



**Victor Valley Adult Education Regional Consortium
Executive Committee Meeting
August 12, 2021
3:00 PM-4:00 PM**

THE PUBLIC IS INVITED TO PARTICIPATE
Meeting will follow Victor Valley College COVID-19 Protocols
LOCATION: Victor Valley College Student Activities Center, Building 44, Room C

Date of Approval: 3/16/22 **Initials** MM

Call to order: A regular meeting of the Victor Valley Adult Education Regional Consortium Executive Committee was on Thursday, August 12, 2021. The meeting was convened at 3:07 p.m.

LOCATION: Victor Valley College Student Activities Center, Building 44, Room C

Victor Valley Adult Education Regional Consortium Manager Martha Mendez conducted the meeting.

Executive Voting Members in attendance:

Pat Schlosser, Asst. Superintendent, Apple Valley Unified School District (AVUSD)
David Olney, Superintendent, Hesperia Unified School District (HUSD)
Ron Williams, Superintendent, Victor Valley Union High School District (VVUHSD)
Daniel Walden, Superintendent, Victor Valley College (VVC)
Ryan Holman, Superintendent, Snowline Joint Unified School District (SJUSD)

Non-voting members:

Martha Mendez, VVAERC Manager
Rebecca Monjaraz, VVAERC Transition Counselor
McKenzie Tarango, Dean, Public Safety & Industrial Technology, Victor Valley College (VVC)
Adele McClain, Apple Valley Unified School District (AVUSD) Adult Education
Kim Walker, Hesperia Unified School District (HUSD) Adult Education
Chad Brooks, Snowline Joint Unified School District (SJUSD)

Voting Members not in attendance

Trenae Nelson, Superintendent, Apple Valley Unified School District (AVUSD) Peter
Livingston, Superintendent, Lucerne Valley Unified School District (LVUSD)
Todd Scott, Vice President, Victor Valley College, (VVC)
Lorraine Collins, Victor Valley Union High School District (VVUHSD) Adult Education

1. Approval of Minutes:

1.1. April 27, 2021 –

Upon motion by Ryan Holman, seconded by Daniel Walden and approved by the affirmative votes of Schlosser, Williams, Holman, Walden, and Olney.

Discussion: None

Abstain: None

Noes: None

The Minutes of the Victor Valley Adult Education Regional Consortium Executive Committee meeting on April 27, 2021, were approved as presented, without changes.

2. **Public Comments:** No public comments.

3. Reports:

3.1. **CAEP COLA UPDATE** –Martha shared an update about the COLA. The CAEP guidance memo was received which summarized the initial COLA received of \$1.5 million. Under the approved budget, our region’s COLA increased to 4.0% as opposed to the original COLA approved by the board to reserve with the fiscal agent. The memo gives instruction on how to enter and approve the amendment by September 1, 2021. The approval of each Superintendent is needed in order for the allocation amendment to move forward. The CAEP Guidance Letter also reiterates that CAEP funding is restricted funding for adults 18 years and older and enrolled in an Adult Education Program. Students can be dual enrolled but must be 18 years or older and cost must be prorated to reflect a reasonable cost approach for under 18 participants attending traditional high school as well.

3.2. **CAEP Updates**-Martha shared and distributed the VVAERC Annual plan for 2021-2022. The current Three Year Plan was submitted June 2019, which covers us until June 2022. She mentioned that the Three Year plan guides the development of the annual plan. Once the annual plan is submitted on the August 15, each district will submit their budgets and select from the drop down menu individuals strategies. Martha shared that as we prepare for the new Three Year planning cycle, we will continue evaluating community needs to develop the upcoming three-year plan.

3.3. District Updates:

Apple Valley Adult School: update presented by Adele McClain. Adele shared that they are back to in person instruction. They have increased their staff by four teachers, one that is dedicated to CASAS testing. Adele mentioned that they hosted a hiring event with Amazon, which brought 94 applicants to the school site. Only four applicants did not meet the requirements for hiring.

Lucerne Valley Adult School: update presented by Adele McClain. She said the Lucerne stayed open during the pandemic and demonstrated increased enrollment having doubled their number of graduates and are setting up a new facility. Both

sites are working with Workforce Development to become a New Connection services site, which allows them access to essential workforce services. Adele shares that she was nominated and elected to be San Bernardino County's Region 12 Adult Education ACSA Representative for the next three years. She will be hosting regional meetings once a month. All meetings will be held in person with zoom capability and will include the participation of CDE. The meetings include data training aimed at cleaning up data collection to increase WIOA II payment points. She requests that coordinators be granted permission to attend.

Hesperia Adult School: update presented by Kim Walker. Hesperia has continue in person and online. She was excited to provide both services early on. She mentioned that there has been an increase in demand for ESL and Citizenship class. Enrollment is available in person and online. She said the Pearson View testing center is open. She thanked the Superintendent for support to keep services open.

Snowline Adult School, updated presented by Chad Brooks. He said that 17 students receive credit from VVC through the articulated business class. He said they add two new classes that will be articulated, Typing I and Typing II. This will allow students and employees to take typing test at the district. They continue to offer hybrid learning because it worked well and students requested it.

