

Bonnie Wood
Carrie Williams
Heather Stafford
Janie Gaither
Jason Allen
Jessica Bowman
Joanie Zarzynski
Kermith Walters
Kim Freeze
Leticia Rascon
Lorinda Meyer
Marie Caldwell
Pam May
Randy Baker
Ray Kellar
Rhonda Daws

Siskiyou Adult Education Consortium Adult Education Pathways

Public Strategic Planning Retreat



September 20, 2018

8:30am-10:00pm

Great Northern Services Inc.
310 Boles St Weed, CA 96094
Zoom Videoconference

Join URL: <https://cccconfer.zoom.us/j/912550597>

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

Meeting ID: 912 550 597

Meeting Agenda

- 1. Review Agenda & Approve** **June 21, Meeting & Retreat Minutes* **8:30-8:35am**
- 2. AEBG Updates, Metrics & Accountability** **8:35-8:55am**
 - a. Annual Plan, Data & Financial Update **2017-18 Student/Budget Comparison*
 - b. 3-Year Planning **Three-Year Planning Template*
 - c. AEP Director’s Event (Sept 26-27th) – Sacramento
 - d. Common Diploma **Dunsmuir Diploma Example*
- 3. 2018-19 Budget Draft** **2018-19 Draft Budget* **8:55-9:35am**
 - a. Process for payments **2018-19 Payment & Invoice Schedule*
 - b. New MOU with SCOE **Member MOU Draft*
 - c. Member program allocation **STEP Proposal*
 - d. Partner program alignment
 - i. **Randy Baker Proposal*
 - ii. First 5 Final Invoice
- 4. ByLaws, board processes and approvals** **ByLaws 2018-19 Draft* **9:35 -9:55am**
- 5. Public Comment** **9:55-10:00am**
- 6. Adjourn** **10:00am**

**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*

Annual Retreat 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

7. Review Agenda 10:00-10:15am

8. AEBG Updates, Metrics & Accountability **Program Areas* 10:15-10:30am

9. 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.

10. 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

11. 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

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

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

13. 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.

14. 3-Year Plan (Due May 2019) *3-Year Plan Deliverables & Milestones 2:00 -3:00pm

- a. 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.
- b. 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 mandated by child support. The discussion was that we have our AE booklet (that we are 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.
- c. Goals, milestones and performance-related evaluation

15. 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.

16. 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.

17. Public Comment

4:20-4:30pm

No public comment

18. Adjourn

4:30pm



**Siskiyou Adult Education Consortium
Adult Education Pathways**

Public Consortium Meeting

June 21, 2018

8:30 am – 10:00am

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

Meeting Minutes

Attendance:

- ✓ Bonnie Wood
- ✓ Carrie Williams
- Chad McCall
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- ✓ Pam May
- Randy Baker
- ✓ Ray Kellar
- Regina Hanna
- ✓ Rhonda Daws
- ✓ Todd Scott

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

- 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.
- 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.
- 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

Updated 9/10/18



2017-18 Student/Budget Comparison

Program Year: 2017-2018	10/31/2017 Q2 Students	1/31/2018 Q2 Students	4/30/2018 Q3 Students	7/31/2018 Q4 Students	Average Cost Per Student	2017-18 Budget	2016-17 Carryover	Total 17-18 Available Funds	2016-17 Balance As of 6/30/18	2017-18 Balance As of 6/30/18
Butte Valley Unified School District Agency ID: 428	1	1	2	12	\$ 5,244.64	\$ 62,935.73	\$101,530.00	\$ 164,465.73		
Dunsmuir Joint Unified School District Agency ID: 9610	3	4	9	10	\$ 5,934.75	\$ 59,347.51	\$125,102.00	\$ 184,449.51		
Scott Valley Unified School District Agency ID: 9609	9	22	75	80	\$ 1,054.94	\$ 84,395.00	\$ 63,865.00	\$ 148,260.00		
Siskiyou Joint Community College District (SJCCD) Agency ID: 12044	677	786	1990	1990	\$ 52.86	\$105,200.79	\$115,973.00	\$ 221,173.79		
Siskiyou Training and Employment Program, Inc. Agency ID: 12046	122	149	178	206	\$ 71.47	\$ 14,723.10	\$ -	\$ 14,723.10		
Siskiyou Union High School District (SUHSD) Agency ID: 1923	9	30	68	104	\$ 984.25	\$102,361.68	\$ 56,394.00	\$ 158,755.68		
Tulelake Basin Joint Unified School District Agency ID: 1031	1	15	39	46	\$ 1,290.16	\$ 59,347.51	\$ 65,910.00	\$ 125,257.51		
Yreka Union High School District (YUHSD) Agency ID: 1997	35	50	104	131	\$ 1,385.37	\$181,483.99	\$123,860.00	\$ 305,343.99		

