

As of July 1, 2018, fiscal agent responsibilities will transition from College of the Siskiyous to the Siskiyou County Office of Education as approved unanimously by the Adult Education Consortium’s voting members. Director Stafford will share a list of policies and procedures developed by the new fiscal agent. Key adjustment will be 45 day invoicing to SCOE rather than

twice per year. New contracts and MOUs will also be developed for partners and vendors and we will follow the SCOE business office's procedures around purchasing, employment, travel, payments and invoicing.

Kim Freeze was appointed a field representative for our consortium on the Professional Development team. There is an AEBG Human centered design webinar in May. She will represent us to procure resources through AEBG. The team is creating professional development for the consortia. Kim is conducting "empathy interviews" and will be reaching out. The team is looking for 3-4 consortia to volunteer to be part of designing a program around the "human centered design" approach. Director Stafford is going to send a link to all members, to investigate if we want to volunteer as a consortium.

June agenda

Look at how the initial allocation is determined

MOUs / contracts with partner agencies and clear expectations, outcomes, and deliverables in terms of student data, classes, and a clear criteria for investments

Establish ongoing curriculum team 3 year plan

Each voting member needs to certify in NOVA prior May 2nd.

Meeting adjourned at 9:39am

4. Public Comment

9:50-10:00am

There was no public comment

5. Adjourn

10:00am

Thank you Marie for doing the minutes!!

***Next Consortium meeting is May 17, 2018 in Weed**