

Leadership Board Meeting
Working Agenda/Minutes
March 22, 2024 | 9am-12 pm
De Anza College
Room # Administration (ADM) 109
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: Co-Chairs: Valerie Fong & Julie Vo; Jenée Crayne (leading), Randy Bryant, Jonathan Fu, Teresa Ong, Thomas Ray, Lori Riehl, Jim Sherman, Natalie Skelton (minutes), Conor Smith

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| LB Meeting Agenda (9:00am – 12:00pm): |
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| Items for Information: (9:00 – 10:30am) |
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| (9:00-9:10 am) Welcome back Thomas/ Approve February Minutes - Upcoming Trainings / Due Dates |
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| (9:10-9:45 am) Agency Updates |
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| (9:45-10:10 am) Consortium / Annual Plan Updates |
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| (10:10- 10:20am) Break |
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| Items for Discussion/Work: (10:20 am - 12:00pm) |
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| (10:20am–11:00am) CFAD |
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| (11:00am -12pm) Discuss Upcoming LB Meetings, Annual Plan, and ideas for the flow of the Three Yr Plan |
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| Goals/Outcomes |
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| <ol style="list-style-type: none">1. Commit to 2024-25 CFAD Allocations and Governance Compliance of Rules and Procedures2. Have the April, May, & June LB Meetings sketched out (including Annual Plan). Start planning the flow of the Three Yr Plan |
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LB Meeting Agenda (9:00am – 1:00pm):

Items for Information: (9:00 – 10:30am)

General Updates (9:00-9:10)

Approve February Minutes - approved

Welcome back Thomas Ray

Upcoming Trainings

March 26 (1pm) Mind (and Fix) the Gaps: NRS Performance Goals Part III

March 27 (10am) WIOA Collaboration and Agency Data Collection

April 02 (10am) Continuous Improvement Plan (CIP) Office Hours

April 02 (1pm) California Statewide WIOA II Network Meeting

April 04 (10 AM) Designing and Implementing Evidence-Based Accelerated Learning: Training Models that Align to Local Population and Workforce Needs Part I

April 08 (12:00 PM) Supporting Immigrant Integration through Civics Education (Online)

April 11 (11am) Continuous Improvement Plan (CIP) Office Hours

Due Dates

- **3/31:** 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) *
- **3/31:** End of Q3
- **4/30:** Student Data due in TOPSPro (Q3) (Adult Schools)
- **4/30:** Employment and Earnings Follow-up Survey (Adult Schools)
- **May 2:** CFAD for 2024-25 due in NOVA

Agency Updates: (9:10-9:45 am)

De Anza

- New President: Cristina (acting president)
- Still in hiring process for Internship Coordinator
- Reimbursement for ELL-Health care pathway will be processed after completing Agreement for Services with W9 (approximately 2 weeks)
 - Working with Phlebotomy to see if noncredit courses will count towards taking the test
 - Looking into med tech as noncredit
 - Will have mentors in classes
- Thomas Ray is back as Dean of Language Arts effective 2/1/24.
- Randy count down 464

Foothill

- Perkins funds for ESL curriculum for CTE pathways (will review textbooks, attend classes)
- Removed prereqs for ESL up to level 4, so students can move around levels more freely- not sequentially.
- Mirroring 228 (intensive level 1 and 2) finishes ready for level 3, as requested by the international office. Will be ready summer 25
- 2024-25 schedule set by May. Summer schedule is almost final. Budget cuts may impact scheduling. Feedback on what ESL classes - what is consortium member interest?
 - **Feedback- on summer bridge ESL class. Usually offered closer to the fall.**
 - **The TST team has expressed interest in this course as part of the ELL HC pathway and for any ESL student looking to transition to FH.**
 - **Not all students are interested in going to DA, so a FH option is requested.**
 - **DA COUN5 might not be the best option for ELL learners, seems like it is a better fit for ASE students- however, with the embedded tutor this year that might help ELL students feel more supported**
 - **NCEN 400: ENGLISH BRIDGE as an FH bridge option- TBA meant to transition into English 1A**
 - Can track small numbers with SmartSheet
 - Curriculum needs to be written as broadly as possible (interest surveys useful)
- New ESL Classes & TST feedback (knowing numbers by end of Feb)
 - ESL for Food Service workers - (Fall 24) NCEL 470 & 471
 - ESL for Job Searching (Spring 24) NCEL480
 - ESL for Customer Services (Summer 2025); writing it now
 - General ESL for Healthcare (Summer 2025) writing it now
 - *MVLA Feedback- interested in ESL for professional skills (office)*
 - *De Anza has office worker certificate*
 - *Scholarship for nannies wanting to go into ECE (\$1000) Live or work in Mountain View*