CONSORTIUM THREE-YEAR PLANNING TEMPLATE 2019-2022

Section 1: Consortium Information

1.1 Consortium Name:

1.2 Primary Contact Name:

1.3 Primary Contact Email:

Section 2: Comprehensive Regional Three-Year Plan

2.1 Executive Summary

2.2 Pre-Planning Assessment

2.3 Community Need and Customers

2.4 Identifying Goals and Strategies

Narrative:

Logic Model Template

Goal Statement					
<i>Our overall direction and focus for the program cycle relative to the target populations and problems we seek to address</i>					
Inputs	Activities	Outputs	Immediate (Short-Term) Outcomes	Intermediate Outcomes	Long-Term Outcomes / Impact
<i>In order to accomplish our set of activities we will need the following:</i>	<i>In order to address our problem or asset we will accomplish the following activities:</i>	<i>We expect that once accomplished, these activities will produce the following evidence or service delivery.</i>	<i>We expect that if accomplished these activities will lead to the following changes in the next year</i>	<i>We expect that if accomplished these activities will lead to the following changes in 1-3 years</i>	<i>We expect that if accomplished these activities will lead to the following changes in 3-5 years</i>
Assumptions			External Factors		

Key Indicators

Provide three to five SMART (Specific, Measurable, Attainable, Realistic, and Time-bound) objectives by which your consortium will assess progress and impact during the three-year funding period. These objectives should map directly to your Logic Model activities, outputs, or outcomes.

Example: *By May 2019, increase the number of agencies that have aligned CTE pathways and developed comprehensive program maps from 2 to 10.*

1.

2.

3.

4.

5.

2.5 Piloting and Implementation

Danvers Joint Union High School District
Adult Education High School Diploma

This certifies that

On the 22nd day of August 2018, has completed the Adult Education
High School Coursework prescribed by the State of California, Adult Education Pathways
and Danvers Joint Union High School District.

