



Adult Education Consortium Meeting

Thursday, October 27, 2016, 3:35 p.m.

at

Shasta Union High School District's Office

MINUTES

Jim Cloney called the meeting to order at 3:35 p.m.

Present	Absent
Tim Azevedo Tom Barnett John Burch Fabio Robles (<i>for Bettina Blackwell</i>) Todd Brose Peggy Canale Jim Cloney Peggy Moore (<i>for Joe Wyse</i>) Cherish Padro	Cliff Curry Rich DuVarney James Harrell Mary Lord Debbie Miller

Note Taker: Sandra Darling

1. Welcome and Minutes Meeting Review– Jim Cloney

Jim opened the meeting at 3:35 p.m. Peggy Canale moved to approve the minutes of the August 25, 2016 meeting. John Burch seconded the motion. Minutes were approved as written. **Power Point (Attached)** slide #2. Minute Meeting notes posted on Adult – U website for public viewing.

2. Crosswalk for Assessment – Cherish Padro

There is still a need for a task force for the Crosswalk Assessment. There are already a lot of meetings for AEBG, and everyone has lots of meetings, but having a taskforce is essential. Throughout the region, there are multiple assessments. Currently, individuals have to take multiple assessments as they move from one service provider to another. However, once a consultant is hired to streamline all of the assessments into one, the individual would no longer need to be reassessed.

Kate Mahar is still interested in leading the taskforce. By the end of the Public Meeting, there needs to be three to four volunteers for this taskforce. Again, the purpose of this Crosswalk for Assessment is to decrease the number of times an individual would have to be assessed. The starting point for the taskforce would be to gather all of the different assessments that are being used throughout the consortium, and then hire a

consultant to streamline these assessments. **Power Point (Attached)** slide #3

3. State Updates – Cherish Padro

The State is currently looking for a qualified district to act as a fiscal agent and coordinator for Data and Accountability. The Shasta, Tehama, and Trinity Counties consortium has a little over \$110,000 for Data and Accountability; other consortiums also have money budgeted for this Data and Accountability. This qualified district, a community college, would track all of the data. The deadline to apply is end of the November. Cherish recommends not applying for this as the consortium already has so much to do.

The 15-16 Reports and the 16-17 annual plan were accepted by the State. This is a great accomplishment for the consortium as it was the first year.

The 2016 AEBG Summit is coming up, next week, November 1st – 2nd. Cherish attending along with Kim Cobbler who is representing Shasta County, Lynette Corning who is representing Tehama County, and Fabio Robles who is representing Trinity County.

Power Point (Attached) slide #4

4. Scope of Works – Cherish Padro

All of the Scopes of Work have been e-mailed out, and only two signatures are still needed. The money will be disbursed after all signatures have been gathered and the requisition has been made.

There was a large amount of roll-over funds from 15-16. Those funds will be used first, and then when they have been used, the 16-17 funds will start being used. The reason for this is that the consortium has three years to use the funds the State has given.

Reminder: all third party agencies have to go through a member of the governing team for the funds. The member will look over the budget, double check to ensure that there is no duplication of services, and that there is leveraging of resources and services.

Power Point (Attached) slide #5

5. 16-17 Budget Modification – Cherish Padro and Jim Cloney

On the Power Point (Slide #6), there is a spreadsheet of the 16-17 budget for the consortium. Jim- The spreadsheet is basically a review of what has been submitted and approved by the governing board. The amounts are broken down by the counties and the different categories. Any 3rd party provider goes through a governance member, and the total funds for that 3rd party would be grouped under the member's funds. The Power Point with this spreadsheet was sent out to the governance members and the partners.

