

**Victor Valley Adult Education Regional Consortium**

Executive Committee Meeting – Minutes

Tuesday, November 5, 2024

1:00 PM

Victor Valley College:

Building 44, Student Activities Center (SAC), Rooms B-C

1. Opening Business

Call to Order

**1:14pm**

Establish Quorum

<b>Establish Quorum: 4 Members</b>	
<b>Member Name</b>	<b>Attending</b>
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

Carl Coles, VVUHSD

Daniel Walden, Superintendent, VVC

**Voting Members Not Present:**

Peter Livingston, Superintendent, LVUSD

**Non-Voting Member Present:**

Martha Mendez, VVAERC Manager

Todd Scott, VVC

Henry Young, VVC

Adele McClain, AVUSD

Chad Brooks, SJUSD

Ben Skinner, HUSD

To access written documents being discussed at the executive meeting, or to otherwise participate at executive meetings please contact Director Martha Mendez at [martha.mendez@vvc.edu](mailto:martha.mendez@vvc.edu). Notification at least 48 hours prior to the meeting will enable us to make reasonable arrangements to ensure accessibility to the meeting. Public materials are available for public inspection at Victor Valley College 18422 Bear Valley Road, Victorville, CA 92395; Building 64, Adult Education Office or visit our website at: [www.vvadulthood.com](http://www.vvadulthood.com).

Pablo Saldana, VVC  
Bianca Morales, VVC  
Rebecca Monjaraz, VVC  
James Hayes, SAGE

2. Approval of the minutes:

2.1 July 31, 2024

**Motion:** Dan Walden

**Second:** David Olney

**Yae:** Nelson, Holman, Coles

**Nay:** None

3. Public Comments – **No Public Comments**

4. **Informational Items:**

4.1 **Due Dates:** Martha discussed upcoming deliverables.

October 2024

- **Oct 30:** 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA \*
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey are due in December 2024

To access written documents being discussed at the executive meeting, or to otherwise participate at executive meetings please contact Director Martha Mendez at [martha.mendez@vvc.edu](mailto:martha.mendez@vvc.edu). Notification at least 48 hours prior to the meeting will enable us to make reasonable arrangements to ensure accessibility to the meeting. Public materials are available for public inspection at Victor Valley College 18422 Bear Valley Road, Victorville, CA 92395; Building 64, Adult Education Office or visit our website at: [www.vvadulthood.com](http://www.vvadulthood.com).

**Dec 1:** July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium \*

- **Dec 1:** 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)

4.2 **CAEP Three Year Plan:** Martha explained that this year we are completing the plan by June 20, 2025. We are in the final year of the previous 3-year plan. Martha invited superintendents to participate in the planning process. Data was shared regarding unduplicated enrollment growth. As a consortium we are receiving 2.6 million dollars, and we are below the 20% carryover allowed per state requirement.

4.3 **Member Updates:** Martha explained that Lorraine at **VVUHSD** is currently at her site because of a WASC visit. Martha shared that Adele, Chad and her were in attendance the day before. It was shared that keeping the leadership engaged was a huge advantage that makes VVAERC stand out. Superintendent Coles also mentioned that they are proud of the work Lorraine is doing. Due to how expansive our region is, Martha reiterated the importance of partnerships to ultimately assist with transitions. On behalf of VVC, Dr. Scott shared the expansion of non-credit programs including notary, health information technology and court reporting. VVC is working on obtaining a car to giveaway for a deserving student that shows active participation and usage of the VVC Mobile App. Engagement in activities at the college is a goal to increase retention. VVC files are being imported to the cloud. Umoja program is also up and running to support Black, African-American students; Hakeem Croon is the manager. Additional VVC updates are: Connect2Success is the finalist for an award, VVC will now have program maps for career and certificate pathways, Community Enrichment program is growing, Dr. Vreeman joined the college, Athletics teams are doing well this season, and CCAP Dual Enrollment is one of the largest in the state. For **Snowline** and **Lucerne**, Chad shared that graduation rates are up this year. Chad is working to remove barriers for students to complete Hi-Set programs. The combined support of both schools will provide greater support for students. Ben Skinner discussed that at **Hesperia**, he temporarily suspended the online program with the purpose of creating hybrid options. WASC accreditation was received. Hesperia will have an open house December 10<sup>th</sup> with the Family Resource Center. Families and community members are invited. CTE programs are also thriving, and ESL courses are expanding. For **AVUSD**, Adele expressed gratitude for support from VVC to execute their CCAP model program for EKG. Martha elaborated that ESL and GED courses at VVC have more than doubled. We have a math tutor. The city of Adelanto is hoping we offer VVC ESL classes at their new community center.