Teacher/Coordinator/Principal

Adult Education Program Director




Superintendent/Principal

2018-19 Siskiyou Adult Education Annual Budget Summary



AEBG Site Allocations		2015-16	2016-17	2017-18			2018-19		
Member Agency	2015-16	2016-17	% of Overall	2017-18 Gross	15% Setaside	2017-18 Net	2018-19 Gross	13% Setaside	2018-19 Net
Siskiyou Training and Employment Program	\$17,857	\$17,857	2%	\$17,321	\$2,598.19	\$14,723	\$18,031.47	\$2,344.09	\$15,687.38
Scott Valley Unified School District	\$102,359	\$102,359	11%	\$99,288	\$14,893.23	\$84,395	\$103,359.09	\$13,436.68	\$89,922.41
Butte Valley Unified School District	\$76,332	\$76,332	8%	\$74,042	\$11,106.31	\$62,936	\$77,077.80	\$10,020.11	\$67,057.68
Yreka Union High School District		\$220,114	24%	\$213,511	\$32,026.59	\$181,484	\$222,264.61	\$28,894.40	\$193,370.21
Siskiyou Union High School District	\$124,150	\$124,150	13%	\$120,426	\$18,063.83	\$102,362	\$125,363.00	\$16,297.19	\$109,065.81
Siskiyou County Office of Education	\$8,333	\$8,333	13%	\$112,923	\$0.00	\$112,923	\$145,581.48	\$0.00	\$145,581.48
Tulelake Basin Joint Unified School District	\$71,980	\$71,980	8%	\$69,821	\$10,473.09	\$59,348	\$72,683.28	\$9,448.83	\$63,234.45
Siskiyou Joint Community College District	\$182,494	\$207,812	14%	\$123,766	\$18,564.85	\$105,201	\$100,811.44	\$13,105.49	\$87,705.95
Dunsmuir High School District	\$71,980	\$71,980	8%	\$69,821	\$10,473.09	\$59,348	\$72,683.28	\$9,448.83	\$63,234.45
Total	\$875,599	\$900,917		\$900,917	\$118,199.17	\$782,718	\$937,855.44	\$102,995.61	\$834,859.82
				\$937,855					
				\$28,135.65	Less 3% Fiscal Indirect		4-Month Payment in November		
				\$909,719.35	Allocable Budget		Invoice Every 45 Days on January 1st		
AEBG Shared Budget (proposed)				1.030927835	18-19 COLA increase		Annual MOU due October 1st		
Data and Accountability							50% payment amounts (by site)		
STEP Inc (4 quarterly reports)	\$ 25,000.00			Total 18-19 Admin Costs			\$7,843.69	STEP	
	\$ 25,000.00			Consortium Staff			\$44,961.20	SVUSD	
Program Support				Indirect Fiscal Agent	\$28,135.65		\$33,528.84	BVALUSD	
Discretionary shared program support	\$ 45,000.00			Director	\$105,947.15		\$96,685.11	YUHSD	
Assessments and Materials	\$ 8,000.00			State & Local Travel	\$11,498.68		\$54,532.90	SISUHSD	
Subscriptions & fees	\$ 18,418.20				\$145,581.48		\$72,790.74	SCOE	
ACT	\$ 1,265.00						\$31,617.22	TBJUSD	
Newsela	\$ 1,800.00			Tentative 2018-19 Travel			\$43,852.97	COS	
GED Academy	\$ 3,348.00			Fall CCCAOE		Palm Springs	\$31,617.22	DJUHSD	
Lynda.com	\$ 3,000.00			AEBG Directors Conf		Sacramento			
TopsPro Enterprise	\$ 9,005.20			Professional Dev		Tahoe, Los Angeles, Redding, Sacramento			
	\$ 71,418.20			Fall NACCE		Bay Area			
Marketing & Comms				Out of County		Medford, Redding, Tahoe, N/Far N (~6,000 miles)			
Outreach events/print/web	\$ 6,500.00			In County		County Vehicle and Gas (~4,000 miles)			
	\$ 6,500.00								
Program-Related Expenses	\$ 102,918.20								

2018-19 Siskiyou Adult Education Annual Budget Categorized

											
Expense Category	Butte Valley USD	College of Siskiyou	Dunsmuir HSD	SCOE	Scott Valley USD	Siskiyou Union HSD	STEP WIOA	Tulelake Basin USD	Yreka UHSD	Budget Total	Category Totals
Budget allocation	\$77,077.80	\$100,811.44	\$72,683.28	\$145,581.47	\$103,359.09	\$125,363.00	\$18,031.47	\$72,683.28	\$222,264.61	\$937,855.00	\$909,719.35
Budget withheld for shared se	\$10,020.11	\$13,105.49	\$9,448.83	\$0.00	\$13,436.68	\$16,297.19	\$2,344.09	\$9,448.83	\$28,894.40	\$102,995.62	\$ 28,135.65
Remaining member budget	\$67,057.69	\$87,705.95	\$63,234.45	\$145,581.47	\$89,922.41	\$109,065.81	\$15,687.38	\$63,234.45	\$193,370.21	\$834,859.38	Less 3% Indirect (fiscal agent)
Break down provided by sites											
1000	\$11,600.00	\$ 15,000.00	\$ 5,998.00	\$ -	\$ 27,140.00	\$ 35,460.00	\$ -	\$ -	\$ 82,080.00		\$ 177,278.00
2000	\$ -	\$ 30,105.95	\$ -	\$ -	\$ 8,677.00	\$ 18,380.00	\$11,050.00	\$43,500.00	\$ 25,640.00		\$ 137,352.95
3000	\$ 3,400.00	\$ 18,600.00	\$ 2,086.45	\$ -	\$ 7,425.41	\$ 23,485.81	\$ 1,037.38	\$15,180.00	\$ 22,150.21		\$ 93,365.26
4000	\$45,557.69	\$ 24,000.00	\$46,250.00	\$117,445.82	\$ 35,000.00	\$ 30,740.00	\$ 2,650.00	\$ 2,754.45	\$ 49,300.00		\$ 353,697.96
5000	\$ 6,500.00	\$ -	\$ 8,900.00	\$ -	\$ 4,300.00	\$ 1,000.00	\$ 950.00	\$ 1,800.00	\$ 7,000.00		\$ 30,450.00
6000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
7000	\$ -	\$ -	\$ -	\$ 28,135.65	\$ 7,380.00	\$ -	\$ -	\$ -	\$ 7,200.00		\$ 42,715.65
Budget allocated in two MOU	\$67,057.69	\$87,705.95	\$63,234.45	\$145,581.47	\$89,922.41	\$109,065.81	\$15,687.38	\$63,234.45	\$193,370.21	\$834,859.82	
Amount disbursed in two MOU allocations	\$31,467.87	\$52,600.40	\$29,673.76	\$56,461.26	\$42,197.50	\$51,180.84	\$7,361.55	\$29,673.76	\$90,742.00	\$391,358.94	