Cherish- Adult Basic Education (ABE) has a large portion of the budget. The core programs of AEBG though were High School Diploma Completion/GED/HiSet and ESL & Citizenship; the other programs, CTE, Re-Entry, and so on, are considered special programs. As such, it is excellent that the consortium is currently using a large amount of the funding for ABE. The consortium's goal to have individual get their Adult Basic Education and then move forward. **Power Point (Attached)** slide #6

6. Future Public Meetings – Cherish Padro

All dates, along with times and locations, for the future AEBG public meetings are on the Adult – U website. The next public meeting is currently scheduled at Shasta County

Office of Education for Wednesday, November 16th. Thursday the 17th was booked at SCOE, and the following week, the fourth Thursday of the month, is Thanksgiving. There is an alternative date for Wednesday, November 30th, also at SCOE. It is important to have a public meeting in November as there is not a meeting in December and Cherish needs to present the updates from the Summit. The governance members decided to choose the alternate date for the November public meeting. The meeting will now be on Wednesday, November 30th, at SCOE. All other future meeting are on the fourth Thursday of the month except for February's meeting. If there are any questions, an e-mail should be sent to Cherish. **Power Point (Attached)** slide #7

7. New Courses Offered – Cherish Padro

There are several new courses being offered by the consortium. The first one is 21st Century Skills. It is in partnership with the 21st Century Skills grant through New World of Work. It focuses on teaching soft skills, which ties in nicely with the Re-Entry category of AEBG. The 15-16 annual plan recognized the gap between the job seeker and employer as one of the largest hurdles to overcome. Through the 21st Century Skills curriculum, they have identified that soft skills is what employers are looking for but what job seekers are often missing.

The first 21st Century Skills workshop was at Shasta College's Tehama campus, as well as the Main campus. The goal is to have this program throughout the region. Right now, Cherish is in contact with the job training center and the Smart center is have people trained in this curriculum; then these centers would be able to instruct job seekers in these needed soft skills. Then there will be a regional soft skills campaign through the Re-Entry taskforce to get employers in on it, so employers could be connected to these job seekers who will have gone through the program.

Question- Who would be able to get training? Cherish is in contact with the director of 21st Century Skills, and she is open to pretty much anyone receiving the training. AEBG would cover the cost of the instructor's training. If anyone is interested in receiving this training, e-mail Cherish.

Machining and Forming and Welding classes have begun at Red Bluff High School. These are free CTE courses. Another course that started is Job Skills/Forklifting, which is at Corning High.

Fabio Robles- Through a partnership with Pearson, the Trinity County Office of Education offers tests for different Information Technologies areas. TCOE also offers the GED tests. This partnership has also authorized TCOE to be mobile with these tests. Now the can get these various tests to individuals throughout the region. **Power Point (Attached)** slides #8 – 9

8. Website Updates – Cherish Padro

The website has been going through updates. The website questionnaire is being utilized daily. All of the programs, courses, success stories, and so are all on the website now. Also, thanks to a wonderful idea from Sandra Hamilton-Slane, all of the programs have an associating icon. Additionally, the website has been made user friendly for the entire AEBG age group, from adults who are tech savvy to adults who may have little familiarity with technology. The website is still continuing to grow. **Power Point (Attached)** slide #10

9. Community Pro Suite – Cherish Padro

Last meeting, the Adult – U website and Data Tracking training meeting, the creation of

the data tracking system was discussed. Cherish talked about the State's idea for a universal tracking systems that could pull from all sorts of different tracking services, could gather all of the needed information that the State needs, and be an easier to use system. Tom Forbes was offered to provide this service, but due to his company's already heavy workload, Tom Forbes declined with thanks.

Cherish is meeting with Garth Neil from Community Pro Suite. Currently, Community Pro is being used in Fresno, and they will be at the Summit. Community Pro does everything the consortium needs: alignment with WIOA, gather needed information, FERPA compliant, etc.

They are offering service to AEBG consortium and others. There is a cost tied to the use of Community Pro. The cost comes when an individual is referred. Example: the Good News Rescue Mission refers an individual to the Smart Center, and the individual is put into this system; there is then a \$2 charge per individual as long as the individual is in the system. If the individual drops off the program and is no longer in the system, then there will not be a charge for them anymore. If an individual is not referred, then there is no charge. A cap or estimate of this charge is 15% of individuals served.

