



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

Steve Rausa
Murrieta Valley USD
Member

Dr. Pauline Garcia
Perris UHSD
Member

Ken Swanson
San Jacinto USD
Member

Tim Dignan
Temecula Valley USD
Member

AEP Steering Committee Meeting
Fri., Nov. 3, 2023 - 9:00 a.m. – 12:00 p.m.

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

MINUTES

Participants:

Tim Dignan – Temecula, Lucie M. Gonzalez – RCOE, Blair Bradley – Hemet, Jasmine Port, Miriam Brijandez, Nancy Carr – MSJC, Pauline Garcia – Perris, Michelle Smith – Murrieta, Nohora Vazquez – Lake Elsinore, Todd Peel, Ken Swanson, Sheree Langston – San Jacinto, Anthony Coronado – Beaumont, Steve Rausa – Murrieta, Melissa Lee – Banning

I. Call to Order:

Meeting called to order at 9:04 a.m. by Jasmine Port

II. Review/Approval of October 13, 2023 Minutes

- Tim Dignan, Temecula, moved to approve minutes
- Ken Swanson, San Jacinto, second
- All approved, so moved

III. GradComm Marketing Consortium Website/Campaign Updates:

Jasmine: Introduced Cheryl Broom from GradComm who did update presentation.

Open discussion regarding FAQ for the website. Nohora and Jasmine will put together content for About Us page and agencies will provide general FAQ to add that content. Will consult with staff that is most engaged with potential students and the most common questions they have. Nohora will send out a survey to staff to provide input. Cheryl will attend next meeting to demonstrate the compilation of the FAQ content. Reviewed analytics for marketing efforts since early October. Showed ads that are generating hits to our website.

IV. CAEP Summit 23-24 Debrief:

Nohora: We had good participation and more involvement with admins. And support staff. The presentations were more targeted for support staff which should encourage us to bring more staff where in the past it was more for leadership.

Todd: NorthStar presentation focused on that.

Anthony: We saw the focus and computer basic modules.

Nohora: Having trouble getting their W-9.

Anthony: Check their website.

Blair: Went to the OC presentation and it was interesting, and they shared all their resources and data. They do a lot of collaboration with spending and there were documents that were very good.

Jasmine: I found that consortiums are not all the same and our consortium was highlighted in a presentation by Nohora and I and the activities we are doing are collaborative and not sure if that is the case for all consortiums.

Blair: A lot of them still have an external manager but ours is good that this is done internally with Nohora and Jasmine.

Nohora: You see big consortiums like LA and you see that you need the effort to have members bring leadership. It was interesting to see consortiums our size who decided to rotate leadership. We are going to be responsible for our own grants, data, etc. Nobody is compiling them as a consortium. The other presenters with us could only discuss their own agency and not the consortium. We have trust and communication and we have built that and are willing to spend our money serving our students.

Todd: Pre-apprenticeship up north with bus driving, like our construction.

Jasmine: CTE was a feature at the conference, and we are focusing on CTE but it is a struggle across the state to transition people from the program to employment. Finding out who are partners are.

Blair: Because our classes are free, people tend not to stay with it. We need to find programs and figure out a way to make them stay. They have no skin in the game, so we need to find ways to make completion more common.

V. Community Forum 23-24 Planning

Jasmine: We need to start planning and looking for locations. If anyone has an idea of location, we want to start the conversations for the May 10th date. Bring ideas for our December meeting.

Tim: Why May?

Nohora: We have our data available and have the ability to show what we have done.

Tim: We are trying to educate administrators and by that time they have used up their budgets.

Nohora: It was in our by-laws to highlight and report out to the community of what our programs have done and how the funds were spent.

Jasmine: We want to present and bolster our accomplishments and show the community what we have done.

Lucie: The community aspect of it is sharing as a community and to bring all of our staff together and reinforces that we are a force and a group together that serves the community.

Blair: It is showing what we have done and how we have spent our money and we want our supers there to show them and the community what the adult schools are doing.

Lucie: We will see more promotion through the website also.

Anthony: Provide video for those unable to attend.

Jasmine: Yes, we can capture that digitally and put that out. We want to start the planning rather than waiting until January.

Pauline: It is a way for us to celebrate our achievements and what we can do better for our communities going forward.

Nohora: It is our opportunity because many of us don't present adult ed at board meetings. We help represent our districts and we need to involve our communities more into this event so they can hear the story of our success.

