# Marin County Adult Education Consortium

# Adult Education Block Grant Governance Committee

# **Minutes**

#  **November 9, 2016**

**Meeting Time**: 1:30-3:30 pm

**Meeting Place**: Marin County Office of Education, Board Room

1. Roll Call Attendance

Members:

Bob Raines, Shoreline Unified School District

Kevin Kerr, San Rafael City Schools

Katheryn Horton, College of Marin

Lynn Erikson, Novato Unified School District

Jaemi Naish, Tam Adult School

Anna Pilloton, College of Marin

Public:

Caran Cuneo, Workforce Alliance of the North Bay

Aimee Jasa, Novato Unified School District

Kathy Takemoto, Marin AEBG Consortium

Priscilla Vivio, College of Marin

Marc Woerlein, College of Marin

2. Approval of current agenda and minutes from prior meetings

a. Minutes from October 5, 2016

 Moved to approve: L. Erikson

 Seconded: A. Pilloton

 Approved by Members

3. Public Comment

*The public may address the Governance Committee about issues that are not contained in the agenda. Speakers are limited to three minutes each. Under the law, Committee Members are not allowed to take action on matters that are not on the agenda. There will be time for members of the public to speak to the Committee regarding items on the agenda during the scheduled item.*

Caran Cuneo spoke about the mission of the Workforce Alliance of the North Bay. She is attending this meeting to glean information for collaboration and partnership opportunities for the Alliance and Marin’s OneStop program.

4. Consent Items

a. 2015-16 Member Expenditures Report Review & Submission

COM submitted an invoice for $18,918.38 for PD for contextualized math w/ESL, Admin and marketing – **Corrected via Vote/Approval at February 1, 2017 AEBG**

**Governance Meeting to reflect COM Invoices: 3017 for $4585, and 3018 for**

**$19,667.14, for a total of $24,251.69 (Moved by E. Pratt, Seconded by A. Jasa,**

**Unanimous Approval)**

No other Member invoices were submitted for approval.

b. Members to provide FA/COM with biannual expenditures in 2016-17

* **Reporting Period: July 1, 2016 – December 31, 2016 Report Due: 1/15/17**
* **Reporting Period: January 1, 2017 – June 30, 2017 Report Due: 7/15/17**

c. Shoreline Unified School District membership update – K. Horton

 Bob Raines, representing Shoreline Unified School District, was unanimously voted in as a member of the Marin AEBG Consortium. Currently, there is no allocated funding for Shoreline Unified School District. Members will explore funding for 16 – 17 programs for Shoreline using member carryover funding from 15 – 16. Further discussion regarding planned AEBG allocations for Shoreline Unified in 17 – 18 is needed. Shoreline Unified School District would like to provide programming in adult literacy, ESL, GED, and parent engagement. Bob Raines will reach out to Ken Lippi, MCOR, to determine if 15 – 16 carryover funding is available. COM will also consider 15 – 16 carryover funding. A report will be given on this topic at the December 2016 governance meeting

d. Bay Region Adult Education Consortia Collaborative Letter of Commitment – K. Horton

 CalPASS MOUs must be signed by districts in order for student data to be uploaded to CalPASS Plus. The data platform used by CalPASS Plus to pull AE metrics is called Launchboard. This platform is currently in the development stage, and Marin AEGB has signed on to pilot the project. Katheryn will ask about wording for AE students in the MOU and send MOU to all members\*.

e. Other routine items

5. Information Reports:

a. AEBG Outreach Coordinator update – K. Takemoto

 Report attached; also gave presentation at AEBG Summit on North Bay TIP

 Program with Bill Scott, North Bay TIP Director.

b. Member and Partner program updates – All

TAS – held class while watching election broadcast. The importance of supporting immigrant, undocumented students will be in greater focus in coming months due to presidential election outcome.

