



Victor Valley Adult Education Regional Consortium

Executive Committee Meeting - AGENDA

Wednesday, July 31, 2024

10:00 AM

Victor Valley College:
Building 55, Conference Room

1. Opening Business

Call to Order

10:11am

Establish Quorum

Establish Quorum: 4 Members	
Member Name	Attending
Apple Valley Unified School District	
Hesperia Unified School District	
Lucerne Valley Unified School District	
Snowline Joint Unified School District	
Victor Valley College	
Victor Valley Union High School District	

Voting Members Present:

Trenae Nelson, Superintendent, AVUSD

Ryan Holman, Superintendent, SJUSD

David Olney, Superintendent, HUSD

Lorraine Collins, VVUHSD

Voting Members Not Present:

Daniel Walden, Superintendent, VVC

Peter Livingston, Superintendent, LVUSD

Carl Coles, Superintendent, VVUHSD

Non-Voting Member Present:

Martha Mendez, VVAERC Manager

McKenzie Tarango, VVC

Henry Young, VVC

Adele McClain, AVUSD

Chad Brooks, SJUSD

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Ben Skinner, HUSD
Pablo Saldana, VVC

2. Approval of the minutes (**as amended**):

2.1 May 1, 2024

Motion: Trenae Nelson

Second: David Olney

Yae: Nelson, Holman, Collins

Nay: None

Abstention: Olney

3. Public Comments – No Public Comments

4. **Informational Items:**

4.1 **Due Dates:** Martha discussed that the Annual Plan for 2024-25 due in NOVA is due August 15th. Sep 1st 22/23 and 23/24 final Member Expense Reports are due in NOVA (Q4) by coordinators.

- Sep 1: 24/25 Certification of Allocation Amendment due in NOVA
- Sep 30: 22/23 & 23/24 Member Expense Report certified in NOVA (Q4)
- Sep 30: 24/25 Member Program Year Budget and Work Plan due in NOVA

4.2 **VVAERC 2023-24 Data Review:** Updates on enrollment are color coded by academic year. Data is color coded for 21-22 in blue, 22-23 in gold, and 23-24 in grey. Martha explained enrollment growth going from serving roughly 1700 students to around 2,500. Growth has occurred during and post pandemic times. The region has more than tripled since 2014 in services offered, and in the funding received. Data presented reflects enrollment for HS diploma and HS Equivalency, not for CTE and ESL. The region has made better progress than the state average.

4.3 **CAEP Three Year Plan:** We are currently in the planning cycle. September, coordinators will meet to strategize approach for 3-Year Plan submission. There will be facilitated meetings with superintendents in the Fall 2024 and Spring 2025. This is also an audit year for WIOA for Victor Valley College, Hesperia Adult School and Apple Valley Adult School.

4.4 **Adult Education Compliance Reminder Letter to Superintendents:** Martha reviewed compliance letter that reminds practitioners that CAEP funding is for adults not enrolled in a traditional high school program.

4.5 **Member Updates:** Adele McClain shared AVAS will not be offering construction but will maintain one healthcare pathway (EKG). Adele wants to focus on attendance and persistence. Ben Skinner shared that at Hesperia, they have been meeting with the teachers and are reevaluating programs. Quality over quantity is a theme they are focusing on. Online components are subject to modification. Chad Brooks shared that at Lucerne, they are trying

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to go from classes to a program. Although the classes are much needed, Chad would like to see students from start to finish at Lucerne; right now, students are finishing at Snowline. Dr. McKenzie Tarango shared on behalf of Victor Valley College the news of the full-time counselor coming to fruition and offering it to Rebecca Monjaraz. Dr. Tarango also suggested that VVC and Apple Valley should partner for class offerings. New programs are on the horizon such as bilingual Medical Assisting, Medical Assisting in Spanish, and Bilingual Community Health Worker. GED Testing Center at VVC also opened. Dr. Lorraine Collins shared that Victor Valley Adult School broke the record of 165 HS Diploma graduates. WASC visit will happen in November. Dr. Lorraine also shared a success story regarding an adult ed student at their site.