4.4 **Tentative VVAERC Graduation June 4, 2025 at 3:00 PM**—date and time confirmed by superintendents. Ryan mentioned the importance of encouraging all graduates to stay until the end of the ceremony.

## 5. Announcements

5.1 2024-25 Executive Committee Meeting Schedule: A standing meeting is in the works. Martha informed superintendents to expect a Doodle Poll for this.

5.2 ELL Healthcare Program: CHW to Launch January 2025: Martha explained that she is

To access written documents being discussed at the executive meeting, or to otherwise participate at executive meetings please contact Director Martha Mendez at [martha.mendez@vvc.edu](mailto:martha.mendez@vvc.edu). Notification at least 48 hours prior to the meeting will enable us to make reasonable arrangements to ensure accessibility to the meeting. Public materials are available for public inspection at Victor Valley College 18422 Bear Valley Road, Victorville, CA 92395; Building 64, Adult Education Office or visit our website at: [www.vvadulthood.com](http://www.vvadulthood.com).

working with new non-credit director, Alyssa Sandello, to lead ELL Healthcare Pathways education at VVC for the region. We received about half a million dollars in funding.

### 5.3 Conference Report Out

- CAEP Directors – Sacramento, CA – September 26-27, 2024: Martha attended that and learned about Data Vista. Local policy implementations were also covered.
- CAEP Summit – Oakland, CA – 28-30, 2024: Adele shared that the consortium was recognized for involving superintendents, providing transitions support via counseling and executing promising practices at the state level.

### 6. **Action Items:** None

### 7. 2024-25 Conferences and Training

- 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 2:23pm

To access written documents being discussed at the executive meeting, or to otherwise participate at executive meetings please contact Director Martha Mendez at [martha.mendez@vvc.edu](mailto:martha.mendez@vvc.edu). Notification at least 48 hours prior to the meeting will enable us to make reasonable arrangements to ensure accessibility to the meeting. Public materials are available for public inspection at Victor Valley College 18422 Bear Valley Road, Victorville, CA 92395; Building 64, Adult Education Office or visit our website at: [www.vvadulted.com](http://www.vvadulted.com).



# Victor Valley Adult Education Regional Consortium

EXECUTIVE MEETING

November 5 1:00 PM

VICTOR VALLEY COLLEGE; BUILDING 44, Room B-C



# 1. Opening Business

- Call to Order
- Establish Quorum: 4/6 Members

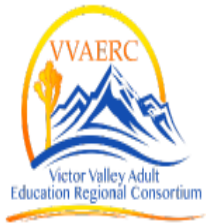
<b>Establish Quorum: 4 Members</b>	
<b>Member Name</b>	<b>Attending</b>
Apple Valley Unified School District	
Hesperia Unified School District	
Lucerne Valley Unified School District	
Snowline Joint Unified School District	
Victor Valley College	
Victor Valley Union High School District	

- Welcome and Introductions



## 2. Approval of the minutes:

- 2.1 July 31, 2024



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

### **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

### 3. Public Comments

- Public Comments – Public comments will be allowed on any topic relevant to the VVAERC. Pursuant to VVAERC Policy, comments are limited to 3 minutes per person. Please begin your comment by stating your name.



