



Shasta Tehama Trinity Adult Education Consortium  
*Public Meeting # 28*  
Date: 09/17/2020  
Time: 3:00pm-5:00pm  
Meeting Location: Zoom <https://cccconfer.zoom.us/j/97343267501>

### AGENDA

- 1) Introductions
- 2) Public Comment
- 3) Voting Items
  - a) Review June 18, 2020 Meeting Minutes
  - b) Review August 6, 2020 Special Meeting Minutes
  - c) 19.20 Consortium unspent funds, available as 1-time funds to Members
  - d) Reduced credit diploma
- 4) Informational/Discussion Items
  - a) Consortium Update – Budget, Activity, Staffing
  - b) STTAEC Fall Staff and Instructor Professional Development
- 5) Announcements/Adjournment

*Note - \*Agenda items are subject to change\**

## Important Due Dates

### September 2020

- **Sep 30:** 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q4)
- **Sep 30:** 20/21 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

### October 2020

- **Oct 30:** 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- **Oct 31:** Student data due in TOPSPro (Q1)

### December 2020

- **Dec 1:** July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- **Dec 1:** 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1)
- **Dec 1:** July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- **Dec 31:** 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

### January 2021

- **Jan 31:** Student Data due in TOPSPro (Q2)

### February 2021

- **Feb 28:** Preliminary allocations for 2021-22 and 2022-23 released by this date.

### March 2021

- **Mar 1:** 18/19 and 19/20 and 20/21 Member Expense Report due in NOVA (Q2)
- **Mar 1:** Close out of 18/19 Member Funds due in NOVA
- **Mar 31:** 18/19 and 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q2)
- **Mar 31:** Close out of 18/19 funds in NOVA certified by Consortia in NOVA
- **Mar 31:** End of Q3

### April 2021

- **Apr 30:** Student Data due in TOPSPro (Q3)

### May 2021

- **May 2:** CFADS for 2021-22 due in NOVA

### June 2021

- **Jun 1:** 19/20 and 20/21 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3)
- **Jun 30:** End of Q4

Shasta Tehama Trinity Adult Education Consortium  
*Public Meeting # 27*  
 Date: 06/18/2020  
 Time: 3:00pm-5:00pm  
 Meeting Location: Zoom <https://cccconfer.zoom.us/j/425638224>

## Meeting Minutes

### CALL TO ORDER

The meeting was called to order by Jim Cloney, Board Chair, at 3:05 pm

### 1) Introductions and roll call.

#### Board Members Present:

Member School/District	Voting Member	Proxy
Anderson Union High School Dist.	<input checked="" type="checkbox"/> Victor Hopper	<input checked="" type="checkbox"/> Lupe Cordova
Corning Union High School Dist.	<input checked="" type="checkbox"/> Jarod Caylor	<input type="checkbox"/> Jason Armstrong
Gateway Unified School Dist.	<input type="checkbox"/> James Harrell	<input type="checkbox"/> Steve Henson
Mountain Valley Unified School Dist.	<input type="checkbox"/> Debbie Miller	<input type="checkbox"/> Felicia Harrison
Red Bluff Joint Unified School District	<input type="checkbox"/> Todd Brose	<input checked="" type="checkbox"/> Barbara Thomas
Shasta-Tehama-Trinity CCD	<input checked="" type="checkbox"/> Dr. Joe Wyse	<input checked="" type="checkbox"/> Dr. Frank Nigro
Shasta Union High School Dist.	<input checked="" type="checkbox"/> Jim Cloney	<input checked="" type="checkbox"/> Milan Woollard
Southern Trinity Joint Unified School District	<input checked="" type="checkbox"/> Peggy Canale	<input type="checkbox"/> Cindy Dixon
Tehama County Department of Education	<input checked="" type="checkbox"/> Richard DuVarney	<input type="checkbox"/> Michelle Barnard
Trinity Alps Union High School Dist.	<input checked="" type="checkbox"/> Jamie Green	<input type="checkbox"/> Michael Martens
Trinity County Office of Education	<input type="checkbox"/> Fabio Robles	<input type="checkbox"/> Sarah Supahan

Present: David Gatewood, Shasta College; Megan Wadden; Misty Bowman, SMART Center; Wendy Zanutelli

Presenters: Rachelle Modena, Jim Cloney

Note Taker: Meeting was recorded for note taking.

