

# 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

### Attendance:

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

## Meeting Minutes

### **1. Review Agenda & Approve** \*June 21, Meeting & Retreat Minutes **8:30-8:35am**

In attendance: Heather Stafford, Janie Gaither, Jason Allen (on Zoom), Joanie Zarzynski, Marie Caldwell, Pam May, Randy Baker, Rhonda Daws. Quorum reached. Items to vote in can proceed.

Introductions and review minutes. First motion to approve by Rhonda Daws, second by Marie Caldwell. Sept 20<sup>th</sup> minutes approved unanimously.

### **2. AEBG Updates, Metrics & Accountability** **8:35-8:55am**

- Annual Plan, Data & Financial Update \*2017-18 Student/Budget Comparison

Review final student numbers for 2017-18. Consortium requested updated rules from the state for counting student data. Director Stafford agreed to request this information as share it at the next consortium meeting.

- 3-Year Planning \*Three-Year Planning Template

Review what the state will be asking for with the three-year plan. A final template should be out in November.

- AEP Director's Event (Sept 26-27<sup>th</sup>) – Sacramento

Director Stafford reviewed the event's agenda and a few things she is hoping to get from this mandatory statewide Director's event. These include clarity on data and accountability, timeline for three year planning and where the state and policy leaders see adult education headed in the future.

- Common Diploma \*Dunsmuir Diploma Example

Janie Gaither and Pam May created a diploma certificate that Director Stafford shared with the consortium and encouraged them to adopt and use throughout the county and for all adult diploma certificated. Director will upload a digital version through the Google Team drive so sites can customize with their logos and names. A discussion arose about Google Forms and the capability to do an online enrollment form that exported to a cumulative student spreadsheet with all new

enrolling students appearing. Marie Caldwell worked to troubleshoot some functionality, but consortium agreed that perhaps some Google Tools training would be helpful in order to move practices at each site online rather than paper.

**3. 2018-19 Budget Draft** *\*2018-19 Draft Budget*

**8:55-9:35am**

- Process for payments *\*2018-19 Payment & Invoice Schedule*

Second review of the payment process now that SCOE is the fiscal agent for AEP funds. After the first larger payment to catch up for 2018-19 fund delivery delays from the state, sites will invoice SCOE every 45 days according to state policy.

- New MOU with SCOE *\*Member MOU Draft*

Director Stafford shared a draft of the SCOE MOU that will be signed by each site in order to receive pass through funds.

- Member program allocation *\*STEP Proposal*

Consortium reviews STEP's proposal for increased funding allocation to continue data and accountability support and add on transition coordination support for students and sites throughout the county. STEP staff fielded questions. Consortium voted to approve the budget request. First motion by Marie Caldwell and second by Rhonda Daws.

- Partner program alignment

*i. \*Randy Baker Proposal*

Consortium approved Randy Bakers proposal for curriculum and instructor support for the 2018-19 school year. First motion by Marie Caldwell and second by Rhonda Daws.

*ii. First 5 Final Invoice*

Consortium requested to extend the terms of the MOU with First 5 in order to better align the enrollment process and the opportunity for adult education to get earlier knowledge of parenting events in their region so they might better participate. Adult Ed consortium values the work of First 5 but had accountability and data concerns because we were not able to track the majority of their students. Director Stafford will have a conversation and invite them to discuss the extension in order to receive their second payment.

**4. ByLaws, board processes and approvals** *\*ByLaws 2018-19 Draft*

**9:35 -9:55am**

The consortium reviewed organizational bylaws a second time since the retreat revisions were made. The updated bylaws were unanimously approved. First motion made by Joanie Zarzynski and second by Jason Allen.

**5. Public Comment**

**9:55-10:00am**

There was no public comment.

**6. Adjourn**

**10:00am**