

Leadership Board Meeting
Working Agenda/Minutes
August 18, 2023 9am - 12:00 pm
PAAS

4000 Middlefield Rd, Palo Alto, CA 94303, USA

Free parking

Meeting Norms: Start/End on time; Come prepared, Read materials ahead of time; Create a safe space to offer differing opinions, Remaining open to discussions

In attendance: Jenée Crayne (leading), Randy Bryant, Valerie Fong, Jonathan Fu, Lori Riehl, Jim Sherman, Connor Smith, Lynn Tanner, Julie Vo

LB Meeting Agenda (9:00am – 12:00pm):

Items for Information: (9:00am – 9:45am)

- Welcome back Natalie!
- Approve July Agenda
- [Upcoming Trainings](#)
 - ◆ 8/18 (12-1:30) [Budget and Work Plan and Quarterly Expenditure Reports for 2023-24](#)
- [Due Dates](#)
 - ◆ **Sep 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q4)
 - I apologize, this is due September first- not August 1.
 - ◆ **Sep 1:** 22/23 Certification of Allocation Amendment due in NOVA
 - This is ready to go out today for approval
 - ◆ ~~**Sep 1:** July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA~~ * Estimates are no longer entered in September. Actuals are still due Dec. 1st.
 - ◆ **Sep 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) *
 - ◆ **Sep 30:** 23/24 Member Program Year Budget and Work Plan due in NOVA (certified 10/30) Let Director know when your agency has completed the B&WK Plan.
- Consortium Updates:
 - ◆ LB Meetings: 9/29 (sent), 10/13 (no Jim, Connor), 11/17 (no julie, Jim), 12/8 (no Jim)
 - Jim, are you able to make these dates? There were no responses for October-December.

- <https://doodle.com/meeting/organize/id/aM1m6yBa>
- ◆ Pdf of Annual Plan uploaded to NOVA 8/15. Changing titles in Annual Plan. Cannot change titles in 3 Year Plan – would need to make new activities, so not worth it. Just leave old titles for now.
- ◆ Teaching Credential Check In: Any updates?
 - Up to \$1500 stipend for credential – must complete class in order to receive credential (so no emergency contingencies). \$3000 per agency and can divide how you need to. If you don't use the money, it will need to be equitable so can share with other school. From leftover Allies money.
- ◆ Consortium Handbook– Any input?
- ◆ CAEAA Position on LAO's Funding Report
 - Potential outcome: a response to CAEAA's response [letter from NSCCC]

→ Agency Updates:

- ◆ De Anza
 - Connection with apple for ipads in the classroom- use for ELL support for the HC Grant (can use split screens for English/Spanish)
 - Randy spoke with President and classroom availability is a viable potential for adult schools
 - Have De Anza's CTE team at the adult school on testing days to help promote the opportunity to take esl/cte classes at the colleges
 - 538 Randy countdown
- ◆ Foothill
 - No money for Research Analyst
 - New Updates? on SVC counselor (Tuesdays / 9-3pm)
 - Teresa to look into counselors (Tuesday) schedule for the rest of the year
 - ESL for childcare. Tuesday evening 6 to 7:50 pm. syc online. Starts Sept. 25. Katie Ha teaching. Still have a few weeks to get enrollment out. Cut off date: around 9/4.
 - New Updates? Sunnypalooza is the new name of the adult ed pop-up on Saturday Sep 9, 2023
 - AS send Cody list / info of Programs, postcards go out on 21st
- ◆ FUHSD
 - ESL testing >660 students in August--waitlists so adding 2 sections (hopefully!); ASE >80 testers. Added a Beg L/H morning class at Columbia Neighborhood Center since we're short on space. Still room in that one at the moment. More testing on Sept. 11 / 15
 - 500 of the 660 are new students

- No waitlist for testing this time around
- Have teachers & coordinators coming to Sunnypalooza--thoughts on how to best leverage their presence?
 - What's Cody's email?
- Successful Staff Development Day/Evening on Aug. 16
- Testing room, CNA, dance building renovation begins in October - Spring 2024?!
- Classes start on Monday.
- Classrooms at DeAnza possible
- Dual enrollment for more teachers/space (maybe talk to students about the program before mentioning college)
- Teacher interviews today
- Successful Staff Development Day/Evening on Aug. 16

