

Leadership Board Retreat
Working Agenda/Minutes
July 27, 2023 9am - 2:00 pm
FUHSD

589 W Fremont Ave, Sunnyvale, CA 94087

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

Attendees: Julie, Jon, Lori, Jim, Valerie, Randy, Connor, Lynn, & Jenée

LB Meeting Agenda (9:00am – 2:00pm):

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

- Introductions for new Leadership Board Team members
- Approve June Agenda: Approve
- [Upcoming Trainings](#)
 - ◆ 8/1 (1-2pm) [California Statewide WIOA II Network Meeting](#)
 - ◆ 8/9 (12-1:30pm) [CAEP Consortium Management 101](#)
 - ◆ 8/18 (12-1:30) [Budget and Work Plan and Quarterly Expenditure Reports for 2023-24](#)
- [Due Dates](#)
 - ◆ **Aug 15: Annual Plan for 2023-24 due in NOVA ***
 - ◆ **Sep 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q4)
 - ◆ **Sep 1:** 22/23 Certification of Allocation Amendment due in NOVA
 - ◆ ~~**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)
- Consortium Updates:
 - ◆ Best way to schedule LB meetings for the year? Fridays still?
 - ◆ Allocation Amendment / Increased COLA (\$8,713--additional \$\$ from 8.17% to the 8.22% COLA)
 - Submit Annual Plan
 - Submit Allocation Amendment

- Submit/certify Q4 (due 9/1 / certify 9/30)
 - Submit Budget & Work Plan Reports (due in Nova by 9/30 / certify 10/30)
 - Let Director know when your agency has completed the B&WK Plan
 - ◆ Teaching Credential Check In
 - FUHSD sent its first reimbursement request (1 of 2 teachers)
 - ◆ Consortium Handbook- please share with new consortium members
 - ◆ CAEAA Position on LAO's Funding Report
 - Potential outcome: a response to CAEAA's response [letter from NSCCC]
- Agency Updates:
- ◆ De Anza
 - Moving forward with getting the data analyst hired
 - New chancellor- Lee Lambert
 - Randy countdown = 560 days
 - ◆ Foothill
 - Update on SVC counselor (Tuesdays / 9-3pm)
 - Teresa to look into counselors (Tuesday) schedule for the rest of the year
 - New Vice President of Instruction
 - Moving forward with getting the data analyst hired
 - Registration is open from the fall
 - ESL for childcare needs students-Tuesday evening 6 to 7:50 pm. sync online
 - on Sept. 25. Karen Hobbs teaching.
 - Sunnypalooza is the new name of the adult ed pop-up on Saturday Sep 9, 2023
 - AS send Cody list / info of Programs
 - ◆ FUHSD
 - Welcome Connor Smith!
 - ESL summer classes ending today (4 sections)
 - Building a business IET class focused on spreadsheets (January start)
 - CDSS-IHSS online classes have been very successful & yielded many new enrollments statewide
 - ◆ MVLA
 - New CTE Coordinator - Welcome Francisco Preciado (I /Acct background)
 - Coordinators currently off for summer
 - Looking at collecting SS# in ASAP utilizing the encryption feature- one dedicated person to input
 - ESL Move to Steps (July 19 approved)
 - - planned for Fall 2023
 - New EDD ELL grant - building Med Term IET class, Expanded Ed Fund partnerships
 - ◆ Palo Alto

- Welcome Jim Sherman!
- Lots of moving & facilities changes

Items for Discussion/Work: (9:45am - 2:00pm)

- 9:45 – 10:20am: Agencies Budget Report Presentation
- 10:20 - 11:05am: Excessive Carryover discussion & vote
- 11:05 – 11:20am: Break
- 11:20am- 11:50am: Participation in the English Language Learner Healthcare Pathways Grant discussion, vote, & (pick team?)
- 11:50 – 12:05pm: Working Lunch Served
- 12:05 - 2:00 Work on Annual Plan & ok draft

Goals/Outcomes For Retreat: ✓

✓ Goal #1: Complete agency Budget Report Outs

✓ Goal #2: Vote on agency excessive carry over limit of 20% (yes)

✓ Goal #3: Vote on participating in the English Language Learner Healthcare Pathways Grant. If yes, create team (HC Project Team?) to submit LOI (yes)

✓ Goal #4: Okay Draft of Annual Plan (*LB has til 8/9 to complete edits to plan. Jenée submit and voting members approve 8/15*)

~~Goal #5: If extra time is left over, create team to work on Mission & Vision~~

Discussion/Activity (the “lesson plan”) (10:00am -2:00pm)

Goal #1: Complete Agencies Budget Report Presentation

Resource: slide deck of presentation

Goal #2: Vote on agency excessive carry over limit capped at 20% per agency:

- *Voted to cap each agency's yearly carry over at 20%. The Board will follow the same guidance and protocol the State has implemented at the consortium level for members who do not meet the 20% cap for two consecutive academic years.*
- Consortium carryover tracking for the 2023-24 AY begins as soon as FY 22-23 Q4 expenses are certified;
- Although the tracking is at the consortium level (and historically our consortium hovers

between 10 to 13 percent carryover), to be equitable, it is recommended that each agency commits to not having more than 20% of their allocations carried over each year;

- This will ensure that the consortium will continue to adhere to the guidelines set forth in AB 1491, and it will also show the state that our consortium utilizes its allocations effectively & responsibly.

