



## **Steering Committee**

**Joyce Johnson**  
MSJC  
*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*

**Nicole Ramirez**  
Riverside County  
Office of Education  
*Member*

AEP Steering Committee Meeting  
Fri., February 7, 2025 - 9:00 a.m. – 12:00 p.m.

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

## **MINUTES**

### **Participants:**

Blair Bradley – Hemet, Nancy Carr, Miriam Brijandez, Jasmine Port – MSJC, Nohora Vazquez – Lake Elsinore, Pauline Garcia – Perris, Anthony Coronado – Beaumont Morgan Quick – Murrieta, Ken Swanson, Todd Peel – San Jacinto, Melissa Lee – Banning, David Schlottman, Chris Rivard – Temecula, Nicole Ramirez – RCOE, Marlon Hernandez – SRAE Transition Specialist, Lenore DeJesus, Ruth Stanton – CFLC

### **I. Call to Order:**

Meeting called to order at 9:01 a.m. by Jasmine Port

### **II. Approval of January 10, 2025 Minutes**

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

### **III. Unallocated Funding**

**Jasmine:** We will be identifying areas of distribution. We will look at the breakdown of how we spend our money. We set aside \$150,000 for special projects. The average we are spending is around \$20,00 for CASAS attendance. We are also averaging around \$26-27k per year for our PD event. We have brought on the marketing contract to spend down funds that had a deadline. Our costs have run around the \$150,000 threshold. 23-24 hasn't been as high, but we are on track for spending that pot of money.

**Nohora:** I think we are going to have to think about the \$50,000 after expenses, do we keep it in savings or do we distribute to the members in need.

**Blair:** We can keep an eye on it and assist in a targeted way.

**Nohora:** We can come back and discuss what the final figure is and get a sense of how we want to use these funds. We will maintain the unallocated and report the balance.

#### **IV. SurveyMonkey Update:**

**Jasmine:** This is the project our team has been working on. Anyone struggling with this – are we good?

**Morgan:** In the process, we need a data protection agreement.

**David:** I think we are good, we are through the fiscal process but no onboarding yet.

**Nohora:** Being good means you have started the onboarding process. If moving into training and that is when you will know.

Blair, Anthony and Nohora's agencies are onboard with access.

Banning, MSJC, Murrieta in process.

**Pauline:** Perris is still reviewing the contract and working with fiscal. We have a meeting on Feb. 20<sup>th</sup>. We may need a Declaration of Funds, so we are in progress.

**Nohora:** The billing is the same way we do ASAP as a multi-year contract.

**Ken:** San Jacinto is working through the contract with Business Services. As a contract, it will have to go to board.

**Nohora:** I will be going ahead with the training and if Blair and Anthony want to come, I will send you the information for the training later this month.

#### **V. Community Forum Update:**

**Nohora:** We have it set up for Friday, May 2<sup>nd</sup> 8:30 – 12:00 at the Hemet boardroom.

**Jasmine:** Thank you to the leads for getting community members attending. Our keynote will be the superintendent from Beaumont. Hemet and Perris mayors, San Jacinto council member coming. We want to make the event engaging. We will start the presentation with the consortium and what we have done and are doing. We are thinking of highlights like high school completions. We are going to do a city and partner panel. That will give us that community/city objective. Then the next activity will be CTE training overview as a presentation of our efforts across the consortium. Then we will do a student panel discussion.

**Nohora:** We need to know what you are going to bring for the event, like who will be on the student panel. Regarding RCOE, we will follow up on how that will work for you.

**Jasmine:** Any other questions?

**Blair:** Are we going to do the gallery walk?

**Jasmine:** The overview of the consortium, we want to integrate agency contributions.

**Nohora:** Do we want a pamphlet or brochure.

**Jasmine:** We can update our banners at the event. Or, we could do agency highlights in the overview. We can focus on one agency during the presentation. We want to create a souvenir for them to walk away with.

**Nohora:** The gallery won't work at the end. It won't work during breakfast either. We decided to leave it out of the plans until we hear from you.