Community Pro Suite is willing to work with the consortium's needs. Cherish will be meeting with them at the Summit. She will bring back more information and an estimate. **Power Point (Attached)** slides #11 – 12

10. Marketing Possibilities – Cherish Padro

N&R Publications is a great marketing group that several AEBG consortiums are using. Consortiums are using them to send out flyers/brochures to their region. The brochure is like a magazine that informs people in the region of programs, courses, and different services available to them because of AEBG.

Our consortium will be working with Shasta College's Marketing department, as well as possibly N&R Publications. The marketing will be targeted to potential students and service partners. Reminder: have individuals sign a photo release before using any pictures of them. Cherish e-mailed the photo release to everyone, but it is also on the Adult – U website, under the Resources tab after a partner has logged in. **Power Point (Attached)** slide #13

11. Mission Statement – Cherish Padro

On the Adult – U website, Cherish created a mission statement for AEBG. Cherish wanted input from the governance members on if the statement was good or if there should be some change. If any member has a suggestion, they should e-mail the Cherish with their ideas for the mission statement. **Power Point (Attached)** slide #14

12. AB167/AB104 Diploma – Cherish Padro and Jim Cloney

There have been some inconsistencies throughout the consortium with how to handle AB167 diplomas versus AB104 common diploma. Kathi Rodriguez (from Shasta Adult School) - AB167 is for students who have been in the foster care system; it is only 130 credits, but it does require PE. Shasta Adult School does not offer PE, so we are unsure by law if we are meeting the requirements of this diploma. There is a need for consistency throughout the consortium. Usually, Shasta Adult School would send these AB167 individuals to the Anderson Adult School, where they do offer PE.

Cherish- two counties were issuing these AB167 diplomas, but one county was not because the district did not allow it. There needs to be a consortium decision on this subject.

Jim- AB167 individuals have to have been in foster care and be qualified by the high school. But the fact is that it does drop down the credit requirement to only 130. The

problem with only 130 credits is that the individual does not necessarily have to complete the four years, and that is against the spirit of the AB167 diploma and the common diploma as well. There is an example student. This one student did not want to do PE. She transferred to the adult school, where she did not take PE, and then she completed her diploma before the four years. The spirit of 167 does not mean that the students can graduate early. With a student who is in their fifth year or in their fourth year, then it might be beneficial to consider the difference of credits. 180 credits is already a lesser requirement; 130 credits is so much lower than that.

Stephanie McClung (from Shasta Adult School)- if it is decided to honor these AB167 diplomas, if an individual will be completing four years, then what about the need for PE when the adult school does not offer it?

Peggy- Maybe PE can be done as an independent study?

Stephanie- Currently, Shasta Adult School's course list does not have PE. Would this be something they would have to add next year? In the meantime, should they still refer these students to Anderson? Also, in the past, the adult school was told that they could not do independent study for PE. Many things have changed since then, so maybe now that is something that we could do. PE is not on the common diploma, but it is a requirement for the AB167 diploma. Could the adult school waive PE? Would they need to add PE?

Kathi- could it be added now or would the adult school need to wait till next year?

Peggy- AB167 is a State guideline, so the consortium cannot change it and cannot waive any requirements.

Tim- If a student who is qualified for AB167 does not want to do the full 180 credits and instead wants to do 130 credits, they could do so. But they would need to take a PE course, whether it has been added at the Shasta Adult School or if they have to go to Anderson to take it or even Shasta College.

Stephanie- Could the adult school at this point, add the PE course for this year, and then have it approved?

Jim- yes, it could be approved for next semester.

Stephanie- so then as a consortium, it is agreed that the students who qualify for AB167 can receive a diploma from the adult school as long as AB167 requirements are met and they complete the four years?

