



**Victor Valley Adult Education Regional Consortium  
Executive Committee Meeting  
August 21, 2020  
11:00 AM-12:00 PM**

**DUE TO COVID-19, THIS WILL BE A ZOOM MEETING; THE PUBLIC IS INVITED TO PARTICIPATE**

**LOCATION: ZOOM CONFERENCE - <https://cccconfer.zoom.us/j/91480736862>**

**Date of Approval:   4/27/21   Initials   MMM**

Call to order: A regular meeting of the Victor Valley Adult Education Regional Consortium Executive Committee was held via Zoom Meeting on Thursday, August 21, 2020. The meeting was convened at 11:07 a.m.

**LOCATION: ZOOM CONFERENCE - <https://cccconfer.zoom.us/j/91480736862>**

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

**Voting Members in attendance:**

Trenae Nelson, Superintendent, Apple Valley Unified School District (AVUSD)  
Pat Schlosser, Asst. Superintendent, Apple Valley Unified School District (AVUSD)  
David Olney, Superintendent, Hesperia Unified School District (HUSD)  
Peter Livingston, Superintendent, Lucerne Valley Unified School District (LVUSD)  
Ryan Holman, Superintendent, Snowline Joint Unified School District (SJUSD)  
Lorraine Collins, Victor Valley Union High School District (VVUHSD) Adult Education  
Kim Walker, Hesperia Unified School District (HUSD) Adult Education  
Adele McClain, Apple Valley Unified School District (AVUSD) Adult Education  
Chad Brooks, Snowline Joint Unified School District (SJUSD)  
Daniel Walden, Superintendent, Victor Valley College  
Todd Scott, Vice President, Victor Valley College

**Non-voting members:**

Martha Mendez, VVAERC Manager  
Rebecca Monjaraz, VVAERC Transition Counselor

**Voting Members not in attendance**

None

**1. Approval of Minutes:**

1.1. **April 30, 2020 –**

Upon motion by Peter Livingston, seconded by David Olney and approved by the affirmative votes of Holman, Livingston, Williams, and Walden.

**Abstain:** None

**Noes:** None

the Minutes of the Victor Valley Adult Education Regional Consortium Executive Committee meeting on August 21, 2020, were approved as presented, without changes.

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

**3. Reports:**

3.1. **CAEP Office Hours Webinar Series** –Martha invites members to explore the CAEP Office Hours Webinar Series and presentations to remain updated on protocol during the COVID-19 Pandemic. The webinar series is scheduled for Friday at 1:00 p.m.

3.2. **CAEP Due Dates**

- Sep 1: 18/19 and 19/20 Member Expense Report due in NOVA (Q4)
- Sep 1: July 1, 2019 to June 30, 2020 expenses by program area due (estimates only) in NOVA
- Sep 30: 20/21 Member Program Year Budget and Work Plan due in NOVA

**4. Discussion Items:**

4.1. **Allocation of Governor’s July Budget Revision to VVAERC totaling \$2,228,917**-Martha provides updates on the Governor’s July budget revision for the 2020-2021 year. Martha discusses how the region was expecting \$51,000 in COLA; however, the revised budget eliminated the COLA. Our region previously approved member allocations equal to the 2019-20 year and allocated COLA to be held with the Fiscal Agent for later disbursement. Due to this decision, the VVAERC will not need to revise the submitted CFAD as member allocations were not impacted by the Governor’s July Budget Revision.

4.2. **4.2 End of Year Data Review**-Martha displays and shares the consortia wide demographics for the 2019-20 year. Total student enrollment for the region was 3235. Consortium-wide, 69% of students were female and 68% were Hispanic.

**5. Action Items:**

5.1. **Approve 2020-2021 VVAERC Annual Plan –**

**Motioned: Daniel Walden**

**Seconded: David Olney**

**Discussion:** Martha summarizes that the annual plan focuses on six goals that align with our three-year or three-year plan: improving transitions to post-secondary, improving transitions to the workforce, developing and implementing a continuous improvement cycle for curriculum, data & accountability, developing marketing and outreach plan, and offering adult education and noncredit CTE courses at each site. Additionally, in response to seismic events affecting our nation and local community on budget reductions, COVID19, systemic racial injustice, we are

committing to analyzing student demographics to understand our disproportionately impacted students. The goal is to develop and implement strategies to address the gaps in serving disproportionately impacted students. We are expanding our transition plan to include key activities and goals for each graduating adult ed. student to complete in preparation for transitioning to college. Transition services include a boot camp in the form of consecutive sessions aimed at preparing students for college. The transition plans include individualized support in completing matriculation, a preliminary education plan, and career exploration.

Dr. Walden asks if the boot camp is something that is being offered in a central location. Martha response that due to COVID19 restrictions, workshops will be via Zoom. Once restrictions are lifted, VVC will host the workshops. The intent is to invite students to attend workshops on the VVC campus to familiarize them with the school, staff, and services. Our goal is to develop a better tracking method and ensure 10% of our graduates are transitioning to VVC. Dr. Walden asks if we had a graduation this year. Martha thanks Dr. Walden for offering the VVC campus as a location for a drive-thru graduation and state that the members are very grateful for the collaboration and support. Martha shares that our member districts conclude services in May and there was not sufficient time to plan and coordinate graduation in June. Kim Walker states that after surveying adult students and discussing with them the graduation ceremony options, most graduates have waited 10-15 years for an actual in-person ceremony to graduate. They have stated that they prefer waiting a few more months and have an actual ceremony. Kim states that Rebecca Monjaraz has made a great effort to schedule at all of our adult school campuses to meet with our students. She is not available remotely via Zoom as well and we are so thankful to have her provide services.