**Anthony:** What about a slideshow as people are coming in?

**David:** We want them to have something to take home too.

**Nohora:** If we want the banners to enhance the setting we can do them.

**Anthony:** We can turn the slideshow into a handout.

**Jasmine:** Yes, we can do a newsletter and the slideshow.

**Nohora:** We want each agency presenting a highlight. You need to decide how you want to decorate or just go with the slideshow.

**Jasmine:** The last banners we used are obsolete. We aren't doing the gallery, we are looking at the newsletter.

**Pauline:** I like the idea of the newsletter.

**David:** We get inundated with paper so what do we want them to do with the handout? Make it cute and pretty to get more attention. I have several assistant superintendents who are going to come so I want to see targeted information. Maybe a spiral picture book. Keep it simple.

**Jasmine:** Yes, we don't want to go into the weeds, we want to highlight in a way that they see what we do.

**Nohora:** We will figure it out but is everyone on board with that.

**Morgan:** I like the idea of the calendar to make it useful.

**Ken:** We want useful and informational. Maybe a leather-bound notebook with pages inside highlighting what each agency does.

**Jasmine:** We will move away from the banners and go with a different format.

**Blair:** I want useful and inspiring with the stories. I don't want data on that, the stories will stick.

**Nohora:** We will work with these ideas and get back to you all. Each district will be different. With the slideshow, we can do a QR code that can be shared. Having something they can report out on what Adult Ed does.

**Jasmine:** The RSVPs will be capped at 100 and in the past, we distributed those equally but this time we want to focus on who we invite. We want leadership and staff there, but we really want to talk about who are the folks that can contribute to our work as a consortium. Our community-based organizations, unions that we want to see there. MSJC is working with United Domestic.

**Nohora:** We are working with masonry and electrician programs. I have someone from Workforce and CTE contacts.

**Jasmine:** We want to focus on who should be at this meeting to work with our consortium.

**Marlon:** I have seen interest with the Sheriff's department.

**Jasmine:** Put on your thinking hats on who really should be in that room.

**Nohora:** We want to bring in more partnerships, so we need to identify the potential connections. This is the perfect event to let them know what we do and spark those conversations. We want them as training partner the city councilors, Chamber of Commerce and local businesses to attend.

**Jasmine:** We crafted the invitation and RSVP.

**Nicole:** We can reach out to the state Chamber of Commerce.

**David:** City developers and planners?

**Jasmine:** We had someone from the workforce office, but we want to branch out. We want like-minded participation in our ecosystem.

**Nohora:** We want to look at any business we can partner with. We need to start looking for those employers who can see us and any MVP who might be interested.

**Chris:** California Conservation Corps may be a good contact and interest in the fire industry.

**Marlon:** Also, entrepreneurs and small businesses.

**Jasmine:** We are going to send out our RSVPs and if you have some who have already committed, please get those to respond.

**Ken:** What about board members from local hospitals?

**Jasmine:** Yes, it is people like that. We will continue with this effort.

**Blair:** My superintendent is coming this year, maybe give her a moment to welcome everyone.

**Chris:** Regarding the student panel, they will need to prepare a speech?

**Jasmine:** No, we will have crafted questions and they will answer those questions. We will have a theme

and move through that way.

**Nohora:** We are mandated to present our consortium including data but that will be to provide the information to get these people interested in us and what we do. We want to focus on the CTE efforts and have them see us as training partners.

**Jasmine:** If you have students with success stories, that is what we are looking for. We are bringing on SB54 students.

**Lenore:** We have a new grant coming and getting ready to start with 31 new people who are dropouts. They will do schooling and training and then they will go out and work. We work with Habitat for Humanity, and they go out and build houses. When they come out, they have skills and get hired. Some have transportation issues, but we have had some success stories. We see them come back and tell us about the skills they got from our program and how it has helped them. We are also doing masonry and have partnered with MSJC on phlebotomy and have a couple students working in that and they love it. There is compensation for community service and non-profit work for our students in our programs. We help connect them to college; to work and we help them find a job. We have the upcoming gala and the money from this goes to help our kids. This year is sports themed.

**Nohora:** Think of the students you have and grads coming up, connect them to these programs. Please work with our agencies. Find out where Planet Youth is in your area. The agency will work with you to help your students succeed and Marlon can assist as a counselor.