2018-19 Adult Education Payment and Invoice Schedule



2018-19 Fiscal Agent – Siskiyou County Office of Education

Invoices made out to:

Attn: Heather Stafford, Director of Adult Education
Siskiyou County Office of Education
609 South Gold Street
Yreka, CA 96097

AEBG Payment Requirements

- AEBG is state apportionment, it is ongoing, and can be used in future years to hire permanent staff, teachers and faculty
- Section 84913 (b) A consortium may use no more than 5 percent of funds allocated in a given fiscal year for the sum of the following: (1) The costs of administration of these programs. (2) The costs of the consortium.
- K-12 districts and COEs may use their CDE approved indirect cost rate for any AEBG apportioned funding. The indirect cost rate varies by district and is not a set amount. Please check the CDE Indirect Rate website, at the link shown below. <http://www.cde.ca.gov/fg/ac/ic/> Community College Districts (CCDs) may use up to either their approved indirect cost rate as directed in Code of Federal Regulations (CFR) 200.414 up to the development minimus amount as allowed in the CFR. <https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-414>
- 45 Day Trailer Bill - The consortium fund administrator shall commit to developing a process to apportion funds to each member pursuant to the consortium's adult education plan within 45 days of receiving funds appropriated for the program. This process shall not require a consortium member to be funded on a reimbursement basis.

2018-19 Invoice & Payment Schedule:

September 28, 2018 – 16 week invoice	March 15, 2019 – 6 week invoice
November 9, 2018 – 6 week invoice	April 26, 2019 – 6 week invoice
December 21, 2018 – 6 week invoice	June 7, 2019 – 6 week invoice
February 1, 2019 – 6 week invoice	July 19, 2019 – 4 week invoice

Siskiyou Training & Employment (STEP)

Proposed Member Scope of Work & Allocation Increase (Adjusted)

There is an unmet need in Siskiyou County Adult Education for Transition Coordination or consistent student intake, assessment and career counseling/mapping. The Adult Education Pathways Consortium has identified this need over the past two years, however an effective and affordable solution has not been reached. In such a large and geographically dispersed, rural, low populated county; a central Transition Coordinator position doesn't make sense. With limited students and budget at each adult school site, neither does an onsite Transition Coordinator make fiscal sense.

STEP would like to propose a solution to fill this role and provide this important service to all Siskiyou County Adult Students. We are proposing to add the following direct services to the MOU we already have with the Adult Education Pathways Consortium.

- Be a hub for student transition coordination and student intake (including travel)
- Establish a career pathway mapping strategy for all incoming students
- Increase county-wide student support and counseling
- Increase offerings and capacity of GED Testing Center
- Serve as the hub for ACT training and the NCRC Certificate
- Integrate quarterly data support into member allocation
- Help build WIOA alignment and performance-based reporting standards across consortium

Since the consortium's inception in 2015, STEP has been allocated \$17,857 per year. In 2016, STEP began assisting individual members with their quarterly data reporting and in 2017, the consortium agreed to have STEP assist all members with data reporting in TopsPro. This added an additional \$25,000 to our annual budget in the form of a separate contract. STEP would like to integrate all these services along with the proposed Transition Coordination work into one annual allocation. With COLA increases in 2018-19, this equates to an annual total of \$58,031.

