

**Siskiyou Adult Education Consortium
Adult Education Pathways**

Public Strategic Planning Retreat



June 21, 2018

10:00 am – 4:30am

Siskiyou County Office of Education
609 S Gold Street Yreka, CA 96097

Siskiyou Room

Zoom Videoconference

Join URL: <https://cccconfer.zoom.us/j/287806150>

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

Meeting ID: 287 806 150

**indicates an attachment for review prior to retreat*

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
- ✓ Kermit 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

Annual Retreat Meeting Minutes

- 1. Review Agenda** **10:00-10:15am**
- 2. AEBG Updates, Metrics & Accountability** **Program Areas* **10:15-10:30am**
- 3. Student Data Analysis** **2017-18 Student Data & Historical* **10:30-11:00am**

Consortium discussed student data and participation. Decided that although the smaller, more rural schools have a higher cost per student, that their budgets should remain the same as they develop their programs and capacity.

- 4. 2018-19 Annual Plan (Due 8/15/18)** **2017-18 Annual Plan* **11:00-11:30am**
 - Barriers-
 - Add there are social and economic (demographic) to accessing services
 - Can we negotiate with STAGE to increase routes,
 - Childcare
 - Hot spot/ tech support- a hot spot map
 - Gas vouchers
 - GED vouchers

- 5. 2018-19 Budget Draft** **2018-19 Draft Budget* **11:30-12:30pm**
 - Process for payments
 - We need to address carryover- how are people taking care of that
 - Staffing, construction, technology
 - In the event that we cannot expend the dollars, we will lose the \$\$ for future growth

- Review of average cost per student- are we at the right funding level?
- COS # are ELS (Field) and non-credit. These # are w/o the consortium funding
- 2018-2019 Budget Draft Look over your site's 18/19 budget that Heather supplied and let her know if you see the necessity for adjustments.
- Member program allocation
 - STEP- communication link with STEP as transition services - STEP requested an increase of funding to support more students. Currently STEP can only support testing 1 day a month for GED. Also they will be serving as the only ACT site.
 - All other members are at an appropriate funding level and no changes were suggested. It was agreed that the smaller and more rural schools will have higher cost per student ratios but the consortium did not want to decrease their funding. They would rather support the use of the those funds for the development of programs over time.
- Partner program alignment
 - Section will be changed to focus on consortium staff development of members
 - Get catalogue built
 - Adult ed needs to be part of the advisory councils of partner agencies
- GED-
 - GED academy students sometimes go to Oregon to take the exam. Will check with the state to see about and test requirement differences in CA vs OR.
- Seamless Transitions-
 - We continue with articulated course pathways, curriculum team needs to meet at least biannually for best practice, etc.
 - All need to have a flow chart that is consistent
 - Stackable certificates, by non-credit and other
 - Will need board policy on the non-credit class attainment, for credit toward diploma

6. --- Working Lunch --- *Siskiyou County Economic Update 12:30-1:30pm

- Reviewed Regional Economic and Demographic Profile. Discussed local trends.

7. ByLaws, board processes and approvals *ByLaws 2018-19 Draft 1:30 -2:00pm

- Heather added to Guiding Principles “Ensuring the highest return on investment and impact for activities in alignment with current 3 year plan and annual plan”.
- Heather added more on Meeting Protocols and Decision Making Process, but we are missing the page with the changes, she will send out the missing pages with the changes.
- The consortium wanted wording added that for a vendor contract to be added.
- Heather added a PROXY requirement for voting.
- Heather added some wording on how spending will be approved by the consortium... and does the consortium approve all the travel for the Director.
- Janie recommended that Director goals be added to the bylaws.
- This will get cleaned up and Heather will send it out to the consortium for approval.

8. 3-Year Plan (Due May 2019) *3-Year Plan Deliverables & Milestones 2:00 -3:00pm

- Review Self-Assessment Survey Results *Self-Assessment Survey
 - Only two members completed the self-assessment survey so there weren't enough results to make analysis meaningful.
- Existing and potential programs, areas of greatest need *Program worksheet

- STEP discussed they have in the past worked with child support services and provided service to delinquent parents on how to become employed, but this was a mandated by child support. The discussion was that we have our AE booklet (that we creating) at child support services, and using the Resource Center as a resource for AE to reach these parents.
 - Providing pre-apprenticeships will be something we will have to add to our 3 year plan.
 - MOU's will be revamped and we need to be using contracts with vendors.
 - Look at Randy's proposal. We will discuss at next meeting.
- Goals, milestones and performance-related evaluation

9. Partner Programs, Strategy & Grants

3:00 -4:00pm

**Programs (First 5 Siskiyou, Mountain Medics, Siskiyou Libraries, Inc., Black Fox)*

Consortium discussed the value versus expense of supporting partner programs with limited funds. We acknowledge the good work for these partners but our foundational consortium and programs needs to be even stronger before we spread things thinner by allocating funding to outside agencies. The data collection and accountability as well as the process for seeking proposals from partners needs further development. Future partnership strategies will likely involve new grant money or CTE/Apprenticeship programs with local industry.

10. Curriculum and Data support

4:00-4:20pm

**Proposals (Randy Baker, STEP Inc.)* - Tabled until next meeting for time. Consortium members to review before the next meeting.