## **VI. Member District Check-In:**

**Jasmine:** We have had some students, and our enrollment has been impacted. We have students pulling out of in-person class. We have lost some students. Our school put out guidance for staff and students on how we will navigate. We haven't had any onsite impacts. If anything does come up, we refer to campus safety and president's office.

**Murrieta:** We are very similar to what MSJC is doing. We haven't had an impact on Adult Ed, but our numbers have been down all year. We are focusing on recruitment.

**Nohora:** We are usually impacted and there is a lot of misinformation because even those here legally in the country feel like hiding. We need to stay in the middle and will follow the law. If they come with a warrant. We have to follow the protocols. Students are looking at what we are doing too. We are following legal guidance and focusing on learning. Social media isn't helping.

**Blair:** They need a judicial warrant then they get access but if it is a ICE document then no. If they use the word exigent circumstances, then we cannot bar them. We are getting hammered in ESL, especially at night. It's bad, we have TODEC coming out to our school on Tuesday. Our school has made a non-commitment. They have sent a link with good information. We don't collect their data. I talk to them about misinformation. If they ask me about it, I share the federal law.

**Jasmine:** I have heard different leadership responses and it is a balance of not putting a target on our backs but navigating at a district level.

**David:** We had a call last week that ICE was in the parking lot but they weren't there for our kids. We will get all the information before we allow access.

**Marlon:** I usually tell the class that I can refer them to TODEC. I let them know I am available.

**Pauline:** We sent out emails and flyers to our students. We had meetings with administrators and district-wide,

attendance was low. For our adult program, our enrollment seems to be going up, but we are online. It may be too soon right now to know what the impact may be.

**Anthony:** We are like Lake Elsinore with our approach. I haven't noticed much with impact to attendance. There was a lot going on with the fires, power outages.

## **VII. Comments:**

**Nohora:** We are going to finish before our closed session with a review of our bylaws. We want to make sure we are on the plan. We want to talk about member effectiveness. One of the items is program hours and another is the quarterly expenditure reports. If you haven't spent your targeted expenditure, it will affect you. This is each member's responsibility that you are sure you have spent what was projected. If you are asked for an action plan, you will need to respond. Do not let your fiscal write it, they know that you didn't spend the money but they won't know why. You have that awareness and need to write that narrative. Please make sure you add notes and make sure you put in the action plan.

**Nicole:** How do you account for something we are going to do in the future that hasn't happened yet?

**Nohora:** You need to explain how it is progressing and let them know of any change of plans.

**David:** How do I know if I need to do this?

**Nohora:** You just need to alert whoever enters expenses, there will be a red warning telling you there needs to be an action due to not meeting the expectations. We have a three-year plan, annual plan and member work plan. The work plan will be more of a focus for you this year. We need descriptions and specifics of what you have committed to and spend. We haven't done a lot of oversight into your budgets, but you should be able to answer any of our questions because we are going to get asked and need to provide those answers. Regarding clerical, you need to be conscientious and be mindful of what that staff is doing for adult ed and what they are doing for other parts of your district. Even administrative salaries need to be dedicated to Adult Ed, and you should be able to provide how your duties are distributed. Be careful of the allocation for conferences. Don't indicate that if you aren't attending conferences. Even if you must move the funds if you aren't planning to attend. Member allocations, the state supervisor is asking us how we have worked through this. We haven't been under an intervention but because of the three-year plan, we are going to have to look at the data. Any agency can pull out of the consortium. Those funds would be allocated to the rest of the members. Do not include fee-based CTEs in your data. Members not expending funds in the manner not allowed. The last is important, what we are going to use for the assessment. We have allowed ourselves three years to build and train our staffs and what do we want to offer with these programs. Now we must show what we have produced. In some areas we need to improve. What happens when we identify any member that has not been able to maintain performance aligned with your allocation. We as a group come up with enforcement, we will check in to see how you are doing. After that the state will do any intervention and they will have a discussion with your district and a potentially reduced allocation.

## **VIII. Adjourn**

- Ken Swanson, San Jacinto, moved to adjourn
- Morgan Quick, Murrieta, second
- All approved, so moved

Jasmine Port adjourned the meeting at 10:53 a.m.