FUHSD

- March 19 → very well-attended job fair with positive feedback from students & employers & SIREN
- Summer 2024: Beginning level ESL for current students; CNSL 5 w/ tutor; looking at 2 cohorts of CNA
- May 1 → Community Resources Fair (immigration, etc.)
- May 11 → 10-1:30pm: Centennial Celebration at the Adult School, FHS, FUHSD
- ELL Healthcare GRANT UPDATES
 - Fall scheduling in progress for CNA & Med Interpreter
- IET UPDATES: meeting with DeAnza's CIS 99 to discuss options for office business students to create a fall onramp into the class

MVLA

- Student Success Stories video (former PAAS student featured)
- De Anza College Field Trip - 3/20/24 9-2pm (includes Sunnyvale FHC) - CTE, CED, Advanced ESL students priority (buses available), 50 students total

- ELL GRANT:
 - Fall Cohort - 5 students from fall cohort completed CNA course this week
 - Winter Cohort - 13/15 enrolled in Med Term IET, 12/15 expected to complete, (3 dropped for family emergency, health reasons and work schedule conflict)
 - Spring Cohort
 - Flyer/ 4/1/2024 - 6/5/2024, Monday - Friday, 9-12pm
(already have 16-18 potentially enrolled for Spring)
 - Identified need for a slightly lower level VESL class with Medical English at night
 - Group of IET students from fall cohort attending Adult Ed Leg Day
- Summer Session starts 6/10 - will offer CNA day for transitioning IET students, ECT updates
- Looking to hire PT CTE/IET embedded tutors, 2 PT CTE Externship Liaison support positions (posted) \$44-49/hr
- CALPRO IET Training 2 Instructors & CTE Coordinator, completed final assignments
- ELL TESTING UPDATES:
 - Placement Testing for Senior Center, Morning, Afternoon, and Evening students in early March, approximately 90 students total
 - All classes at full capacity, some waiting lists for classes in the evening (Beginning Low, Beginning High)
 - Next placement testing for summer school, TBD when we get closer to the date and know how many current students will be attending summer school

Palo Alto

- ELL GRANT UPDATES: Will visit FUHSD Medical English class in early April; surveying current students next week for interest in fall class; expect class to be offered in afternoon and/or evening; referred two (?) students to MVLA Med Term for Spring
- ELL TESTING UPDATES: Finished testing for Spring quarter. Tested ~135 new students, placed 105, waitlist 10 (mostly evening Literacy level)
Pre-literacy class= 16+ (fuller than pre-pandemic)
- Working on CIP goals (tentative: Medical English class; eTesting; T education w/STEPS)
- No full summer ESL program: hope to offer low level morning class
- College info sessions (am/pm) May 6 (at Cubberley /Paly)

Consortium Updates: (9:45-9:50 am)

- ELL HC Grant Reporting due 3/31
 - Guidance from Gary Adams at CAEAA: Enter all \$0 for the first quarter. I think then we should also check boxes for pathways and enter in the description box that

money was just dispersed to the fiscal agent. This was confirmed by Mayra Diaz.

Reporting Requirements

Grantees are required to report bi-annually on expenditures in [NOVA](#), the Chancellor's Office grant management system. The duration of Round One funding is for 24 months and is expected to begin July 1, 2023, through June 30, 2025. Outlined in Table 2 are the reporting deadlines. Dates may be subject to change.