### 2) Public Comment – No comments from the public.

### 3) Voting Items

a) Review March 23, 2020 Meeting Minutes

Jim Cloney asked the board to review the 03/23/2020 meeting minutes.

Jim Cloney called for a motion to approve the minutes.

Jamie Green moved to approve the minutes.

Peggy Canale seconded the motion.

The motioned carried.

## **b) Review Bylaw Updates**

Rachelle Modena proposed to remove the specific names of the Executive Committee.

Rachelle Modena proposed a 50% allocation in the fall and the remainder to the consortium in February and March 2021

Committee consensus: Agreed

Richard DuVarney motion to approve bylaw updates

Jarod Caylor seconded the motion

The motioned carried.

## **c) Consortium Executive Committee (Chair & Co-Chair)**

Jamie Green motioned to keep Jim Cloney, Chair and Jared Caylor, Co-Chair.

Joe Wyse seconded the motion

The motion carried.

## **d) Schedule 20.21 Consortium Meetings**

Joe Wyse motioned to adopt the Thursday schedule. Jim recommended keeping meetings virtual if possible.

Jamie Green seconded the motion

The motion carried.

Thursday, Sept. 17, 2020 @ 3:00pm- 5:00pm, Thursday, Jan. 21, 2021 @ 3:00pm- 5:00pm, Thursday, March 25, 2021 @ 3:00pm- 5:00pm, Thursday, June 17, 2021 @ 3:00pm- 5:00pm

## **e) 20.21 Budget/Allocations**

Rachelle Modena stated that there will be a 12.1% reduction to Adult Education; Reducing STTACE by \$141, 473

Option A: Leave the Student Service Coordinator Position vacant a \$35,000 – 40,000 savings.

Option B: Reduce Consortium Director (Rachelle Modena) contract to 11 months. Leave SSS vacant.

Jim Cloney proposed if Rachelle Modena moves to an 11 month contract that once funds are available Rachelle is restored to a 12 month position if possible.

Victor Hopper motioned to accept Option B.

Jared Caylor seconded the motion.

The motion carried

#### **4) Informational/Discussion Items**

##### **a) Consortium Update – Budget, Activity, Staffing**

Rachelle shared the Consortium budget update and her activity summary. Consortium data via LauchBoard was shared showing the STTAEC with continual positive growth and outcomes.

##### **b) Reduced Credit Diploma (130) – Former foster youth, homeless youth, juvenile court school.**

Rachelle discussed the need to provide consortium guidance around offering a reduced credit diploma modeling the opportunity in legislation for those under 18. Rachelle will work on a draft to present at the September meeting.

#### **5) Announcements/Adjournment**

Jim Cloney identified that we had reached the end of the agenda and asked if there were any other questions.

Jim Cloney called for any further announcements.

Meeting Adjourned 3:40

Shasta Tehama Trinity Adult Education Consortium  
*Single Item Special Public Meeting*

Date: 08.6.2020

Time: 3:00pm-5:00pm

Meeting Location: Zoom <https://cccconfer.zoom.us/j/93222639431>

## Meeting Minutes

### CALL TO ORDER

The meeting was called to order by Jim Cloney, Board Chair, at 3:13 pm

### 1) Introductions and roll call

#### Board Members Present:

Member School/District	Voting Member	Proxy
Anderson Union High School Dist.	<input type="checkbox"/> Victor Hopper	<input type="checkbox"/> Lupe Cordova
Corning Union High School Dist.	<input checked="" type="checkbox"/> Jarod Caylor	<input type="checkbox"/> Jason Armstrong
Gateway Unified School Dist.	<input type="checkbox"/> James Harrell	<input type="checkbox"/> Steve Henson
Mountain Valley Unified School Dist.	<input type="checkbox"/> Anmarie Swanstrom	<input type="checkbox"/> Felicia Harrison
Red Bluff Joint Unified School District	<input type="checkbox"/> Todd Brose	<input checked="" type="checkbox"/> Wendy Drury
Shasta-Tehama-Trinity CCD	<input checked="" type="checkbox"/> Dr. Joe Wyse	<input type="checkbox"/> Dr. Frank Nigro
Shasta Union High School Dist.	<input checked="" type="checkbox"/> Jim Cloney	<input checked="" type="checkbox"/> Milan Woollard
Southern Trinity Joint Unified School District	<input checked="" type="checkbox"/> Peggy Canale	<input type="checkbox"/> Cindy Dixon
Tehama County Department of Education	<input type="checkbox"/> Richard DuVarney	<input checked="" type="checkbox"/> Michelle Barnard
Trinity Alps Union High School Dist.	<input checked="" type="checkbox"/> Jamie Green	<input type="checkbox"/> Michael Martens
Trinity County Office of Education	<input checked="" type="checkbox"/> Fabio Robles	<input type="checkbox"/> Sarah Supahan

2) **Public Comment** – No comments from the public.