## 4. Informational Items:

### 4.1 Due Dates:

#### October 2024

- Oct 30: 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA \*
- Oct 31: Student data due in TOPSPRO (Q1)
- Oct 31: Employment and Earnings Follow-up Survey

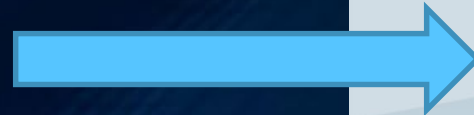
#### December 2024

- Dec 1: July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- Dec 1: 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
- Dec 31: 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)

## 4.2 CAEP Three Year Plan: June 20, 2025

# 4.2 CAEP Three Year Plan: June 20, 2025

- Review of Three Year Plan
- Outcome Evaluation
- Data Review
- Survey
- Facilitated discussions
- More to come!



## Three-Year Plan 2022-2025

An opportunity to collaborate with all member agencies and use data to inform goal setting and strategies.

**Objective #1**  
Assess the impact of services provided over the previous period.

**Objective #2**  
Define strategies and activities to meet needs.


**Objective #3**  
Identify educational and workforce needs among beneficiaries and providers in the region.


**2022-23**  
Implement three-year plan  
Create annual plan strategies  
Identify plans of action to increase student outcomes  
Select annual plan strategies for work plan  
Budget available funds to address work plan strategies

**2023-24**  
Evaluate outcomes and previous year's strategies  
Re-assess current three-year; adjust as needed  
Generate annual plan strategies  
Identify plans of action to increase student outcomes  
Budget available funds to address work plan strategies

**2024-25**  
Evaluate outcomes and last two year's strategies  
Generate annual plan strategies  
Identify plans of action to increase student outcomes  
Budget available funds to address work plan strategies  
Start mapping the next three-year plan

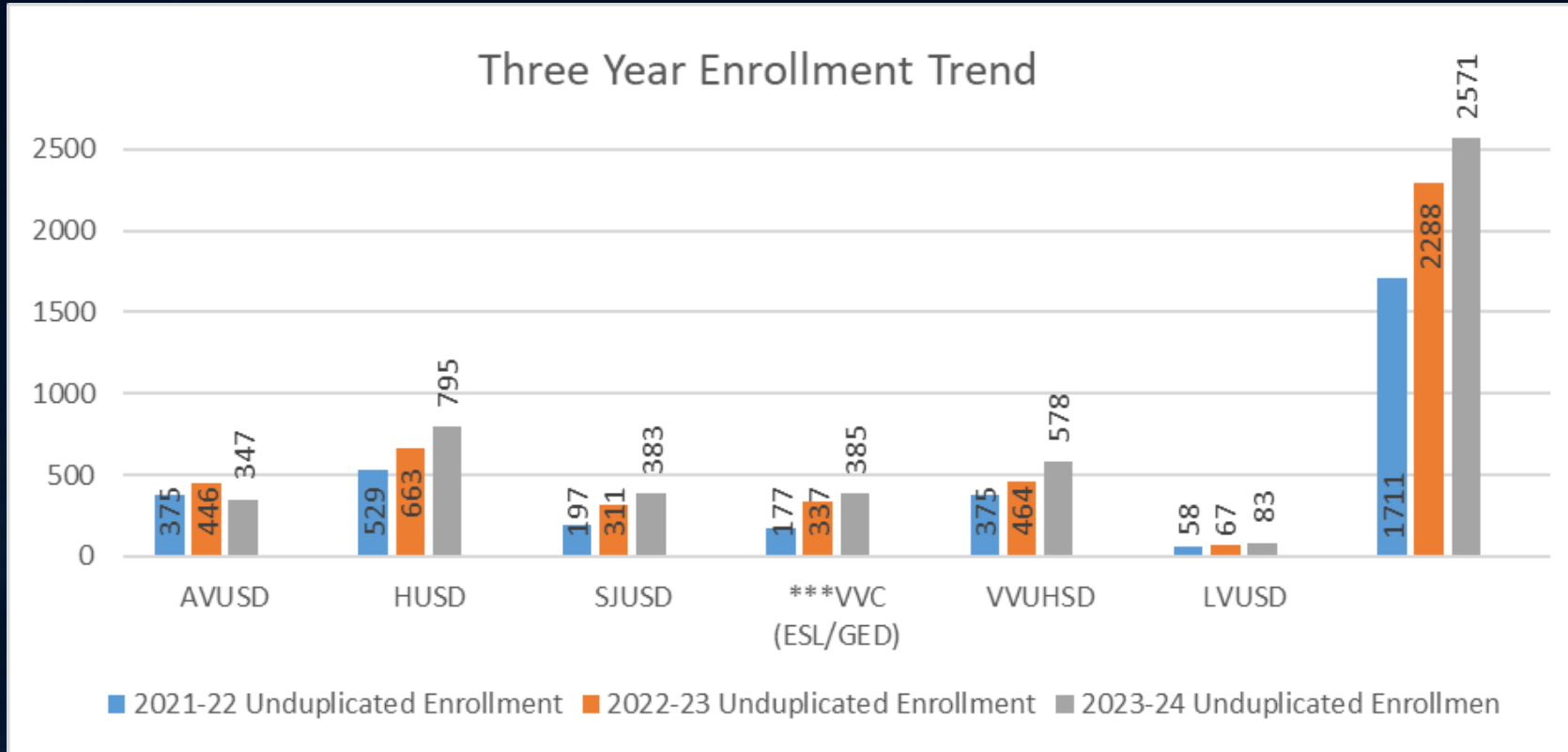
**Professional Development**  
Offerings Fall 2021  
[Check caladulthood.org/events](http://Caladulthood.org/events)