Table 2: ELL Healthcare Pathways Reporting Schedule for FY 23-24 Round One Funding

| Reporting Deadline | Reporting Type | Activity Period |
|--------------------|---|-------------------|
| 3/31/2024 | 1 st Bi-Annual Expenditure and Progress Report due | 7/1/23 - 12/31/23 |
| 9/30/2024 | 2 nd Bi-Annual Expenditure and Progress Report due | 1/1/24 - 6/30/24 |
| 3/31/2025 | 3 rd Bi-Annual Expenditure and Progress Report due | 7/1/24 - 12/31/24 |
| 9/30/2025 | 4 th Bi-Annual Expenditure and Progress Report due | 1/1/25 - 6/30/25 |
| 9/30/2025 | Final Report due | 7/1/23 - 6/30/25 |

- Targeted Technical Support Cohort Opportunity
 - The California Adult Education Program (CAEP) Office is offering targeted technical assistance (TTA) for the California Adult Education Program (CAEP) consortia and their members. The purpose of the TTA is to provide consortia leads and their members with structured, intensive coaching and support to positively affect student, member, and consortia outcomes.
 - limited-capacity technical assistance opportunity.
 - TTA coaches are assigned to consortia and work collaboratively to identify key areas for improvement and provide support throughout the process to reach successful outcomes.
 - The window to express interest is open until March 29th and notifications will be sent out the first week of April. The new cohort will begin in late spring.
- Conferences:
 - CCAE May 9-11 (Anaheim) (Jenée going)
 - CCCAOE Sacramento (Association of Occupation Educators) April 24 – 26, 2024 (Randy going)
- Precision Campus updates:
 - PC update: Waiting of response from David
 - Allegra started new job so reaching out to Page first to see if she has the capacity to help with data entry and a bit of consulting so still down in personnel
 - Adult Schools to provide data biannually and each would need to contribute toward personnel
 - In the meantime, create a template for tracking students and identifiers (flags), and google sheet (Elaine and Tiffany to confirm)
- Teaching Credential Check In:
 - PAAS will check in with the teacher on the emergency credential
 - Each of the three Adult Schools have stipends from leftover Allied funds
- Legislation
 - CAEAA Maxims/Position on LAO's Funding Report (note: changing model for CAEP funds in the works for future - state budget not strong at the moment) - hard to determine which maxims important as each school will have different perspective
 - CAEAA created a calculator to show where agencies/consortias' funding would be now if the LAO's recommendations were passed by the State.

- Interactive Formula Directions
- video
- End of Year Adult Ed Legislation
- Legislation Day: April 10 (Sacramento) (Jenée going)
 - Info webinar 3/29 (12-1pm)
 - What Legislators need to know
 - Get one-page fact sheets from each agency
 - Representatives
 - Assemblyman Marc Berman (D-Palo Alto)
 - Assemblyman Ash Kalra (D-San Jose)
 - Each LB agency will create a fact sheet for the consortium
- Assembly Concurrent Resolution sponsored by Assemblymember Pacheco proclaiming April 7 -13, 2024 (ACR 157)
 - Sample proclamation for you to have a Board Resolution in your district. Resolution Support of K12 Adult Education:
- Finishing Your Diploma Campaign Toolkit

Annual Plan Updates (9:50-10:10)

Project Teams

- #3.1A: Articulation Projects: Randy & Teresa
 - De Anza working on Terminology class, align instructors, part of credit for prior learning (state mandated) and finalizing MOU to pay instructors as adjuncts
 - Foothill: We have identified a faculty member to work on this in the summer. Our plan then is to get curriculum from MVLA & FUHSD for her to review. We can set up meetings thereafter to discuss if it articulates or what else needs to be done to articulate it.
 - Emailed MVLA/FUHSD Mission articulation agreements.
 - Can we also provide curriculum (templates and outlines should be ready)
- # 2.1A: Healthcare Pathway:
 - TST team is working on outreach, enrollment, and student support
 - English Language Learner Healthcare Pathways Grant
 - Spoke with Karen 1/29- proved potential shifts. Review at HC pathway Team meeting 1/31. Follow up meeting scheduled 2/1 @ 3pm. ATRIA NOTES