Core Member Allocation	\$18,031
Consortium-wide Data & Accountability	\$25,000
Consortium-wide Transition Coordination	\$22,000
Proposed Annual Budget	\$65,031

Memo

To: Siskiyou Adult Education Pathways Consortium & Director, Heather Stafford
From: Randall Baker, Curriculum Coordinator
Date: May 23, 2018 (modified June 28, 2018)
Subject: Proposal for Curriculum Coordinator contract

My contract for the position of curriculum coordinator ends June 31. I have put together a proposal in case the consortium would like to continue me in this work.

I do see value in maintaining contact and coordination with site instructors on a routine bases. Their collaboration for maintenance of instructional practices, and curriculum is critical. Site instructors also have routine questions regarding ordering of material, course requirements for diploma and certifications, curriculum updates, assessments, licensing, and outside programs, etc.... The site instructors should continue meeting at least 4 times per year to collaborate together. I would lead and coordinate these meetings.

Additional responsibility of the curriculum coordinator position:

- Curriculum Implementation. Continue core curriculum and the “elective program” development that sites can share. Improve and develop new courses/programs for elective options.
- Coordination of curriculum license workshops and training for instructors. These are programs such as ACT Career Ready, GED Academy, NewsEla, Community Pro, and CASAS. Scheduling and setup of these professional growth workshops on a quarterly basis so instructors have a chance to learn and practice.
- Teacher liaison and support at each site. Maintain instructor contact and direct line of communication throughout consortium.
- A large area of need is to have our certification program operational. Site access to these through the video conference of classrooms so students can participate at remote locations. I will help to make this happen.
- Help develop a catalogue that highlights program information and promotes all areas of adult school pathways.
- Develop a handbook for sites that defines standards, consortium terminology, timelines, and translation of credits.

If you would like to renew my services as an independent contractor, here are my fees. Not to exceed 20 hours per month @ \$50 per hour + travel expenses (not to exceed \$125). Total Annual contract not to exceed \$12,000 plus travel expenses up to \$1,500.



The Siskiyou Adult Education Consortium

Bylaws

September 20, 2018

Article I. Name

The name of this organization shall be the Siskiyou Adult Education Consortium, branded as Adult Education Pathways (SAEC, AEP or The Consortium).

Article II. Guiding Principles

Introduction

Established by the AB86 Legislation of June, 2013, the adult school members (Butte Valley Unified School District, Yreka Union High School District, Scott Valley Unified School District, Dunsmuir Joint Union High School, Siskiyou Union High School District, Tulelake Basin Joint Unified School District, Siskiyou County Office of Education, Siskiyou Training Employment Program, Siskiyous Community College District) joined to form the Siskiyou Adult Education Consortium. The consortium's shared vision is to serve the region's adult learner needs, including adult education pathways into careers or postsecondary education. The consortium produced a comprehensive and ambitious plan, delivered to the state on March 1, 2015, to document the need for adult education in our region, and to address program gaps and to identify instructional models and practices to accelerate the learning of adults (including those adults with disabilities) acquiring English and basic skills to achieve college and career readiness. The Consortium for the planning process, and ongoing as the consortium members' work together to use the Adult Education Block Grant (AEBG) funding to implement the Siskiyou Adult Education Consortium three year plan.

Our Guiding Principles are to:

- focus on the needs of adult education students first
- work with transparency and inclusion with all stakeholders
- embrace collaboration and partnership to leverage resources, achieve better outcomes and have a positive collective impact on our region
- explore expansion and innovation in adult education services in the region
- commit to ideas, decisions and practices that anticipate the future needs for adult learners in our region.

Article III. Purpose

Primary Functions

The primary function of the Siskiyou Adult Education Consortium is, on an annual basis, to develop and approve the annual priorities, (hereinafter called annual activities) the related fund distribution schedule for the funding awarded to the region from the state's Adult Education Block Grant (AEBG). The Consortium takes responsibility for the implementation of the services and activities, and the achievement of the outcomes, listed in the SAEC Regional Comprehensive Plan, March 1, 2015 (hereinafter referred to as the Plan). The Steering Committee will monitor and review the Plan's implementation, as well as provide oversight and certification of the Adult Education Block Grant (AEBG) deliverables as defined by the AB104 Legislation, the Chancellor's Office of the California Community Colleges and the California Department of Education. In addition to the development of the annual activities and outcomes aligned to the Plan, the Consortium, responds to the critical need for expansion and innovation in adult education in the region by seeking other partnerships and resources to leverage. The Consortium provides insight on long-term strategies in support of other legislative mandates. Members of the Consortium ensure the needs and objectives of the Plan are being adequately addressed.