Blair: It is powerful when we see the superintendents speak at events like the Inland Adult Ed Consortium.

Lucie: That date is Mexican Mother's Day so we can maybe plan around that.

Nohora: We need to get more involvement from support staff. Bring all ideas to the December meeting.

Lucie: For themes last year we put out a survey and then narrowed it down and voted so we need to start asking around for ideas.

VI. Fiscal Approvals – Consortium PD Attendance

Jasmine: Your declaration of funds needs to be approved. We are on track with our spend outs but if you have a need, that is what this is for.

Blair: We are requesting \$1,320.00 for staff attendance at the FA23 Professional Development.

- Ken Swanson, San Jacinto, moved to approve Hemet request for funding
- Pauline Garcia, second
- All approved, so moved

Blair: Our teachers got a 13.1% increase this year so now I am trying to take less money out of programs that benefit our students. I am requesting reimbursement for attendance at the CAEP summit last week. \$1,588.76

- Ken Swanson, San Jacinto, moved to approve Hemet request for funding
- Lucie Gonzalez, second
- All approved, so moved

Melissa: We are requesting \$955.00 for our FA23 PD for staff attendance.

- Ken Swanson, San Jacinto, moved to approve Banning request for funding
- Blair Bradley, Hemet second
- All approved, so moved

Lucie: I may have some and will bring it to the December meeting for approval.

VII. San Jacinto Capital Outlay Approval – Storage for Welding Program:

Jasmine: They already purchased the storage, but we need to approve it. When are doing capital outlay, we need to have an official acknowledgement and fiscal has to report that to CAEP.

- Lucie Gonzalez, RCOE, moved to approve the bins purchased for the San Jacinto welding program
- Tim Dignan, Temecula, second
- All approved, so moved

VIII. Co-Director Renewal:

Jasmine: Need renewal from Jan. to June 2024 of co-director positions with the same terms of the current contracts.

- Ken Swanson, San Jacinto, moved to approve renewal of co-director's contract
- Tim Dignan, Temecula, second
- All approved, so moved

IX. Program Evaluation Survey Reminder:

Jasmine: Yesterday, I sent out a Google form to replace what we were getting from WestEd since we aren't using them any longer. We need to work through the translation of the form.

Anthony: Click on the form to translate the form.

Steve: We tried it and it didn't work with all devices, so it was difficult.

Blair: Can we do these on a common platform and the consortium purchases a translation service.

Miriam: Microsoft Forms has that option, but Google Forms does not.

Blair: Can we look into this and see what is available.

Nohora: We will figure it out a consortium-wide tool and we can provide a link or put the survey on the website. We will have basic questions to start off and can look at a translation tool in SP24.

Jasmine: Each agency can do their own and then we can come together as a consortium with a tool in the Spring.

Nohora: Some devices don't work. We allow the surveys in all classes. Maybe each agency will have that effort in-house and collect the data. We will need the input for next year planning.

Anthony: We did the translation and then put that on the form, and they can be handed out to students as needed for their language.

X. Comments:

Blair: What are your grad requirements? Lake Elsinore 175, Murrieta 190 (trying to get it at 175), Perris 165, Hemet 175, San Jacinto 180, Banning 180, Temecula 175, RCOE 175.

Tim: Yours is higher because your grad requirements are higher.

Steve: It is what we are doing for the alternative education graduation requirements.

Blair: Just wanted to thank those in the group after we hit roadblocks, the adult school staff helps us navigate for the transcripts.

Nohora: We need discuss placement for high school diploma so your clerks will know that you will find in your data. When I had to ask about placement, based on CASAS tests or credits? Your clerk will need to manually change the level otherwise it will grab them from the wrong level. We need to have that discussion. What do you prefer? We already serve them, they come, and they don't care about the CASAS, what happens when that student gets to 210 and with the new test 239 to be test ready. You need to determine your credits when that student comes in. We need to do a training to determine so we will cover that at the next meeting.

Michelle: Can we continue with EL Civics curriculum?

Nohora: Yes, CAEP is counting the EL Civics units. Maintain the protocols because EL Civics is important for students to work on.

Blair: You keep that data for WIOA and CAEP so you will have that data for past effectiveness and be able to use that data in the future.

Nohora: I will find out how you can enter that for non-WIOA reporting.

XI. Adjourn:

- Ken Swanson, San Jacinto, moved to adjourn
- Tim Dignan, Temecula, second
- Approved, so moved

Jasmine Port adjourned the meeting at 10:52 a.m.