Victor Valley Adult School, updated provide by Ron Williams. He said that he is glad to at the meeting. It has been a challenging year.

Victor Valley College, updated provided by McKenzie Tarango. During the pandemic did see a decrease in enrollment, but did prepare for after. She shared the GED testing center had been identified, order items, expected to launch in January 2022. She said the identified central location for classes and office for ESL. It is on lower campus, building 64. She said that Lilia will be in that office and be the front receptionist and leading the GED efforts. Will have an introductory class in the same area for students to feel comfortable in that area. She said that counselors, Rebecca and Yecica will have space in that same office to assist students. Unfortunately numbers are low, we hope to increase numbers by launching radio ads and getting information out there. VVC is currently developing four noncredit classes for emergency dispatch. In addition, other VVC classes are available to be offered offsite and we can bring them to other adult education schools sites. Rebecca said she is glad to know that they have one central location. Rebecca mentioned that she has been providing individual appointments and workshops. Kim Walker shared she has been amazing at meeting with students. Rebecca shares about a student at Snowline who started with the Adult Education Program and now is getting ready to transfer for nursing degree. Martha said VVC will be hosting registration drive on the 25th; students will be able to register all in one day. The consortia flyer was updated and will be distributed to the region. Kim said that we have been cross promoting events like the food drive at VVC.

- 3.4. **Marketing Updates**-Martha shared updated regional consortia flyer, and will distribute to members. In addition, radios ads have been running for ESL and Basic Skills. Kim mentioned that we have been cross promoting events like the food drive at VVC.

4. Discussion Items

- 4.1. **End of the Year Data Review**- Martha shared on the screen student demographic summary. It includes data from all adult schools. She said that there was a 17% decrease during the pandemic. She also pointed out that transition counselor services were provided to 20% of the students. President Walden shared that the race listed as white is not representative of all whites, some of that data includes Hispanic or Latino.

5. Action Items:

- 5.1. Vote to accept additional COLA of \$56,840 and reserve with fiscal agent. New total COLA, \$90,272 (reserved with Fiscal Agent). New Total Consortium Allocation, \$2,319,189.

Motioned: David Olney

Seconded: Ron Williams

Discussion: Martha Mendez clarified that the original COLA was about \$33,000, but actually received \$90,275. We can possibly allocate the funding for CTE classes, or noncredit course, or any other need that district might have. The original approval was to reserve the COLA with the fiscal agent. Pat Schlosser mentioned that reserving the COLA with the fiscal agent allows for flexibility. Lucerne might need help; perhaps the reserved funds can be used for their needs. Martha said that the executive committee might vote to allocate the funding at a future date.

Allocation amendments may be made anytime during the year.

Yae: Holman, Olney, Walden, Williams, and Schlosser.

Nay: None

Abstain: None

- 5.2. Vote to Approve 2021-2022 Annual Plan

Motioned: Pat Schlosser

Seconded: Ryan Holman

Discussion: The Annual Plan is aligned to our Three Year Plan. Martha states that the Three Year Plan includes establishes Six (6) goals, but we selected four for the current year. Dr. Walden wants to emphasize the transition from post-secondary or workforce. He asked Rebecca is she was able to contact students. Rebecca responded that the contact was best when in person, but she still has contacts and meets with students virtually. Dr. Walden recommends that the consortium look into who is going to what job or coming to VVC for what program. Adele said that out of 500 students over the pandemic, Rebecca maintained an active contact with 10% of them. She also mentioned that in the continuous improvement plan is to

track student post-graduation. She said she was glad that Rebecca was able to track at least 10% of students. To illustrate some of the challenges we face working with students of this demographic, Adele also mentioned that our student population usually fails 3 times before they finish the program. To further put things into perspective, the region has approximately 300 graduates and Rebecca has worked with 66 of them. Dr. Walden ask if it is possible for Rebecca to meet with every single graduate. Martha said that that has been the goal, but not every graduate has the goal of transitioning to postsecondary. Coordinators have discussed students having an “exit appointment” with Rebecca. Dr. Walden said that would be ideal. Martha mentioned that they did hit 56% of contact with graduates. Kim shared that she is looking forward to open house at VVC. Martha said these types of discussion are what we would like to see, so as we work through the Three Year Plan. She would like the Superintendent to participate in these discussions. Martha said that with being WIOA receipts there is a strong partnership with Workforce Development. They have asked if we could host them at our site, by offering an office space.

Yae: Holman, Olney, Walden, Williams, and Schlosser.

Nay: None

Abstain: None

6. Announcements

- 6.1. Executive Member (and Coordinator) Meeting Dates- Next meeting is November 12, 2021 to for Executive Board members to discuss Three Year Plan.
- 6.2. Coordinator Meetings- No discussion on the dates. However, Adele shared that the state will be recognizing our region for our “Practices with Promise” at the State level. Martha shares that the Adult Education Regional graduation will be held at Victor Valley College on June 3, 2022. Activities will commence at 2:00 PM. Dr. Walden states that he hopes we can go back to the gym. Martha will work out the details with Dr. Waledn’s office.

Adjournment: The meeting adjourned at 3:56 p.m.