Med Terminology class possible for dual enrollment if instructors meet credentials/qualifications

TST

- #3.1C: Increase Students Access & Participation in CTE Pathways:
 - *Student Interest Survey results (maybe better to survey in spring and fall to cover different student needs at the time)*
 - *This is part of the data and LB discussion on the TST*
 - *College Application Workshop should be closer to start date*

- #3.2A: Transition Services at the AS and Onboarding Support at the CC
 - *Calendaring is going well (TST Calendar)*
- #2.1B: Increase the Targeted Academic Support
 - *TST Team has started working on this in February*
 - *Base info in past COUN5 & ECE cohorts*
 - *COUN5 is on the books for May 30th to June 15th*
 - *Need to save seats by 5/13 (priority registration) for Adult Ed Cohort C5*

Data Team

- #1.2A: Adult School & College Data Input Alignment
 - *ESL, CTE, ASE done- updates on how implementation went at data team meeting 1/30*
- #1.2C: Track Transition Data with PC & Support Seamless Student Transitions
 - *Data Vision- continue working on it at Data Team meeting (3/25)*
 - *LB and Data Team to meet April 15 @3-4:30*

Break: (10:10 - 10:20am)

Activities (the “lesson plan”) (10:20am -12:00pm)

#1. CFAD (10:20- 11)

- Excessive Carryover Webinar (*NOVA Enhancements and Carry Over Compliance 1/30*)
 - Getting member expense reports in on time just became more critical due to AB 1491 (carryover) tracking. Especially Q4- on Sept 30 of each year, after certification, the State takes a snapshot of carryover- this is how we will be tracked/flagged in NOVA. Budgets rounded out.
 - The amount of funds that remain unspent on midnight September 30th of each fiscal year. In instances where Q4 reports have been certified, these numbers will be equal. When Q4 reports have not been certified by Sept. 30th, this definition of carryover will be different from the actual carryover. This is the number used to determine Consortia Carryover Compliance.
 - Allocation - Certified Expenditures as of 9/30 = AB 1491 Carryover
 - $\text{Allocation - Certified Expenditures (as of 9/30) / Allocation} = \text{Carryover Percentage}$
 - When we work on our Bylaws, we will write in the details of AB 1491 compliance (need to review annually). CFAD can be general, but Bylaws need to be specific.
 - Reviewed Consortia Report on Governance Compliance of Rules and Procedures 1-20
 - Maybe change to including all voices, not just voting members?

#2. Discuss Upcoming LB Meetings, Annual Plan, Three Yr Plan Flow (11:40am-1:00pm)

Yearly Calendar Workflow Example

April Meeting

- Move Agency updates to end of meeting
- LB Transition Visions Report Out ?
 - *Student Interest Survey results (maybe better to survey in spring and fall to cover different student needs at the time)*

May Meeting

June Meeting

July

August

- Budget Report Outs
- Annual Plan Due

Ideas:

| Beginning of the Year: All Consortium Meeting | |
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| When | September or October |
| Why | Get the whole consortium together for consortium for updates & building community |
| Who | LB, Team Members, Consortium Members |
| What | Each team would give a report out on what they plan to accomplish this AY. Also check in on mission/vision Director’s Report |

| Mid Year Director’s Report on annual plan progress | |
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| When | January |
| Why | Update consortium and stakeholders on annual plan progress |
| What | Report and potential accompanying open office hour zoom session |

End of Year Team Planning Summit

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| When | May |
| Why | Get the whole consortium together for updates, building community, planning for next AY |
| Who | stakeholders like NOVA, Team Members, Consortium Members |
| What | <p>Meet w/ Consortium as whole: what was accomplished what wasn't</p> <p>Teams & LB meet and work on Next AY plans. Teams give end of the year all consortium updates to group</p> <p>Director's Report</p> |