### 3) Voting Items

#### a) 20.21 Budget/Allocations

Rachelle presented a allocation option that resorted funding to all Members at the rate approved on March 26, 2020. Consortium budget will increase operating and increase staff to rehire the Student Services Coordinator in a part-time capacity.

Jaime Green made a motion to approve Option A funding allocations as presented.

Peggy Canale seconded the motion.

The motion carried.

#### **4) Announcements/Adjournment**

Next Meeting: September 16, 2020, 3-5 PM via Zoom

Meeting adjourned at 3:26 PM

# STTAEC One-time Funds Application 2020.2021

The STTAEC is able to offer one-time funds to support adult education in the amount totaling \$46,143. Successful applicants will receive a contract amendment that will increase their 19.20 allocation. Applicants will have till 12.31.21 to spend the funds.

Hi Rachelle, when you submit this form, the owner will be able to see your name and email address.

\* Required

1. Please select your school district. \* 

- Anderson Union High School District
- Gateway Unified School District
- Shasta College
- Shasta Union High School District
- Corning Union High School District
- Red Bluff Joint Union High School District
- Tehama County Department of Education
- Mt. Valley Unified School District
- Southern Trinity Unified School District
- Trinity Alps Unified School District
- Trinity County Office of Education

2. Primary contact person? \*

3. Primary contact email address? \*

Enter your answer

4. Please select the program area(s) that the 20.21 one-time funds will support or expand. \*

- Adult Basic and Secondary Education (HSD/GED/HiSET)
- Career and Technical Education
- Workforce Preparation
- Parenting Education
- Adults with Disabilities
- Pre-apprenticeship
- English as a Second Language/Citizenship

5. How many students will be served with one-time funds? \*

Enter your answer

6. Please provide a narrative description of your eligible program or project that will be enhanced or increased by utilizing one-time funds. \*

Enter your answer

7. List the amount of funding requested. \*

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Enter your answer

7. List the amount of funding requested. \*

Enter your answer

8. Please provide a detailed budget associated with your request. \*

Enter your answer

9. If you are not awarded your full request what is the minimum award amount you would be willing to accept? \*

Enter your answer

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## Shasta Tehama Trinity Adult Education Consortium

### Adverse Circumstance Reduced Credit Diploma

Introduction: California legislation and Education Code support a reduced credit high school diploma for minors who experience adverse circumstances while a minor in high school. Current ed code (EC 51225.1 and 51225.5) does not support this reduced credit diploma for students once they turn 18. The reduced credit high school diploma is offered to students who have experienced one or more of the following:

Homelessness (AB 1806/216), Foster Care (AB 167/216), Juvenile Court School (AB 2306)

Military Family (AB 365), Migratory Child (AB 2121)

In addition, the student must have transferred schools in the 3<sup>rd</sup> and or 4<sup>th</sup> year of high school and subsequently fell behind in high school credits and cannot reasonably graduate in a 5<sup>th</sup> year of high school.

Subject	Proposed STTAEC Reduced Credit (130 credit) Diploma – Min. CA requirements	STTAEC High School Diploma – (180 Credits)
English	30	40
Math (unspecified)	10	20
Algebra I	10	10
U.S. History & Geography	10	10
World History, Culture, and Geography	10	10
American Government	5	5
Economics	5	5
Biology	10	10
Physical Science	10	10
Physical Education	20	0
Foreign Language, Visual/Performing Arts, CTE	10	20
Electives	0	40
Total	130	180

Adult school staff will utilize student school transcripts to identify students who may be eligible for a reduced credit diploma when a school transfer is noted after 10<sup>th</sup> grade. Through an intake process, staff can inquire about the student's homelessness, foster care, juvenile court, military, or migratory status if not formally noted on the transcript. If a student disclosed an adverse circumstance that is not noted on their transcript the student will be asked to provide documentation of the adverse circumstance. Due to the age of the student, formal documentation may not be available for all situations. A signed declaration of the adverse circumstance may be accepted on a case by case basis. For any students that cannot provide formal documentation, the signed student declaration will be approved by the adult school administrator, admitting the declaration as the formal documentation.

