



SOUTHWEST RIVERSIDE ADULT EDUCATION

Steering Committee

Joyce Johnson
MSJC
Co-Chair

Lucie Gonzalez
Riverside County
Office of Education
Co-Chair

Nohora Vazquez
Lake Elsinore USD
Co-Director

Jasmine Port
MSJC
Co-Director

Melissa Lee
Banning USD
Member

Matthew Centofranchi
Hemet USD
Member

Anthony Coronado
Beaumont USD
Member

Morgan Quick
Murrieta Valley USD
Member

Dr. Pauline Garcia
Perris UHSD
Member

Ken Swanson
San Jacinto USD
Member

David Schlottman
Temecula Valley USD
Member

AEP Steering Committee Meeting
Fri., Sept. 13, 2024 - 9:00 a.m. – 12:00 p.m.

MVC – Building 3000, Rm 3026
28237 La Piedra Rd., Menifee, CA

MINUTES

Participants:

Lucie Gonzalez (virtual) -RCOE, Blair Bradley -Hemet, Jasmine Port, Miriam Brijandez (clerk for meeting) - MSJC, Pauline Garcia - Perris, Morgan Quick - Murrieta, Ken Swanson - San Jacinto, Anthony Coronado - Beaumont, Melissa Lee - Banning, David Schlottman, Chris Rivard -Temecula, Marlon Hernandez - SRAE Transition Professional Expert

I. Call to Order:

Meeting called to order at 9:07 a.m. by Jasmine Port

II. Review/Approval of August 9, 2024 Minutes

- Ken Swanson, San Jacinto, moved to approve minutes
- David Schlottman, Temecula, second
- All approved, so moved

III. Consortium Professional Development:

Jasmine: Our focus is getting attendance full for the event. We have room for 120 staff/faculty and will support with declaration of funds for members to submit to have their staff able to come. We will still have time at the October meeting to submit those forms as well. We will discuss event workflow and our presentations in the closed session after this meeting.

Nohora: We really want to encourage CTE participation. They are the focus of our year plan, and the new three-year plan is going to continue with a bigger focus, so we want to make those CTE teachers part of our work and start making them aware of what we do here.

Jasmine: So, if you could bring your CTE that would be wonderful, and I know some agencies have their own counseling staff or transition support staff. Show of hand if you have that at your agencies outside of our consortium personnel.

Nohora: We will be having a specific session dealing with counselors and transition staff so we want as many of those participants. Marlon can meet with those who are unable to attend. We are going to have a standard process and we want all counselors to learn about it at the event.

Anthony: It's a long drive for us from Beaumont so some of our staff won't be able to get there until around 5:00 p.m.

Nohora: It's fine, they will be able to have dinner and then we'll go into the breakout rooms.

David: Is this for Adult Ed staff only?

Nohora: Yes, Adult Ed staff only, teachers and classified staff. We invite the dignitaries to the event for the community in May.

IV. Survey Monkey Budget Approval:

Jasmine: We used to have WestEd for entry and exit surveys but since we decided not to renew that program, we need an alternative to conducting our surveys. Survey Monkey can provide that service for us and for 10 users (agencies) at around 100,000 responses we are looking at \$9,000.00. If we cushion with another \$2,000.00 in case there are any hidden costs, tax, or service fees.

Nohora: We decided to make the change from WestEd to be able to access the data anytime we want to check it. We want to be more proactive with the data so we can know what our students want from more evening classes to more counseling support. One of our big questions in the three-year plan was how are you gathering your student data and what are you doing on a continuous basis to improve your programs? If you want to implement other types of feedback surveys, you can do that, but this program pulls everything together for the consortium. You want to be able to know this data in current terms. We had an incident in one of our ESL classes where most of the class was taught in Spanish and that isn't what our students wanted so we were able to relay those feelings to us. With a private, secure survey students are more open in their evaluations.

Pauline: As to what you were saying, the surveys are good, especially if they're going through WASC. One of the one of things that they want to ask for us to do moving forward and every year annually is that we conduct student surveys to identify things like satisfaction and needs. But they also wanted us to do student surveys for counseling services and for assessing curriculum and so I didn't have that information and putting in the plans for this year and have the platform to support that.