 CALIFORNIA ADULT EDUCATION PROGRAM

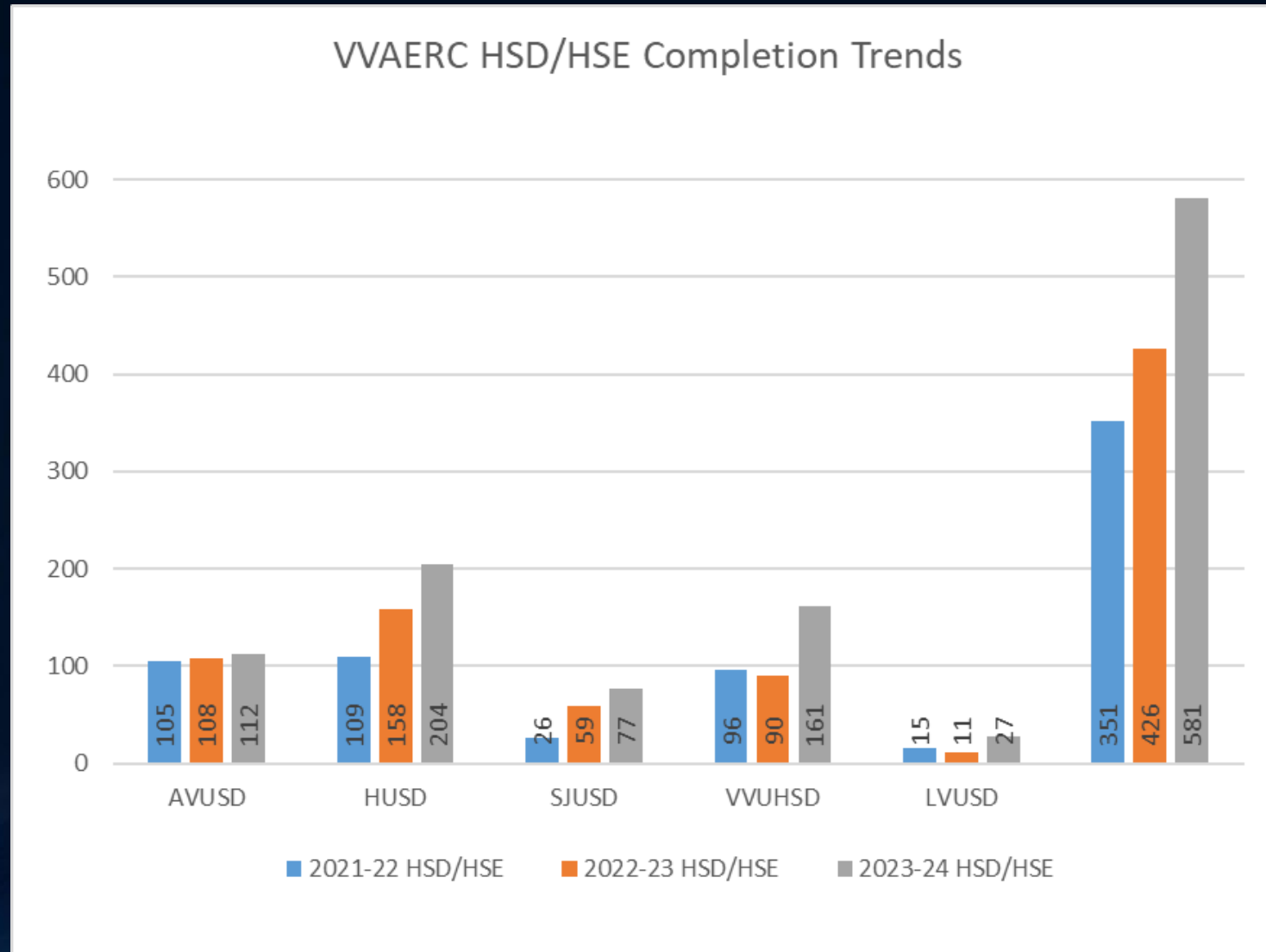
 California Community Colleges

## 4.2 VVAERC 2022-2024 Data Review

\*Data retrieved from TOPSpro Enterprise CAEP Manager Data Tables Report 2023-24, 2022-23, and 2021-22




## 4.2 VVAERC 2022-2024 Data Review





# 4.2 Continued...

## 2023-24 Expenditure Carryover (Q4)

**66 Victor Valley Adult Education Regional Consortium** 

Consortium Summary | Total Expenditures: \$2,215,126 | Total Allocation: \$2,674,474 | Total Carryover: \$459,348 (17.18%)

Reporting Year:  

Reporting Period:  

### Districts With Carryover:

- 1) Hesperia (14%)
- 2) Lucerne Valley (14%)
- 3) Snowline (29%)
- 4) Victor Valley College (39%)



## 4.3 Member Updates

- Victor Valley Adult School
- Victor Valley College
- Snowline Adult School
- Lucerne Valley Adult School
- Hesperia Adult School
- Apple Valley Adult School

4.4 Tentative VVAERC Graduation June 4, 2025  
at 3:00 PM



Tentative VVAERC Graduation June 4, 2025,  
events arrival at 12:00 PM for 1:00 PM start  
time.





# 5. Announcements

5.1 2024-25 Executive Committee Meeting Schedule

5.2 ELL Healthcare Program: CHW to Launch January 2025

5.3 Conference Report Out

- CAEP Directors – Sacramento, CA – September 26-27, 2024
- CAEP Summit – Oakland, CA – 28-30, 2024

6. Action Items: None

## 7. 2023-24 Conferences and Training

- • 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



November 5, 2024



# Victor Valley Adult Education Regional Consortium

CAEP Three-Year Plan

2025-2028

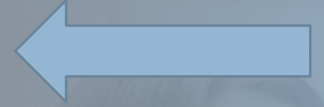


# Three-Year Plan 2025-2028

An opportunity to collaborate  
with all member agencies and  
use data to inform goal setting  
and strategies

## Objective #1

Assess the impact  
of services  
provided over the  
previous period.