Resource: Quarterly Budget Tracker

Goal #3: Vote on participating in the English Language Learner Healthcare Pathways Grant. If yes, create team to submit LOI:

- ***The board voted to participate in the ELL HC Grant***

- Link to Folder
- NSCCC was ELL HC Pathway Grant Info one of the 50 consortia selected
- Info from webinar: they are looking for consortia to participate.
- submit a LOI (due 9/8/23)
- \$434,851 (of the \$30 mil) for the 2023-24 AY
- SBCAE & ACCEL were also selected. Do we want to make this a regional pathway?
- HC Project Team to work on this? OR set up another team?
 - This will be another project team under the #2.1A CTE Pathway annual plan activity
 - Can we buy out a class from Foothill/De Anza to ensure our cohort can take it
 - Night MA program (lack of teacher)
 - Online theory for CNA (pm) practicum in person
 - Purchase the theory part- practicum still in person
 - Cohort model with wrap around services- (eg first 5 apprenticeship program- use as a model)
 - Wrap around services for ELL students that come into adult schools already with medical certification- transcript interpretation, how to get them certified in the US?

Goal #4: Okay Draft of Annual Plan

Resource: Draft of Annual Plan

- Enrollment numbers: discuss the recovery- what is still keeping the numbers below the high of 2018-19? Still Pandemic, teacher shortage, economic- students left the area?
- Looking at our budgets, are 2018-19 enrollment numbers a realistic goal?
- Thinking of the LAO report and how they are recommending measuring performance:
 - Look at CEAP Summary data and start the discussion on what percentages we want to hit for participants, persistence, & progress (ESL, ASE, & CTE),
 - Discuss again what way we will track that at the colleges (besides CTE certificates)
- Read through the sections of the draft and discuss any issues
- Propose updating names of activities in 3 yr plan. This would result in the 5 voting members re-approving the plan

Goal #5: Make Progress on Mission & Vision

Resources:

Previous Mission & Vision Doc
(Potential) Workflow Outline: Values, Mission, Vision, Purpose

Next Steps:
Randy meets with his people to discuss grant
LB has til 8/9 to complete edits to plan. Annual plan to be approved 8/15

Notes for ELL HC Pathway Grant:

ELL Healthcare Pathway Grant Notes Doc

Project Team: Core members

Jenée

MVLA

Julie, Jon, & Francisco

FUHSD

Lori, Liz, & Raji

PAAS

Jim

Lynn

FH

Teresa (Valerie)

Dean of Health Sciences

De Anza

Randy

Anita Dean of Bio Health

Kristen Dean of LA / ESL

Funding

Pathway with wrap around support services

Embedded tutors and counselors in the classroom at time of instruction

Ability to buyout the class for a adult school cohort

Bridge Course

What IET model?

Design the ESL Cohort

Health Sciences

Bridge class that is concurrent with the classes at the adult school

Embedded cohorts- hold 10 seats for the adult school students- tie a separate corequisite esl

support class for the 10 students that is aligned with course material.

Consortium Hire: Counselor/Tutor ... caseload across all pathways

Fall 2023:

Adult School

IET Medical English (ESL for Health) w/ tutors & support

AM MVLA

PM FUHSD

PAAS how does this fit??

Winter 2024

AS ET Medical English (ESL for Health) w/ tutors & support (EL Civics COAPP component)

AM MVLA CASAS: 221 to testing out

PM FUHSD CASAS 221 to testing out

PAAS how does this fit??

CC: Intro to Health Careers (CC-NC) /Embedded HC Tutor & EL tutor / embedded counselor (in person at cc- potentially Sunnyvale Center)

Additional ESL support to get students ready for ENG 1A (ESL 26): PAAS Writing Class, Writing for Healthcare

Spring 2024

AS ET Medical English (ESL for Health) w/ tutors & support

PM FUHSD

CC Pathways Certificates (that don't need English 1A

EMT

Phlebotomy

Medical Assistant

Dental Assistant

Pharm Tech

Community Health Work (recommends freshman comp)

Beyond

Degrees

FAculty

Freshman comp: theme this course as healthcare