- Ken Swanson, San Jacinto, moved to approve the expenditure for Survey Monkey not to exceed \$10,000.00.
- Pauline Garcia, Perris, second
- All approved, so moved

V. Transition Specialist Update:

Jasmine: Next item is our wonderful transition specialist update, Marlon Hernandez. Marlon will be in attendance at our consortium meetings to give us a brief update.

Marlon: Good morning, everyone. So far, I have shared the consortium form with everyone. It should be in your e-mail. So up to now everything is up to date and running. The first thing that is listed is the consortium list where I get all the students' information from all the institutions. And then from there I divide it into their specific institutions. For instance, I'll have Banning, Beaumont, Hemet, Murrieta, Perris, RCOE San Jacinto, Temecula and MSJC transition list which works for us. And so, we can see right here (demonstrates list on the screen). This is a live document. So, I have all students that we get from everyone. And then I also do my notes on the reason why they're seeing me, and any follow up with them. Some of the students are not ready to go. I send them either a flyer or I just ask them to contact me in the future. I leave voicemails. Whatever support they need.

Jasmine: Yesterday I sent an email with the link to all the steering committee leads.

Nohora: This isn't a document you can save. It is live so all members have access to the information contained within. If anyone needs a sheet tailored to their organization, I can send those to you via email.

Jasmine: Your identified data person will be updating on your end, pulling the outcomes, and updating ASAP and make notes to the work that was done. Whatever makes sense for you, maybe bi-weekly or on a monthly basis, but those are your outcomes.

Nohora: Marlon's focus will be on the four main outcomes in ASAP. He will get a commitment from them on their goals and will put them in touch with community services they need. We want people moving to the next level. There is an outcome column and that needs to be marked. We will have no excuse anymore that we don't know the outcome of that session. We have three main services – career services, transition services and support services. We need to mark outcome and service as well if it applies.

VI: Co-Directors Rate Increase Proposal:

Blair: We would like to revisit the COLA that was discussed at our June retreat. Most of the districts got much higher COLAs but the co-directors got .8% based on what was agreed. We need to make the compensation and the language in our bylaws commensurate with what is fair – but never below 2.5% per year. As a bylaw this can be revised in the future, should that need arise.

After discussion with Ken, Blair and Melissa, Ken made a motion to be considered.

- Ken Swanson, San Jacinto proposed that we set a percentage increase for our leads much like step and column like K12 has. Co-lead pay shall increase a minimum of 2.5% annually or by the funded COLA whichever is higher. This rate increase shall be revisited and voted upon every June at our annual consortium work/retreat meeting.
- David Schlottman, Temecula, second
- All approved, so moved (Nohora and Jasmine abstained from vote)

Jasmine: Thank you all for your support.

VII. Fiscal Approvals:

Jasmine: We need to approve our declaration of funds.

Pauline: I'm requesting funds for the CASAS for \$8,380.68 for myself, my secretary, my two counselors and CTE teachers from the classrooms for registration and hotel costs.

Melissa: To cover the cost for Banning Adult School staff members to attend the fall professional development event on October 16th in the amount of \$1,241.00.

Morgan: To cover myself and our Adult Ed secretary to attend the CAEP Summit for \$4,338.00 to cover the registrations, hotels and flights, and mileage. Also, we have the cost of Burlington which is ~~**\$9,006.00~~ \$9,600.00.

- Ken Swanson, San Jacinto, moved to use unallocated project funds to approve Murrieta request for funding for Burlington ~~**\$9,006.00~~ \$9,600.00 and CAEP Summit \$4,338.00, Banning request for funding FA24 Professional Development \$1,241.00 and Perris CASAS \$8,380.68
- Anthony Coronado, Beaumont second
- All approved, so moved

VIII. Comments:

Blair: Updated the group on participation of the member's data teams in regular training. They meet every Thursday before the regular steering committee meetings on the second Friday of the month. This is really helping our efforts and it is important that we continue working on it.

IX. Adjourn:

- Melissa Lee Schott, Banning, moved to adjourn
- Ken Swanson, San Jacinto, second
- Approved, so moved

Jasmine Port adjourned the meeting at 10:19 a.m.

**Correction - Steering Committee approved correction via email 11/12/24 to approved expenditure for Murrieta from \$9,006.00 to the actual amount of \$9,600.00.