Jim- the consortium agreed on the common diploma together. Can we agree on this diploma? And if we do agree on this diploma, then we need to make sure that we add the right courses, such as PE. There needs to be a consensus in the consortium on the AB167 diploma. Internally, each school/district should examine the issue. At the next public meeting, the AB167 diploma should be reviewed. **Power Point (Attached)** slide #15

13. The Summit – Cherish Padro

The 2016 AEBG Summit is in Sacramento on November 1st through November 2nd. The director of 21st Century Skills asked Heather Wylie, an instructor at Shasta College, and Cherish to work with her on a proposal for the Summit, and the proposal was accepted. Heather and Cherish will be presenting. The presentation is talking about the different pathways for AEBG.

At the Summit, CLASP will be there to see how AEBG has helped the consortium regions. **Power Point (Attached)** slide #16

14. Success Stories – Cherish Padro

On October 10th, at the Tehama and Main campuses of Shasta College, there was a 21st Century Skills workshop. The theme was Collaboration and Networking. Jake Kelfer was

the speaker for these workshops. He is an author and speaker, who travels and speaks on soft skills. About 30 people attended the Tehama workshop, which was a great turn out. On the power point slide, there are some pictures of the workshop. Some of the individuals who attended were recent high school grads, some were older adults having a hard time finding employment, and some were adults who were trying to upgrade their skills.

There will be another 21st Century Skills workshop at the Tehama Campus on November 2nd. The theme is Communication. The goal is to also bring these 21st Century Skills workshops to the Trinity County. **Power Point (Attached)** slide #17

15. Action Items– Cherish Padro

The Crosswalk for Assessment taskforce will need to be formed by the end of the public meeting. Service providers should continue to track the data as they have been. Other taskforces have updates for meetings and different items that have been going on. The CTE taskforce's next meeting is on November 4th. AWD taskforce's next meeting is November 8th, but it might be rescheduled to November 15th.

The Re-Entry taskforce has been working on the National Work Readiness Credential, and now it is up and ready to go. Any individual who would benefit from obtaining this credential should be referred to the Smart Center. The individuals who should be referred are work-ready individuals, who already have their education and are now ready to enter the workforce.

The National Work Readiness Credential helps individuals apply for jobs, learn to read with understanding, basic math, and more. There have already been some individuals who have gone through and received the Credential and have now gone through interview processes and been offered a job.

In the next couple of weeks, the Smart Center will be having a lunch for other service providers. This lunch will discuss how to get referrals going. At the public meeting, a sign-up sheet was passed around for the lunch. The Smart Center also wants contact information for the different service providers.

The Smart Center currently has an instructor who can travel to Weaverville for the National Work Readiness Credential. Overall, it is a fairly quick process. The instructor will work with the individuals until they are able to pass the Credential. Usually it is two to three times a week, four to six hours a day, and no more than ten people in a group.

The AWD taskforce- Sandra Hamilton-Slane- there are 15 members who come to the meetings. Currently, the taskforce is looking for referrals of employers who hire people with disabilities. If any service provider knows someone who owns their own business, please refer them to the taskforce. The taskforce wants to interview employers and possibly record a video.

The month of October is National Disability Month; the taskforce is having a public awareness campaign on the hire-ability of people with disabilities. Part of the campaign is Brave Faces, taking away the stigma of those who have disabilities. There are many disabled people who are working, and some of them have disclosed and some have not disclosed that they are disabled.

Cherish- the consortium is doing a lot. It might seem slow-moving, but in reality, the consortium is ahead of the game. The State monitor said that the consortium is doing very well. **Power Point (Attached)** slide #18

16. Other – Cherish Padro

Cherish reminded people to sign-up for the Smart Center's lunch. If there are any questions about AEBG related matters, e-mail Cherish at cpadro@shastacollege.edu. Cherish and the governance members asked for volunteers for the Crosswalk for Assessment taskforce. Three people volunteered with Kate Mahar leading the taskforce. Cherish thanked the volunteers.

Jim Cloney adjourned the meeting at 4:22 p.m.

Next Public Meeting – November 30th at 3:00PM, at Shasta County Office of Educational Professional Development Center (2985 Innsbruck Drive) in the Lassen room.