11. Public Comment

4:20-4:30pm

No public comment

12. Adjourn

4:30pm



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Meeting Minutes

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1. Introductions, May Meeting Minutes

8:30-8:45am

- a. Minutes were approved unanimously. Motion by: Ray Keller, Second by: Marie Caldwell

2. Consortium Business

8:45-9:00am

a. Director Updates

- Community Pro
 - Community Pro is not doing what we need it to do. We paid upfront, it still is not working.
 - Suggestion is to use a google form based referral system and also set up a Google Team Drive for all working documents. Can include Google forms for enrollment.
 - Paper version allows folks to miss putting data in that is necessary to count them
 - Approval was given to Heather to move forward to end our relationship with Community Pro and get some of our money back
- How do we get the word out?
 - Catalogue
 - Place mats
 - Flyers w/ calendars
- A training document has been created and shared for NOVA.
- Heather is going to send consortium letterhead for each site to use.

b. Fiscal Agent changes and State Process for Expenses

- Director reviewed the process that SCOE will implement for MOUs, invoices and payments to members. No member shall hold funds for another member for more than 45

days. So for 2018-19., SCOE will implement a monthly invoicing cycle for 45 days-worth of adult ed funds. Invoices will be submitted to the Director

3. 2016-17 Budget Reconciliation & Approval

9:00-9:30am

- a. 2016-17 Budget Reconciliation & Transfer – Still working on the reconciliation. We are closer with COS but still off by a small margin on what the final balance transfer to SCOE should be for final funding through year end 2017-18. New funds should arrive to SCOE by October 2018.
- b. 2017-18 Individual member budget updates (60% target by Q4) – Director will implement monthly financial report templates for each site so we can identify early on when sites are lagging behind their spending.
- c. 2017-18 Shared Expenses and Overall Budget – Director will also submit to the consortium a monthly expense report for salary, travel, expenses and shares program funding,

4. Updates on Supported Partner Programs

9:30-9:50am

- Janie reported that we were not able to count any of the students from the Mountain Medics adult education classes, only 6 from Black Fox Forestry, none yet from the Libraries and only about 10% from what was submitted from First 5 Siskiyou. If we do work with external partners in the future, we must have a clear RFP process that matches the WIOA metrics we are held accountable for, identifies a clear process for data collection so we can account for student experiences and achievements, and also that makes fiscal sense for the return on investment or fills an identified need not currently addressed by consortium programs.

5. Public Comment

9:50-10:00am

- No public comment

6. Adjourn

10:00am

***Next Consortium meeting is July 19, 2018 in Yreka**

(Due to voting member availability, next meeting will be Sept 20, 2018 in Weed)

Summer Retreat Follow Up Action Items 2018-19 (For Director):

- Compile a county-wide and comprehensive email list/ListServ for Adult Ed (Working)
- Create an RFP form for potential partners (tabled til next year)
- Build a marketing/outreach plan (working)
- Work with STEP to propose increased funding to: (complete)
 - Be a hub for student transition coordination
 - Increase county-wide student support
 - Integrate quarterly data support into allocation
 - Help build WIOA alignment and performance-based re
- Move all core Adult Ed documents onto Google Team (complete)
- Create letterhead templates accessible and editable (complete)
- Design monthly Director expenditure reports (Working)
- Design quarterly Member expenditure reports (Members)
- Look into pricing and features for Acellus online learning and LinkedIn Learning
- Work with Randy Baker to hone in 2018-19 proposal to include:
 - GED/HSE elective credit offerings and translations
 - Teacher liaison, curriculum implementation, licensed software workshops
 - Monitor CASAS assessments and testing
 - Help design Adult Ed catalog by Sept 1, 2018
 - Design Adult Ed postcard for applicants at Human Services
 - Work with Sheriff's office to increase GED/HSE offerings in jail
- Check with AEBG state people on:
 - Whether legislative funding for data makes TE free for us
 - How to handle across state line students
 - Are the OR and CA GED tests different?
- Finalize ByLaw edits and prep for vote in August
- Build an intake and exit transition coordination counseling form for career planning
- Develop potential budget items for direct student services:
 - Remove barriers (bus passes, vouchers, childcare, testing scholarships.
 - Develop partnership with county institutions
 - GED testing sites and certified testers improved
 - Guided pathways roadmap with STEP as hub. For every student.
- Design and print an adult Education catalog of services and sites
- Revamp student enrollment form:
 - To match outcomes, milestones and skills gains environment
 - Include followup section, space for school logo, employment barriers and income range.
 - Google Docs integration so all fields are required and most students enroll online. Exportable to excel spreadsheet.
- Work with Community Pro Suite to recoup some of our costs and get out of our contract with them.
Marie and Kermith to assist.
- Review 2018-19 budget with each site and clarify 1000-7000 budget entries.
- Design a plan for each member to spend down their 2016-17 carryover by Dec 31, 2018
- Design a plan for each member to minimize 2017-18 carryover
- Finish a final reconciliation of 2016-17 budget with COS
- Reconcile 2017-18 budget with COS
- Create process for out-of-county travel approval for Director and board communications with Kermith for travel processing.
- Establish new member MOUs, invoice calendar and processes with SCOE
- Design contracts for all third party partners