In practice these responsibilities are carried out by performing the following functions:

- Monitor and review the objectives of the annual activities at regular Consortium meetings;
- Give direction to the SAEC workgroups;
- Provide guidance and assistance to the members and their staffs when required;
- Review the annual activities' scope as data and evaluation suggest possible changes, ensuring that scope aligns with the Plan;
- Determine how the Plan is to be amended as relevant new information emerges;
- Assure there is timely and appropriate contribution of SAEC community partners and key stakeholder groups to review decisions;
- Resolve possible member conflicts, reconciling differences of opinion and approach through the agreed upon consensus decision-making process;
- Evaluate and provide formal acceptance of SAEC deliverables as defined by the state.
- Evaluate progress annually toward the Plan's objectives and determine the need for additions or amendments.

Decision-making Responsibilities

The Consortium is responsible for approving the use of the Adult Education Block Grant funds awarded by the state to the region served by the community college district, the six high school members, the County Office of Education and local WIOA Workforce Agency. The Consortium will assure that funded activities align with the Plan's objectives and include decisions such as:

- Prioritization of activity objectives and outcomes as identified in the Plan, and required by the state;
- Developing and approving an annual fund distribution schedule determining funding amounts and reporting responsibilities for each member for annual activities;
- Receiving and certifying deliverables as identified in the annual activities and the Plan, and as required by the state;
- Determining the need to amend either the annual activities or the Plan itself and approving such amendments.

- Ensuring the highest return on investment and impact for activities in alignment with current 3-year plan and annual plans.

The Consortium will assure that all meetings where the above listed decisions are discussed and approved will follow the guiding principles below:

- Public meetings with public comment solicited, in written form;
- Decision-making meeting notices and agendas posted on the AEP website and disseminated to established lists of community partners, stakeholders and interested public;
- Announcing meetings, and inviting public comment, through the members’ own communication channels and protocols, and
- Posting meeting minutes and other supporting documents on the AEP website.

Article IV. Membership

Consortium Members

The following districts have committed to serving as members of this consortium:

Member institutions: Butte Valley Unified School District, Yreka Union High School District, Scott Valley Unified School District, Dunsmuir Join Union High School, Siskiyou Union High School District, Tulelake Basin Joint Unified School District, Siskiyou County Office of Education, Siskiyou Training Employment Program, Siskiyou Community College District.

Any organization or institution receiving annual funding from the State of California for delivery of adult education as described in Assembly Bill 104, Section 39, Article 9, Section 84900, shall be added as a member. Such organizations must provide in writing to the Consortium Lead/Point Person the name of the “Official Representative” (and alternate) of the organization, and verification of the funding stream as cited in the legislation.

Consortium Partners:

Non-voting community partners who work collaboratively towards the consortium’s goals and objectives. The SAEC members have the right to invite agencies and institutions that share the SAEC purpose and principles to participate in the consortium as non-voting members. These agencies (herein referred to as “Partners”) are encouraged to assist SAEC members to achieve their goals and may receive project-related funding grants from the consortium’s set-aside regional budget.

Voting

All member districts of the consortium shall be entitled to one (1) vote per district. The Superintendent of the district shall be the primary voting member, however he/she may appoint a designee to act on their behalf.

Partners may receive voting status upon invitation and approval of the member districts. All County Offices of Education located within the region shall by default be designated as voting partners.

Voting membership term is open-ended, unless one or more of the following conditions occur:

- The voting member or partner provides written notification of their resignation from the consortium.
- A majority of the voting membership terminates voting privileges for due cause.
- The voting member or partner fails to attend at least 50% of the regularly scheduled meetings during a 12 month period.

A quorum shall consist of a simple majority of the approved voting members or their alternates. Any action of the consortium requires a majority vote of appointed voting members to pass. In the event of a tie, a second vote will be held. If the tie is not broken after the second vote, the action item is defeated as it did not receive majority vote.