 COM - 50 Plus will be hosting another Microsoft Suites program; plan to host an

 Adult Education Night; new Veteran coordinator; discussion around

 residency protocols with Adult Schools; COM is working on developing

 adult ed / basic skills and bridge academies by summer

 SRCS – began Adult Ed program September 9 but no students showed up; plan

 is to try again in the spring with T/Th night English learner class

 Novato - CASAS testing and Naviance signups

c. Professional development opportunities – All

* September 22, 2016: EMSI Training, Napa – training notes

Labor market information system

* October 6, 2016: BACCC AEBG, Hayward – conference notes/priorities identified
* October 22, 2016: HTEC, De Anza College, Cupertino, CA – no attendance
* October 29-30, 2016: COABE Virtual Training – no information
* November 1-2, 2016: AEBG Summit – conference notes

CTE is a priority across all programs; confirmation that funding is

ongoing

* December 5-7, 2017: HiSET Conference, The Fairmont, San Francisco, $250 plus hotel
* December 13-14, 2016: Economic Summit, Strong Workforce Program, Sacramento
* January 25-28, 2017: Workforce Development Institute and TAACCCT Meetup, Newport Beach
* April 3-5, 2017: COABE – Orlando, Florida (approved by consortium, needs to

be approved by AEBG)

* May 4-6, 2017: CCAE State Conference, Long Beach, CA
* California Council on Adult Education – Quarterly Meetings at Mt. Diablo Adult School: January 26, 2017; April 27, 2017
* CALPRO, OTAN, CASAS, Technology
* Other Consortia PD ideas (regional meetings, online PD - LINC Online Learning, [www.trainup.com](http://www.trainup.com), [www.elearningpd.worlded.org](http://www.elearningpd.worlded.org))

d. Regional Program Managers update, Nov 1-2 conference notes – already discussed

e. Legislative updates – refer to attachment

6. Action Items

 a. COM Addendum review and discussion (including 45-day disbursement)

 Approved

1. Member review 2015-16 carryover funding report

Approved

1. Member discussion 2016-17 funding needs

Members were asked to consider program needs for 2016-17 and beyond, and bring approximate working budget or projected budget to next meeting. The importance of allocated funding being exhausted to provide adult education programming in the seven program areas was emphasized. Members will explore how excess and/or carryover funding can be subcontracted out to members or partners who plan to build or expand adult education programming. NUSD and TUHSD both stated there was no additional funding needed in 2016-17. TUHSD will review with NUSD additional funding allocation for 2017-18 when NUSD begins to supervise Lynwood GED programs. Members are asked to bring working budgets to December meeting\*

Novato schools are expanding; community liaisons are starting to offer

services – NUSD to consider how AEBG allocation could be used to supplement these services and/or partnerships.

MCOE – need to follow up regarding funding expectations

OFI – Opportunities for Independence, Adults with Disabilities- COM

COM agreed to review OFI Proposal for funding considerations

1. New voting members of consortium –

A. Pilloton moved to approve, L. Erikson seconded - approved

Kevin Kerr and Kathy Frye, Director of ELL – approved as voting members of SRCS

Katheryn Horton replacing Anna Pilloton – approved as voting member of COM

Bob Raines – approved as voting member of Shoreline

1. Data report review and discussion – due date changed from December to February

7. 2016-17 Student Data & Outcome Collection Reporting & Regional Needs

a. What supports are needed for members to collect program participant data?

 TOPS Enterprise and CASAS -Jaemi to forward form to Members\*

b. Super Region Efforts, Marin Consortium participation – K. Horton reported on Launchboard.

c. Report back on what other consortium are using for data collection tools – Priscilla

(WIOA Title II National Reporting System) CalJobs, CalPass, assortment

Jaemi suggests that Members bring success measures to December meeting\*

8. Regional Subcontracting

a. Continue discussion on process for partners subcontracting with Marin Consortium which may include timeline for collecting proposals, review, member capacity to

partner – deferred until new Members join

9. Marin AEBG Newsletter – K. Takemoto distributed a sample Adult Ed newsletter to be sent to AE Partners and Stakeholders in Marin. Consortium members are to respond with feedback.

10. Adjourn at 3:02pm

Respectfully resubmitted by Katheryn Horton, March 8, 2017.

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Katheryn Horton, College of Marin