5. Discussion Items

- 5.1 VVAERC 2024-25 Annual Plan Review:** Martha showcased expansion of programs, successes, and courses. Our measurable skills gains have grown as a region based on the CASAS Pre- and Post- tests. Social media has been launched for the VVAERC Facebook page. Coordinators included the instructional focus of the annual plan will encompass literacy gains for adult students, co-location of ESL classes, expansion to the City of Adelanto, and Dual Enrollment. These will also be strategies for transitions.
- 5.2 Tentative VVAERC Graduation June 4, 2025 at 3:00 PM:** Members congratulated Martha Mendez on the success of the 2024 Adult Ed graduation. There will be a mindfulness with the ticket allocation for graduates attending commencement for 2025 and the consortium will work on tightening the timeline of the event. Also, Trenae mentioned that we should encourage all graduates to stay until the end of the ceremony. Saving the big districts for the end was also recommended in order to increase event retention.
- 5.3 CAEP FY 2024-25 Final Consortium Allocations Memo:** Martha mentioned that COLA was originally 20,000 and it increased to 28,000.
- 5.4 Amended Member Allocations based on Final CAEP Allocations:** Trenae and Martha mentioned that any change impacting the allocation of CAEP funds will require all consortium members to be present. It was mentioned that this is an important year to evaluate allocations, needs, and effectiveness based on EdCode.

6. Action Items

6.1 Vote to Approve the VVAERC 2024-25 CAEP Annual Plan as submitted in NOVA

Motion: David Olney

Second: Ryan Holman

Yae: Nelson, Holman, Collins, Olney

Nay: None

Discussion: None

MOTION PASSES

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6.2 Vote to Approve the VVAERC 2024-25 Amended Member Allocations based on Final CAEP Allocations:

Motion to Approve Option 1: Trenae Nelson

Second: David Olney

Yae: Nelson, Holman, Collins, Olney

Nay: None

Discussion: None

MOTION PASSES

Option 1	Final Allocation	
Hold COLA with Fiscal Agent		\$28,619
VVC Allocation		\$427,821
*VVC + COLA Parked with Fiscal Agent		\$456,440
Members	2024-2025 Allocation	
AVUSD	\$ 500,950	
HUSD	\$ 838,031	
SJUSD	\$ 307,990	
*VVC	\$ 456,440	
VVUHSD	\$ 522,136	
LVUSD	\$ 77,546	
	\$ 2,703,093	

Option 2				
Allocate 2024-25 COLA in proportion to 2023-24 amount of consortium funding				
COLA	\$ 28,619			
Final Allocation	\$ 2,703,093			
Agency	*2023-2024 CFAD	% of Allocation	% of COLA Based on % of Allocation	2024-2025 Allocation
AVUSD	\$ 500,950	18.73%	\$ 5,360.56	\$ 506,311
HUSD	\$ 838,031	31.33%	\$ 8,967.60	\$ 846,999
SJUSD	\$ 307,990	11.52%	\$ 3,295.74	\$ 311,286
***VVC	\$ 427,821	16.00%	\$ 4,578.03	\$ 432,399
VVUHSD	\$ 522,136	19.52%	\$ 5,587.27	\$ 527,723
LVUSD	\$ 77,546	2.90%	\$ 829.80	\$ 78,376
	\$ 2,674,474	100%	\$ 28,619.00	\$ 2,703,093

7. 2024-25 Conferences and Training

- September 26-27: CAEP Director’s Event, Sacramento
- October 28-30 : CAEP Summit, Oakland Marriott
- November 21-23: CCAE Southern/ South Coast Section, Palm Springs
- May 1-3: CCAE State Conference, Fresno, CA
- June 9-12: CASAS Summer Institute, Orange County

8. Adjournment – Meeting adjourned at 11:31am

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