Shasta-Tehama-Trinity Adult Education Consortium  
Better Jobs  
19.20 Budget Summary

2019.2020 Budget	Budget	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Expenses as of 6.30.20	Budget Remaining	% spent
Fiscal Agent Indirect	\$ 57,125.00	\$ 542.30	\$ 613.48	\$ 12,556.39	\$ 849.51	\$ 1,295.28	\$ 13,028.75	\$ 56,873.57	\$ 251.43	100%
<b>Fiscal Agent Sub Total</b>	<b>\$ 57,125.00</b>	<b>\$ 542.30</b>	<b>\$ 613.48</b>	<b>\$ 12,556.39</b>	<b>\$ 849.51</b>	<b>\$ 1,295.28</b>	<b>\$ 13,028.75</b>	<b>\$ 56,873.57</b>	<b>\$ 251.43</b>	<b>100%</b>
Salary/Benefit	\$ 177,895.00	\$ 10,391.65	\$ 10,391.65	\$ 10,391.65	\$ 10,455.54	\$ 10,455.54	\$ 10,576.85	\$ 157,139.03	\$ 20,755.97	88%
Supplies Non Instructional	\$ 3,000.00	\$ 26.08		\$ 152.38	\$ 178.97	\$ 170.81	\$ 102.89	\$ 1,071.99	\$ 1,928.01	36%
Postage	\$ 250.00							\$ -	\$ 250.00	0%
Travel-Staff	\$ 9,670.00	\$ 155.85	\$ 1,641.58	\$ 463.46	\$ 997.25			\$ 7,989.22	\$ 1,680.78	83%
Service Fees/Other Charges	\$ 19,371.00	\$ 128.59	\$ 1,921.24	\$ 363.54	\$ 3,812.50	\$ 207.37	\$ 9.59	\$ 8,192.83	\$ 11,178.17	42%
Advertising	\$ 10,651.00							\$ 3,203.90	\$ 7,447.10	30%
Printing	\$ 500.00	\$ 6.00	\$ 60.00					\$ 96.55	\$ 403.45	19%
Equipment	\$ 2,500.00							\$ -	\$ 2,500.00	0%
<b>Consortium Direct Sub Total</b>	<b>\$ 223,837.00</b>	<b>\$ 10,708.17</b>	<b>\$ 14,014.47</b>	<b>\$ 11,371.03</b>	<b>\$ 15,444.26</b>	<b>\$ 10,833.72</b>	<b>\$ 10,689.33</b>	<b>\$ 177,693.52</b>	<b>\$ 46,143.48</b>	<b>79%*</b>
Anderson Union High School District	\$ 154,605.00							\$ 154,605.00	\$ -	100%
Shasta College	\$ 170,831.00							\$ 170,831.00	\$ -	100%
Shasta Union High School District	\$ 185,648.00							\$ 185,648.00	\$ -	100%
Corning Unified High School District	\$ 53,379.00							\$ 53,379.00	\$ -	100%
Red Bluff Joint Unified School District	\$ 123,456.00							\$ 123,456.00	\$ -	100%
Southern Trinity Joint Unified School Dis	\$ 29,394.00							\$ 29,394.00	\$ -	100%
Mountain Valley Unified School Dircit	\$ 10,000.00							\$ 10,000.00	\$ -	100%
Trinity Alps Unified School District	\$ 59,230.00							\$ 59,230.00	\$ -	100%
Trinity County Office of Education	\$ 81,151.00							\$ 81,151.00	\$ -	100%
<b>Members Sub Total</b>	<b>\$ 867,694.00</b>	<b>\$ -</b>	<b>\$ 867,694.00</b>	<b>\$ -</b>	<b>100%**</b>					
<b>Totals</b>	<b>\$ 1,148,656.00</b>	<b>\$ 11,250.47</b>	<b>\$ 14,627.95</b>	<b>\$ 23,927.42</b>	<b>\$ 16,293.77</b>	<b>\$ 12,129.00</b>	<b>\$ 23,718.08</b>	<b>\$ 1,102,261.09</b>	<b>\$ 46,394.91</b>	

