



Shasta Tehama Trinity Adult Education Consortium

Public Meeting # 29

Date: 01/21/2021

Time: 3:00pm-5:00pm

Meeting Location: Zoom <https://shastacollege-edu.zoom.us/j/91415228521>

AGENDA

- 1) Introductions
- 2) Public Comment
- 3) Voting Items
 - a) Public Meeting Minutes 9.17.20
 - b) Special Public Meeting Minutes 10.15.20
- 4) Informational/Discussion Items
 - a) Consortium Update – Budget, Activity, Staffing
 - b) STTAEC 20.21 Performance Data Q1 & Q2 2019.2020 vs 2020.2021
 - c) Introduction to the 21.22 Budget Planning Process
- 5) Announcements/Adjournment

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

Next Meeting: March 25, 2021 3-5 PM via Zoom

Important Due Dates

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 # 28
 Date: 09/17/2020
 Time: 3:00pm-5:00pm
 Meeting Location: Zoom <https://cccconfer.zoom.us/j/97343267501>

Meeting Minutes

1) Introductions and roll call

Member School/District	Voting Member	Proxy
Anderson Union High School Dist.	<input checked="" 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 checked="" type="checkbox"/> James Harrell	<input type="checkbox"/> Steve Henson
Mountain Valley Unified School Dist.	<input checked="" type="checkbox"/> Anmarie Swanstrom	<input type="checkbox"/> Felicia Harrison
Red Bluff Joint Unified School District	<input checked="" type="checkbox"/> Todd Brose	<input checked="" type="checkbox"/> Wendy Drury
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 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) **Review June 18, 2020 Meeting Minutes**

James Harrell made a motion to approve the minutes as presented.

Jarod Caylor seconded the motion.

The motion carried.

b) **Review August 6, 2020 Special Meeting Minutes**

James Harrell made a motion to approve the minutes as presented.

Jarod Caylor seconded the motion.

The motion carried.

c) 19.20 Consortium unspent funds, available as 1-time funds to Members

Rachelle Modena introduced the 19.20 one-time funds available for Members. Funds were unspent from the 19.20 Consortium budget. Rachelle proposed a quick timeline to complete funding applications and a special meeting in October so that funds can be distributed. 19.20 one-time funds will need to be spent by 12.30.21.

Todd Brose made a motion to accept the one-time funds application and funding process for 19.20 one-time funds.

Jaime Green seconded the motion.

The motion carried.

d) Reduced credit diploma

Rachelle Modena introduced a reduced credit (130) high school diploma. The diploma would be available to certain populations who had experienced adverse events as a minor that lead to a credit deviancy. Jaime Green would like to remove all electives for the current diploma lowering it to 140. Rachelle will convene the Practitioners to discuss this option and report back at the next public meeting.

Jaime Green made a motion to implement and offer at 130 credit diploma for special populations.

Victor Hopper seconded the motion.

The motion carried.

4) Informational/Discussion Items

a) Consortium Update – Budget, Activity, Staffing

Rachelle shared the most recent Consortium budget update and her key activities since the last meeting. The highlight project during this time was the reduced credit diploma. Rachelle is working a fiscal analyst to see at what level the Student Services Coordinator has be hired, part-time or full-time.

b) STTAEC Fall Staff and Instructor Professional Development

Rachelle will be offering a kick off professional development opportunity for all Consortium staff and instructors. Rachelle would appreciate support for attendance from the voting Members.

5) Announcements/Adjournment

Meeting adjourned at 3:38 PM

Shasta Tehama Trinity Adult Education Consortium

Public Meeting # 28

Date: 09/17/2020

Time: 3:00pm-5:00pm

Meeting Location: Zoom <https://shastacollege-edu.zoom.us/j/96015486439>

Meeting Minutes

1) Introductions & Roll Call

Member School/District	Voting Member	Proxy
Anderson Union High School Dist.	<input checked="" type="checkbox"/> Victor Hopper	<input type="checkbox"/> Lupe Cordova
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Trinity County Office of Education	<input checked="" type="checkbox"/> Fabio Robles	<input type="checkbox"/> Sarah Supahan

2) **Public Comment** - No public comment.

3) **Voting Items**

a) **20.21 One-Time Funds**

Rachelle summarized the application process which included an extension to submit by one week. There were a total of three applications. Two funding options were presented to start the conversation. Each Member who applied briefly summarized their project.

A motion was made by Richard DuVarney to fund 19.20 One-Time Funds under option A as presented.

The motion was seconded by Jaime Green.

The motion carried.

4) **Announcements/Adjournment**

Rachelle reminded Tehama schools that their PPE was available at the district office.
Meeting adjourned at 3:17 PM.

