

Leadership Board Meeting

Working Agenda/Minutes

Friday, 4/28/2023

PAAS

Cubberley Campus 4000 Middlefield Road, Building I Palo Alto 94303

Free parking

9am - 12pm

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: : Jenée Crayne (leading), Randy Bryant, Karen Filice, Valerie Fong, Jonathan Fu, Tom Keating, Teresa Ong, Lori Riehl, Lynn Tanner, Julie Vo

Agenda:

1. Items for Information: (9:00 – 9:30am)

a. Approve March Agenda

b. **Upcoming Trainings**

i. CALPRO: Socio-Emotional Learning in Adult Ed

1. 5/4 (1-2pm) [Session 1: Connecting Evidence, Research, and Practice](#)

2. 5/11 (1-2pm) [Best Practices](#)

ii. 5/9 (12-1:30pm): [Learner Transition in CA - A Deeper Dive - Part I](#)

iii. 5/11 (12-1:30pm): [Budget and Work Plan for 2023-24](#)

iv. 5/17 (12-1pm) :[Learner Transition in CA - A Deeper Dive - Part II](#)

v. 5/18, 12:30pm: Lunch w/ LARAEC: [Onboarding Strategies with the LARAEC Counseling and Transitions Team](#) (Have our TST attend?)

c. **Due Dates**

i. (4/30) Student Data due in TOPSPro (Q3)

ii. (4/30) Employment and Earnings Follow-up Survey

iii. (5/2) CFAD for 2023-24 due in NOVA

d. **Upcoming Conferences**

i. CASAS Institute (June)

e. **Consortium Updates:**

i. CCAE Conference

1. CAEAA Position on LAO's Funding Report

a. Please add any comments on this doc by 5/30

2. Payment points update for 23-34

3. San Ysidro Adult School ESL (Tracks and ABE Combo)

4. SBCAE & Foothill Home Attendant (not HHA) FUHSD

- 5. (30 million funding, healthcare pathways, looking at data for largest number ESL, over half qualify in consortium, new payment points)
- 6. Tamalpais would be good to work with (esp PAAS)
- ii. WIB teacher shortage subcommittee (background report)
- iii. Are any Legislators going to any upcoming graduations?
- f. Agency Updates:
 - i. De Anza: Randy attended a conference which forecasted trends of declining California population and High School student enrollment. Will email labor market data from the conference. Internship with Atria: more info to come. Job fair May 17th. Flier to Jenée to send out. Has a new Administrative Assistant and New Program Coordinator starts May 8.
 - ii. MVLA: Vacancies for CTE Coordinator (Juile covering at the moment) and CNA Instructor, ESL instructor interviews next week, WASC accreditation reaffirmed for 6 years, ESL summer program mainly serving continuing students, April and May ESL Placement testing canceled because classes are full with waitlist
 - iii. FUHSD: Testing starts Monday. Summer (3 classes) will be for new students only. Developing a Business IET program for January rollout. finished APM. Testing starts Monday. Summer (3 classes) will be for new students only. OK for PAAS to refer.
 - iv. PAAS: New principal (Jim Sherman) will come to the May LB meeting. Need 4 evening ESL teachers for fall (only district not offering at least some benefits – perhaps justify using carryover for this?). Ordered chromebooks for upcoming e-testing rollout. First College Informational session went well on Wednesday, the second one happening today.
 - v. Foothill. SV Center renovations approved.: Fall 2026 or 27. Healthcare general ed will run out if that space. Transition data is at 35%- we should look at this. Adult Ed Family Day at Sunnyvale Center- (after August 22nd) September 9th? Outreach for internet infrastructure workers (1 admin, 1 counselor, 1 faculty) at Amazon Santa Clara (includes lunch, tour, meeting). SV Center renovations approved. Respiratory & Radiology will move the SV Center: Fall 2026 or 27. Healthcare general ed will run out if that space. Construction management next goal for BA. Need letters of support: Teresa will send out template letter. Transition data is at 35%- we should look at this. Adult Ed Family Day at Sunnyvale Center- (after August 22nd) - September 9th works better for everyone. West Ed requested Teresa to be on panel as the consortium has shown consistently good transition rates.

