



**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., November 8, 2024 - 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, Marlon Hernandez – MSJC, Nohora Vazquez – Lake Elsinore, Pauline Garcia – Perris, Morgan Quick – Murrieta, Ken Swanson, Todd Peel, Aida Polanco – San Jacinto, Anthony Coronado – Beaumont, Melissa Lee – Banning, David Schlottman, Chris Rivard – Temecula, Lucie Gonzales, Nicole Ramirez (virtual) – RCOE

I. Call to Order:

Meeting called to order at 9:05 a.m. by Nohora Vazquez

II. Approval of October 11, 2024 Minutes

- Ken Swanson, San Jacinto, moved to approve the minutes
- Pauline Garcia, Perris second
- All approved, so moved

III. Fiscal Lead / Unallocated Funds Update

Nohora: We need to understand the three pots of money that we manage – fiscal lead is 5% of funds for the consortium to use in the management of the consortium, such as salaries for co-directors, clerk, accountant and counselor. The unallocated funds were originally distributed and then the state assigned COLA and then we decided to keep it as a reserve pot of funds for projects. Now the state has imposed deadlines for those funds to be spent. We have engaged in the marketing campaign to use funds that will expire in 2024. We are looking at Survey Monkey software to manage our own student services. WE have a balance of \$124,000 that expires December 2025. We don't have concrete plans, so we need to discuss how we want to spend those funds. We do Professional Development and other events, but we thought this current balance could be distributed to those members in need. We will decide if we go that route or put the funds towards furthering our CTE programs. We don't have to decide right now but want to bring it back to our December meeting, so we want you thinking about this.

Blair: Have we thought about a winter Professional Development? Can we put on something in January? Hosting other consortiums to represent ourselves.

Nohora: I think we need to push that to a later date; we still do our Community Forum in May. We will need to decide if we want to use these funds or hang on to that project pot.

Melissa: We may need funds to continue so of our programs. We need Chromebooks and we have other needs.

Blair: If there are needs, I'm for distribution of funds. I support that where there is need.

Nohora: We can look at supporting that for like five of our members who have needs. We will continue the conversation.

Blair: We can fund one-time projects/needs and use extra funds for those in most need.

IV. Three-Year Plan Approach

Nohora: We usually leave this activity for our retreat in June. It was okay in the past since we were growing and recovering our enrollments. We have met our goals except for the CTE activities. There are still things left, and we want to start on the next three-year plan next semester so we can assess our performance, conduct a community map – who are our partners? It has been done by other consortiums but not by us. We need to analyze the demographics so we can understand the specifics of questions presented in our activities. When we did WestEd surveys they got information from teachers, so we need to define our approach, and it needs to start sooner in organizing focus groups and be able to better identify our needs. I know the CTE needs to be addressed and defined, and we need to determine what else we need to work on. We need to hear from the group in terms of involving an outside facilitator or us managing this process. We need to assess academic needs, integration services and effectiveness of members.

Melissa: I feel we can do it ourselves.

Blair: I would rather expend on teachers needed vs. hiring an outside company for that.

Nohora: The others do a mapping of their entire efforts. They compile all the information during a one-day event and then compile the data to see where the efforts of the consortium need to be focused. We need to be reflective of the process and isn't easily done in our meeting in June.

Lucie: We had WestEd and that was pricey. Another consortium had a consultant that they brought in to facilitate the three-year plan work...it was painful and the process of getting us there was difficult. It was hard to work with their methods during our focus groups. We decided we were never going to go that route again. We don't mind outside facilitation, but that situation was stressful. Reach out to Rachel Bramlett. This consortium has such a gold mine of talent and ability so with some input, we could do it and dedicate the time along with your current workload and work on the data aspects. I think it would be workable for this group.

Blair: Do you think they needed it because of their structure?

Nohora: I had dinner with Rachel, and she told me they are hiring a facilitator to write their goals. They will need help with the community mapping and will need to lay out industry and partners in our work.

Lucie: We are lucky to have Nohora which not a lot of consortiums have in their leadership. You have to put out the funds and sometimes that outside facilitator is not good for your group.

Pauline: Because we have a lot of experience in this group, I would prefer using those funds and doing the work ourselves. Aside from the community mapping, what else did the facilitator provide?

Nohora: They got data also.

Lucie: Our facilitator created the surveys to teachers, administrators and students and then they shared that data with us.

David: Is there a template for the three-year plan?

Nohora: Yes, it is how we reflect our goals and processes, but we need to add the community mapping, and we may need the extra four months of planning prior to our June retreat. Jasmine and I will be able to produce a survey, and you will need to take those back to your teams. It is due June 30th for the next three years.

Blair: Can we find out from Rachel how much this service costs? What did they do and how much does it cost to hire an outside facilitator for the surveys?

Nohora: I will talk to Rachel and bring it back to our meeting or email you on the costs.

Ken: I think we need to take the load off our people.

Anthony: I agree, we can assign that outside with the funds we have.

David: Especially someone who is familiar with these three-year plans.

Nohora: Our goals are very specific, we need to focus on performance, we do pre and post and now we need to work on performance. We must do the course mapping for CTE. Also, any other needs that come out of that planning and data. Next meeting we will share the template, and it is basically them looking at us as a region. Finding out those who need our services and that we are serving those. We need to look at where we need to increase how many people we can reach.

Morgan: We are looking at changing things to meet the needs.

Blair: I think the community mapping will help us meet what we have been talking about and what we want to do. I think having that part done by a facilitator will help us the most.

Nohora: They look at what community groups will need our services and what kind of businesses we need to reach out to partner with. We need input on the curriculum. This will be our main topic for our next meeting, and we will share the three-year plan template.

V. Upcoming PD: CASAS SI '25

Nohora: The next one will be in June 2025, and we want your team to be there. We will sponsor two members of each agency to cover expenses. We will pay for the full cost – registration and costs included to attend. It is best to lay out the expense in advance and get that approved prior to the event. Best to get it to know who is going so reservations can be made. It will be in Garden Grove.

VI. Fiscal Approvals:

Pauline: I do have one, but our superintendent is out. We need \$1,920.36 for staff attendance at the FA 24 Professional Development on Oct. 16, 2024.

Nohora: Your assistant superintendent of fiscal director can also sign. We will need to approve what you are requesting.

- Ken Swanson, San Jacinto moved to approve the funds for Perris of \$1,920.36
- Melissa Lee Schott, second
- All approved, so moved

VII. Comments:

Blair will share a PowerPoint presentation with feedback from the Professional Development event.

Nohora: We want all teachers to recognize even small successes and pass this on to students. We want to be in a good mindset to encourage success in our classrooms. When you observe a class, you must be able to witness some of these practices. Our teachers need to provide constant positive feedback. We must make sure this is happening and if it is not, then we need to work on that with our teachers. We must enforce that for the teachers to let them know they are doing it.

VIII. Adjourn

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

Nohora Vazquez adjourned the meeting at 10:19 a.m.