◆ MVLA

- ESL Fall - 420 returning students, 140 students to be tested on August 22 and 23
 - Not a lot of space in classes for placement testing students, so many will need to go on waiting lists (students were waiting early morning in lawn chairs!), but same number of pre-pandemic sections and more lower levels – maybe can partner with colleges
 - Maybe align placement dates with other schools in future
- ESL Placement Test Reg - long lines, waitlists (morning, afternoon, and evening), many students turned away, limited slots available in class
- New Updates? Looking at collecting SS# in ASAP utilizing the encryption feature- one dedicated person to input
 - Collecting SSN starting from August 21, will be entered into TE directly
- ESL Move to Steps Reading (July 19 approved) planned for Fall 2023
 - Starting first testing on August 23
- New EDD ELL grant - building Med Term IET class, Expanded Ed Fund partnerships, MVLAHSD will hire on student workers to offer paid externship hours
- CTE IET Med Term for Advanced ESL
 - Registration link for orientation (have Gina email this info out to the TST Team)
 - Orientations 8/25 and 9/8
 - Deadline to register by 9/3 for September orientation
 - Class begins on 9/19
- MVLA will send 3 Leadership Team members to table for SunnyPalooza (Danielle - ASE, Francisco-CTE, Gina - Transition Adviser,

→

- School starts Tue 8/22

- ◆ Palo Alto
 - Two new state-supported classes: pre-literacy level (TuWTh 1-2pm) starting with Wilton Court MOU over the summer and continuing in fall. Also NorthStar Digital Literacy (pilot from OTAN) – originally designed for libraries, PAAS hoping to have Computer Academy on Fridays along with Writing Academy
 - Refer students to Lynn if there are potential students
- ◆ Testing >150 students; many students sent away; small waitlists for classes
- ◆ Teacher Back-to-School meetings (8/16 and 8/17)
- ◆ Due to space issues, 2 morning classes temporarily moved to vacant elementary school
- ◆ Classes start Monday 8/21; ~350 Ss
- ◆ PAAS will be at Sunnypalooza; Transitions–Sripriya;

In testing, MVLA/PAAS more reading, FUHSD more listening

Break 9:45 -10am (If this fits here)

Items for Discussion/Work: (10:00 am - 12:00pm)

→ Precision Campus / Research Analyst Position: Creative Solutions **(10:00-10:30am)**

- ◆ Special guest: David Ulate on Zoom
- ◆ PC was up to date until 2020-21 but now a year behind Launchboard
- ◆ Contractor requirements should be monthly participation in meetings and twice a year data validation
- ◆ Pushback from Foothill administration to fund this, maybe carryover for temp position but eventually needs to be fulltime
- ◆ Should have part time nested in fulltime position
- ◆ Will help with student transitions
- ◆ Next step: Eric will weigh in on cost
- ◆ DeAnza has funds for interns, can pay up to 8 years and new Chancellor open to dual enrollment (Randy will discuss with President as well)

Or **Break** (10:15 - 10:30) (If this fits here)

→ English Language Learner Healthcare Pathways Grant **(10:30-12pm)**

Goals/Outcomes

Goal #1: Come up with a creative solution to get PC up to date and hopefully get a research analyst, too.

Goal #2: Get Letters of Interest filled out, begin writing the Workflow, Edit Employer Letters of Support, Solidify roles & set timeline for completion of Budget

Activities (the “lesson plan”) (10:30am -12:00pm)

Goal #1: (10:00-10:30am)

As it stands now, the funding for the research analyst position is not stable; therefore, we need to come up with a creative solution for the situation (situation= research position and state of precision campus)

Look over the detailed Precision Campus handout, identify if any of the options will work:

1. #1: College IR Office
 - a. POTENTIAL Add On: District’s Project Analyst Position (50%)
2. #2: Eric @ PC Provides a Contract Worker
 - a. POTENTIAL Add On: District’s Project Analyst Position (50%)
3. #3. 100% Research Analyst Position (CAEP & CC District)
4. #4. 100% Research Analyst position (CAEP– COLA Funds)

If not, continue to brainstorm other potential options.

Resources:

Precision Campus / Research Analyst Handout

Goal #2: (10:30-12pm)

Work on ELL HC Grant

Question: Letter of Interest- is it one letter or one for each agency participating?

Fiscal Agent

Jenée will get Vins as much info as I have on this.

Option #1: Whole group

Start writing Workplan (10:30 - 11:30)

Edit Letter of Support (11:30 - 12pm)

Solidify roles & set timeline for completion of Budget

Option #2: Two Teams (10:30 - 12pm)

Team 1: Start writing workplan (10:30-11:40)

Team 2: Edit Employer Letter of Support (10:30-11:40)

Teams come together: solidify roles & set timeline for completion of Budget(11:40- 12pm)

Resources:

Link to Folder

ELL Healthcare Pathway Grant Notes Doc

Grant Work Plan Questions in NOVA

Employers Support Letters

- Atria_Grant_Template_1
- Email to Atria

BACCC Meeting Notes for Regional Participants ELL HC Grant

Allocation Amendment will be submitted

Next meeting for this on 8/24 & 8/31 via Zoom from 11-1 so prepare what you think budget will be