2. Items for Discussion: (9:30 - 11:50am)

- a. CFAD (9:30 - 10:00am)
- b. Break (10:00-10:10am)
- c. Transition Team Creation (10:10-11:20am)
- d. College/PC Data Update w/ David Ulate (11:20 -11:50am)

3. Wrap Up (11:50-12:00pm)

Items for Discussion Goal/Outcomes For Meeting:

Context: We need to vote on our CFAD today because it needs to be certified by all 5 voting members by May 2. Recommendation is to defer determining agency excessive carry over percentage to the July LB Retreat when agencies give their budget report.

Outcomes; Vote on CFAD

Resources:

- CFAD
 - 2023-24 CFAD & Governance
 - NSCCC Q Budgets & Carryover
 - Preliminary Allocations & memo
 - Carryover Memo / Fiscal Management Guide / Program Guidance

Context: We need to structure our Transition Support Team in order to prepare for the June planning summit and complete our 2023-24 annual plan.

Outcomes: Create & Guide Transition Team in their Areas of Focus.

Resources/Materials:

- New Model of Consortium Work
- Transition Support Team Credo
- Transitions Org Structure

For Reference:

- 2023-24 Objective/Strategy Chart
- Agency/Transition Team Goals Jamboard
- Annual Plan Activities

Discussion/Activity (the "lesson plan")

1. CFAD (9:30-10:00am):

- New This Year in CFAD: Option to set “excessive” carryover limit for individual agencies (NSCCC Q Budgets & Carryover).
 - i. Discuss this at July LB Retreat when agencies give their budget report.
 - ii. Let members relook at document / Vote on CFAD
 - iii. Lighthouse (formerly Bridge to Recovery) has JEDI breakfast (justice, equity, diversity, inclusion). Might be good to partner with. They did not give good results before but have since restructured and can focus on Adult Education and Pathways. Maybe host rotation? Should also have NOVA come to a meeting.

Break (10:00-10:10am)

1. Transition Team Discussion (10:10-11:10am)

Within the framework of the Degrees of Partnership (cooperation/coordination/collaboration), LB needs to help create/guide the Transition Team in their areas (projects) of focus:

- 10 minutes to read documents
- Review and confirm Transition Team Goals / Project
 - **#3.1C: Increase Students Access & Participation in CTE Pathways**
 - **#3.2A: Transition Services: Calendaring & Implementing AS/CC Transition Activities**
 - **#2.1B: Targeted Academic Support:**
- Review & confirm Transition Team members at each agency
 - Understand how FH’s SV Campus counselor can be utilized better:
Feedback from SS WG & Transition Team
New Model of Consortium Work:
Project Based Teams
 - Trying to bring work groups together.
3.1 C Transition Team and Stakeholders determine student interests
 - a. Then calendar
 - b. When in cohort or college – how to support
Formulate/improve cohort model, with student interest as priority
Not everyone has to participate at all times, can pick and choose but members will be called on for their expertise as needed.
Everyone must recruit groups now. Please also send in your team member responsibilities for Transition Team.
Activities are in drop down and can make new ones but be careful changing names as it can mess up the budget. The more general, the better.

Articulation (formerly Transition) trickier to edit. Will not be able to see Annual Plan until CFAD certificated

2. College/PC Data Update with David Ulate (11:20 -11:50am)

- College/PC Data Update w/ David Ulate
Foothill brought Research Analyst (Paige) to go through MIS data (re CAEP) and how to report data. Make sure they align with state requirements. Course level data and state documentation, course codes etc. Found some discrepancies. Student data complicated (multiple fields and files). Coding guidelines missing (12 hours or more waived during pandemic). Full Time position will need funding from various sources. .5 each campus ideal minimum. Application for Tango.

3. Wrap Up (11:50am - 12pm)

- To Do By Next Meeting:
 - LB recruits members for the 2023-24 Teams
 - Healthcare Pathway
 - Articulation Project
 - Transition Team
 - Data Team