Target 100%

Shasta-Tehama-Trinity Adult Education Consortium  
Better.Jobs  
20.21 Budget Summary

2020.2021 Budget	Budget	Jul-20	Aug-20	Expenses to Date	Budget Remaining	% spent
Fiscal Agent Indirect	\$ 57,125.00	\$ 590.94	\$ 1,101.06	\$ 1,692.00	\$ 55,433.00	3%
<b>Fiscal Agent Sub Total</b>	<b>\$ 57,125.00</b>	<b>\$ 590.94</b>	<b>\$ 1,101.06</b>	<b>\$ 1,692.00</b>	<b>\$ 55,433.00</b>	<b>3%</b>
Salary/Benefit	\$ 162,815.00	\$ 10,162.14	\$ 10,162.14	\$ 20,324.28	\$ 142,490.72	12%
Supplies Non Instructional	\$ 2,500.00			\$ -	\$ 2,500.00	0%
Postage	\$ 75.00			\$ -	\$ 75.00	0%
Travel-Staff	\$ 2,500.00			\$ -	\$ 2,500.00	0%
Service Fees/Other Charges	\$ 16,524.00			\$ -	\$ 16,524.00	0%
Advertising	\$ 10,651.00			\$ -	\$ 10,651.00	0%
Printing	\$ 250.00			\$ -	\$ 250.00	0%
Equipment	\$ 2,500.00			\$ -	\$ 2,500.00	0%
<b>Consortium Direct Sub Total</b>	<b>\$ 197,815.00</b>	<b>\$ 10,162.14</b>	<b>\$ 10,162.14</b>	<b>\$ 20,324.28</b>	<b>\$ 177,490.72</b>	<b>10%*</b>
Anderson Union High School District	\$ 158,145.00				\$ 158,145.00	0%
Shasta College	\$ 174,743.00				\$ 174,743.00	0%
Shasta Union High School District	\$ 184,275.00				\$ 184,275.00	0%
Corning Unified High School District	\$ 62,294.00				\$ 62,294.00	0%
Red Bluff Joint Unified School District	\$ 126,283.00				\$ 126,283.00	0%
Southern Trinity Joint Unified School District	\$ 28,000.00				\$ 28,000.00	0%
Mountain Valley Unified School District	\$ 10,229.00				\$ 10,229.00	0%
Trinity Alps Unified School District	\$ 60,586.00				\$ 60,586.00	0%
Trinity County Office of Education	\$ 83,010.00				\$ 83,010.00	0%
<b>Members Sub Total</b>	<b>\$ 887,565.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 887,565.00</b>	<b>0%**</b>
<b>Totals</b>	<b>\$ 1,142,505.00</b>	<b>\$ 10,753.08</b>	<b>\$ 11,263.20</b>	<b>\$ 22,016.28</b>	<b>\$ 1,120,488.72</b>	

Target 16.6%

Shasta Tehama Trinity Adult Education Consortium  
Consortium Director & Student Services Coordinator (Vacant)

June 18, 2020 – September 16, 2020

Consortium Director

- Supported Members with Q4 fiscal expense report submission and 19.20 budget modifications
- Supported Members with Q4 Data Integrity Report
- Facilitated Special Public Meeting to address additional funds for 20.21 budget
- Facilitated Practitioner Meeting, September 9, 2020 – Recap of distance learning efforts and needs
- Created and submitted the 20.21 Annual Plan in NOVA
- Provided STTAEC onboarding for new Members
- Supported Members with the 19.20 Program Area Report - Estimates
- Requested 20.21 detailed budget from Members, began issuing contracts for 20.21 as budgets are submitted.
- Entered contract for streaming STTAEC videos (Roku, Samsung, Apple TV, etc.)
- CAEP and Adult Education webinars and trainings
  - Weekly CAEP office hours
  - CAEP Regional Meeting
  - Credit for Prior Learning
  - Policy Matters: Will the kids be all right?
  - K12 SWP Bidders Conference
  - North Far North Regional Consortium – Regional Meeting

*Highlight – Researching demographics for reduced credit diploma*