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

September 17, 2020 – January 21, 2021

Consortium Director

- Supported Members with 20.21 Budget and Workplans submitted in NOVA
- Processed 20.21 contracts and first payments
- Facilitated Special Public Meeting to address additional funds for 20.21 budget
- Processed One-time funds contracts and payments
- Supported Members with Q1 fiscal expense report
- Distributed PPE to all programs
- Facilitated Practitioner Meeting, January 20, 2021 – Updates for SMART Center, Job Training Center, and Shasta College
- Supported Members with the 19.20 Program Area Report – Final Numbers
- Facilitated 1-1 program check-in calls & data review
- CAEP and other Professional Development
 - Weekly CAEP office hours
 - Chancellor's Office System Update Webinars
 - CAEP Summit – 10.26-29.2020
 - CAEP Directors Event – 10.5.20
 - Economic Forecast Presentations 9.30.20, 11.4.20
 - Launchboard Training – 11.9.20
 - CAEP Distance Learning 11.10.20
 - Noncredit Virtual Workshop 11.12.20
 - North Far North Regional Consortia Meeting's
 - CCCAOE Fall Conference – Sept. & Oct. various dates
 - CCCAOE Leadership 2 Training – October-November 2020
 - Economic Forecast Summit 1.14.21
 - Expect More Tehama Workshop 1.13.21

Highlight – California Community College Association for Occupational Ed – Leadership Academy 2

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

2020.2021 Budget	Budget	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Expenses to Date	Budget Remaining	% spent
Fiscal Agent Indirect	\$ 57,125.00	\$ 590.94	\$ 1,101.06	\$ 12,579.58	\$ 488.67	\$ 807.36	\$ 12,249.20	\$ 27,816.81	\$ 29,308.19	49%
Fiscal Agent Sub Total	\$ 57,125.00	\$ 590.94	\$ 1,101.06	\$ 12,579.58	\$ 488.67	\$ 807.36	\$ 12,249.20	\$ 27,816.81	\$ 29,308.19	49%
Salary/Benefit	\$ 162,815.00	\$ 10,162.14	\$ 10,162.14	\$ 10,162.14	\$ 10,160.00	\$ 10,160.00	\$ 10,168.27	\$ 60,974.69	\$ 101,840.31	37%
Supplies Non Instructional	\$ 2,500.00							\$ -	\$ 2,500.00	0%
Postage	\$ 75.00							\$ -	\$ 75.00	0%
Travel-Staff	\$ 2,500.00				\$ 53.48			\$ 53.48	\$ 2,446.52	2%
Service Fees/Other Charges	\$ 16,524.00				\$ 615.00	\$ 242.50		\$ 857.50	\$ 15,666.50	5%
Advertising	\$ 10,651.00			\$ 5,000.00				\$ 5,000.00	\$ 5,651.00	47%
Printing	\$ 250.00							\$ -	\$ 250.00	0%
Equipment	\$ 2,500.00							\$ -	\$ 2,500.00	0%
Consortium Direct Sub Total	\$ 197,815.00	\$ 10,162.14	\$ 10,162.14	\$ 15,162.14	\$ 10,828.48	\$ 10,402.50	\$ 10,168.27	\$ 66,885.67	\$ 130,929.33	34%
Anderson Union High School District	\$ 158,145.00				\$ 79,072.50				\$ 158,145.00	0%
Shasta College	\$ 174,743.00								\$ 174,743.00	0%
Shasta Union High School District	\$ 184,275.00			\$ 92,137.50					\$ 184,275.00	0%
Corning Unified High School District	\$ 62,294.00				\$ 31,147.00				\$ 62,294.00	0%
Red Bluff Joint Unified School District	\$ 126,283.00			\$ 63,141.50					\$ 126,283.00	0%
Southern Trinity Joint Unified School District	\$ 28,000.00			\$ 14,000.00					\$ 28,000.00	0%
Mountain Valley Unified School District	\$ 10,229.00			\$ 5,114.50					\$ 10,229.00	0%
Trinity Alps Unified School District	\$ 60,586.00			\$ 30,293.00					\$ 60,586.00	0%
Trinity County Office of Education	\$ 83,010.00			\$ 41,505.00					\$ 83,010.00	0%
Members Sub Total	\$ 887,565.00	\$ -	\$ -	\$ 246,191.50	\$ 110,219.50	\$ -	\$ -	\$ -	\$ 887,565.00	0%
Totals	\$ 1,142,505.00	\$ 10,753.08	\$ 11,263.20	\$ 273,933.22	\$ 121,536.65	\$ 11,209.86	\$ 22,417.47	\$ 94,702.48	\$ 1,047,802.52	

Spending Target as of 12.31.20* Target 50%

**Members receive one payment a year. Spending target does not apply.