## Objective #2

Define strategies  
and activities to  
meet needs.

## Objective#3

Identify  
educational and  
workforce needs  
among  
beneficiaries and  
providers in the  
region.

# Three Year Planning Process

## Five Elements of Effective Planning

3



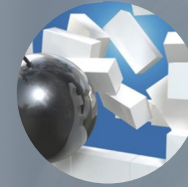
### Section 2: Assessment

Gather data needed to describe existing adult education services, barriers, and needs; then evaluate both the needs for and the current levels and types of education and workforce services in the region to identify gaps in current services



### Section 3: Metrics

Identify barriers and metrics to be addressed by the consortium and specific targets to be reached



### Section 4: Objectives

Define the consortium's strategies to address the barriers and metrics



### Section 5: Activities & Outcomes

Define the consortium's activities and their intended outcomes related to these strategies



### Section 6: Funds Evaluation

Describe how the consortium's available funds will be leveraged to impact the barriers and metrics identified in the plan



# CAEP 7 Program Areas

Based on their assessment of regional need, consortia may develop programs in any of the following allowable areas:

4

Per *EC* Section 84913, use these funds on only the seven following areas:

1. Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate.
2. Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation.
3. Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce.
4. Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
5. Programs for adults with disabilities.
6. Programs in career technical education that are short term in nature and have high employment potential.
7. Programs offering pre-apprenticeship training activities conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area.

# An overview of the current Three Year Plan Goals and Activities

5

## VVAERC Three-Year Plan Goals

2022-2025

CAEP Three-Year Plan



# 2022-25 Objectives

6

## Address Educational Needs

- Members will leverage Adult Education Dual Enrollment under SB 554 and CTE Articulation agreements.
- VVC will increase the number of in-demand noncredit Career Development and College Preparation and CTE offerings
- Increase Measurable Skill Gains
- Increase HSD/HSE completion rates
- Hold quarterly ESL stakeholder meetings

## Improve Integration of Services & Transitions

- Increase student transitions from adult education to postsecondary institutions.
- Expand service hours and classes offered across all member districts
- Co-locate ESL and CTE programs
- Regional Transition Counselor.
- WIOA Title II and CalWorks funding
- CTE pathways to San Bernardino County/High Desert workforce needs,

## Improve Effectiveness of Services

- Unified branding strategy
- Improvements in student ELL performance through CASAS assessments
- Complete annual student surveys to understand optimal scheduling, delivery modality, quality of services
- Increase student engagement events



# 2022-25 Objectives

7



## Objective 1

Address Educational Needs



## Objective 2

Improve Transitions to Workforce



## Objective 3

Develop Pathway to Citizenship



## Goal 4:

Develop and implement a continuous quality improvement cycle for curriculum, data, and accountability



## Goal 5:

Develop Marketing and Outreach Plan






## Goal 6

Offer Adult Education and Non-Credit CTE

# Activities & Outcomes

## Objective: Address Educational Needs

Increased by more than 5% from previous year   
Decreased by more than 5% from previous year   
Remained within 5% of previous year   
YoY = Year over year difference