**Yae:** Holman, Livingston, Olney, Walden, Williams, and Nelson.

**Nae:** NONE

**Abstain:** None

**Motion Carries**

**5.2. Accept Governor's July Budget Revision to VVAERC totaling \$2,228,917:**

**Motioned:** Trenae Nelson

**Seconded:** Ron Williams

**Discussion:** The Governor's July budget revision excludes COLA that was previously included in our CFAD allocation. Victor Valley adult education regional consortia approved holding the COLA with the fiscal agent. Allocations for each member are equivalent to 2019-20 funding amounts. The Governor's July revision does not affect approved 2020-21 member allocations; it eliminates COLA reserved with the fiscal agent.

**Yae:** Holman, Livingston, Olney, Walden, Williams, and Nelson.

**Nay:** None

**Abstain:** None

## Motion Carries

### 6. Member Updates:

- 6.1. **Apple Valley Unified School District-** Adele states that this year Apple expanded with the offering of a CT program that went exceptionally well. Many students earned Victor Valley College Credit for a fully matriculated course in construction technology. Students also receive certification from our local carpenters union. Even though we had a pandemic, we graduated 122 students here at Apple, and we were excited about that. Everything we offer, except for a few of our special ed. students that we have a teacher qualified to work with, is completely online. The application process is also online and we love it.
- 6.2. **Hesperia Unified School District** – Walker states that their district has been changing gears because everything has been revolving around COVID-19 guidance. Many of our adult schools were already doing some type of distance learning or remote offerings before COVID19. Whether we had online programs or whether we had other programs available in March, it was not too difficult for many of us to flip that switch to remote learning. We are all distance learning and we are continuing to offer enrollment or ESL high school diploma or GED and citizenship prep. We know that our clientele. Many of our parents are also our students and they have been busy in the last week or two, getting their students connected with their K12 learning.
- 6.3. **Lucerne Valley Unified School District:** Adele states that Lucerne has been keeping a program operating throughout the summer with those that persist from the regular school year, similar to Apple Valley. Recruitment for the next semester begins after Labor Day. Lucerne has some 30 some that kept active in the summer using packets and mail mailing in and out. They are implementing canvas in the adult ed. program and transitioning from Google Classroom. Snowline’s initial Accreditation walk-through is being coordinated before the official visit is completed in October.
- 6.4. **Snowline Unified School District**– Chad shares that Snowline is in the midst of making sure that they are contacting all of their students and bringing them in to make sure that agreements are signed. Snowline is working on recovering its students. This year seems to be going very well with 12 to 14 students registered in that accounting class. The only reason we more students did not enroll is due to a shortage of books. Snowline is securing more books.
- 6.5. **Victor Valley Union High School District-** Lorraine Collins shares that classes started on Monday and all teachers are using Google Classroom. The district’s High School and middle schools had their first zoom WASC accreditation this past spring. Lorraine has been working with that principal for guidance on the upcoming Adult School WASC visit. Lorraine states that she will be more than glad to help Snowline with anything they need. Victor has been fortunate in that

the district guidelines allow for continued student testing. They are testing eight students at a time. To date, 100 students have been tested.

- 6.6. **Victor Valley College-** Dr. Scott states that VVC is going to be actively pursuing the CDCP noncredit program development. The proposed boot camp is probably a good one to turn into a noncredit course but in addition, we are going to see some significant action in the realm of noncredit CDCP from VVC shortly. Dr. Scott encourages and welcomes input on getting students on a career development pathway. Please reach out to Martha or Dr. Scott with any suggestions. In the fall, we are opening up construction, automotive, aviation, and welding. These programs are coming back and doing their labs face to face on campus. VVC is still doing some remote instruction in terms of lectures; however, our public safety programs are coming back in person. If you have students that that are missing that engagement, have them come by and take a class.

Trenae asks how VVC is opening up and getting around that our county is still on the monitoring list for COVID19. Dr. Walden states that the Chancellors office has given community colleges an executive order passed down from the governor, that certain disciplines that are on the critical sector list may host classes face to face. We are taking baby steps to get back open and following up on safety protocols. You can do that as long as you are doing so with social distancing. We have a certain protocol we follow including checking temperatures and getting statements daily from students. Trenae thanks Dr. Walden for the information since guidance applies differently to K12 districts. Dr. Walden states that he appreciates the opportunity to share what VVC is allowed to hold in person. The campus is still closed to students and the public except for the courses in the critical sector industry that cannot be offered remotely. For the fall, 95% of VVC classes are still going to be remote. By remote, we mean online. Dr. Holman asks what are the predicted class sizes. How large will classes be? Dr. Walden states that he does not believe we will be able to host more than 12 and maintain social distance. Some workspaces will only allow for 6 students at a time and we will adjust accordingly.

Adele states that she has a construction course that is fully articulated and asks if VVC might host her students to complete lab hours. Dr. Walden states that VVC is open to that and that the details will need to be worked out.

## **7. Upcoming Conferences and events:**

- 7.1 Region 5 - East Los Angeles/Inland Counties: CAEP Regional Network: August 24, 2020 @ 1:00
- 7.2 CAEP Virtual Directors' Meeting: October 5, 2020
- 7.3 CAEP Virtual Annual Summit: October 26 – 29, 2020
- 7.4 Executive Member Meeting Dates
  - September 25, 2020
  - October 30, 2020

- November – NO MEETING
- December 11, 2020

**8. Adjournment: The meeting adjourned at 12:09 p.m.**