Role of the Consortium member:

It is intended that the Consortium members leverage their experiences, expertise, and insight as representatives of their respective member districts. Consortium members are directly responsible for managing annual activities, also to provide support and guidance for those who conduct activities. Thus, individually, Consortium members should:

- Have a comprehensive understanding of the strategic implications and outcomes of the Comprehensive, 3-Year and Annual Plans and the annual activities;
- Appreciate the significance of the project for some or all major stakeholders and represent their interests;
- Be an advocate for broad regional support for the outcomes of the Plan;
- Have a deep understanding of the region and its adult education, immigrant integration, and workforce development needs.

In practice, this means they:

- Take appropriate effort regularly to review the status of the annual activities;
- Represent their member district's interests, but the region's need for comprehensive adult education services will take priority;
- Ensure the annual activities meet the requirements of the state, the SAEC Plan, and key stakeholders;
- Help balance conflicting priorities and resources;
- Provide guidance to the SAEC workgroups;
- Solicit and consider ideas and issues raised by community partners, faculty, students and other stakeholders;
- Check adherence of annual activities to standards of best practice both within their member districts and in a wider context;
- Foster positive communication outside of the Consortium regarding the annual activities and the Plan's progress and outcomes;
- Report and evaluate member services whose outcomes may help achieve the Plan's objectives. Such service may include, but not be limited to, funding from WIOA Title II, Carl Perkins, non-credit adult education and other grants.

Meeting Protocols and Decision-making Process

The Consortium meets in formal meetings monthly: 1) to develop the annual activities aligned to the Plan and the related funding distribution schedule, 2) to monitor and/or amend the annual activities, and 3) to review outcomes and certify the deliverables required by the state. Formal meetings are attended by the members' designated representative and proxies are appointed by the member's governance board. In formal meetings all members participate in the decision-making process.

The Consortium may also meet informally more regularly as required to monitor progress toward, and other issues relating to, the Plan's implementation. At informal meetings members' alternate representatives and other critical staff and stakeholders may attend and participate. The program grant manager co-facilitates the Consortium meetings, with agendas for all meetings posted publically on the AEP website. The Consortium may also delegate some oversight responsibilities to other staff and groups, including but not limited to workgroups, counselors, community-based partners, and others, all of whom may confer in ad hoc meetings. Formal Meetings will adhere to the public process described and agreed to in this Charter. All members participate in all decisions regarding the Plan, the annual activities funding allocation schedule and the reception, evaluation and certification of required state deliverables.

For these formal meetings the date, time and place, the agendas and supporting documents will be posted on the AEP website no later than one week before the meeting date. Meeting agendas and supporting documents will be disseminated to all interested parties with the explicit intention of eliciting public comment. Public comment will be requested directly from the essential community-based partners, and other critical stakeholders including but not limited to the faculties of the consortium members. In these formal meetings the Consortium will follow public meeting protocols in the conduct of meetings, motions, and discussion according to approved governance. In these formal meetings public comment, written in advance, will be sought and carefully reviewed.

Staffing and expense decisions will be made by the consortium and determined in annual budget. The Consortium Director manages the regional shared budget once allocations and grants are approved by the consortium. Director travel and expenses are allocated in the annual budget and all travel outside of Siskiyou County will be approved by majority vote and approval will be submitted by the board to the Director's direct supervisor. Travel arrangements will be made in accordance with the organization's processes and procedures.

Article V. Workgroups

Workgroups vary in size and are composed of faculty, staff, and other delegates from member and partner institutions; however decision-making resides with member institutions. Workgroups represent the interests of the program areas for development of adult education services. Workgroups are co-chaired by a member institution. The respective workgroup departments co-chairs with the program grant manager; the adult school members appoint adult education instructors to serve on workgroups. Workgroups may be formed/disbanded as needed.

A. Responsibilities

- Workgroups are responsible for operational level program development, coordination, and implementation, and for sharing program plans with the Consortium.

B. Meetings

- Workgroups meet as-needed.

Article VI. Fiscal Agency

As of July 1, 2018 the Consortium fiscal agent is the Siskiyou County Office of Education. Previous fiscal agent was College of the Siskiyou. Consortium members can reserve the right to change the financial agency thru a unanimous vote by members. The Consortium is governed by the financial operating principles, and related administrative policies and procedures of the fiscal agent.

Article VII. Amendments

These bylaws will be reviewed annually, but may be amended as needed with a consensus vote by members.

Adopted by the SAEC Members July 14th, 2016

Updated by the SAEC Members June 27th, 2018

Updates Adopted by the SAEC Members Sept 20th, 2018