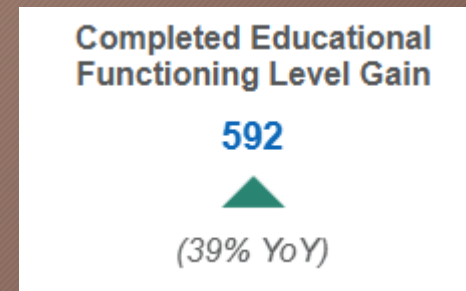
8

Activity: Increase Pre- and Post-test pairs regionally

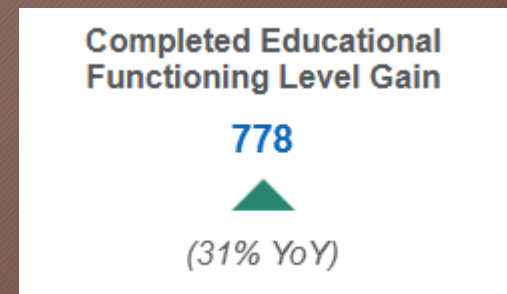
### Brief Description of Activity

This activity will ensure that all consortium members are increasing the literacy skills of the students we serve by increasing the frequency of CASAS pre-and post-testing of our students.

2021-22 VVAERC Score Card (Data Vista)\*



2022-23 VVAERC Score Card (Data Vista)\*



\*[https://datavista.cccco.edu/data\\_views/caep\\_score\\_card](https://datavista.cccco.edu/data_views/caep_score_card)

\*\* YoY: Year over Year difference



# Activities & Outcomes

## Objective: Improve Integration of Services & Transitions

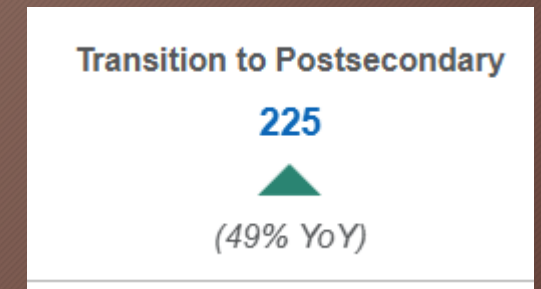
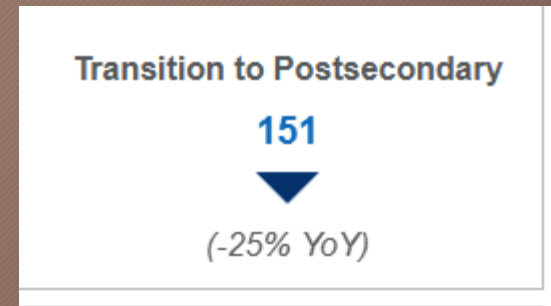
9

Activity: Increase student transitions

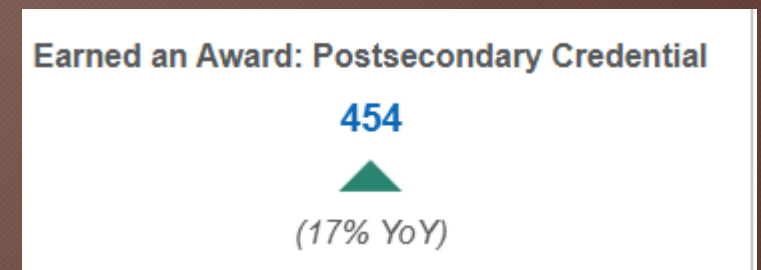
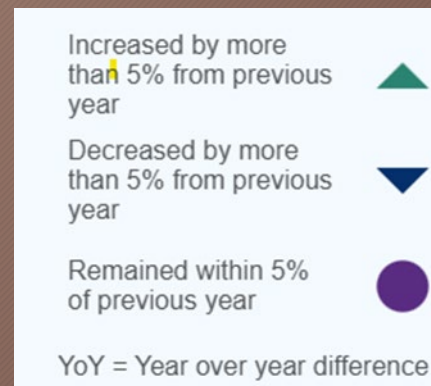
### Brief Description of Activity

VVAERC will track student transitions to postsecondary programs and careers by utilizing a shared spreadsheet with input by our Transition Counselor and K12 Transitions Staff. All transition staff will help establish criteria that indicate students who will be successful in transitioning.

2020-2021 & 2021-22  
VVAERC Score Card (Data Vista)\*



2022-23 VVAERC Score Card (Data Vista)\*



\*[https://datavista.cccco.edu/data\\_views/caep\\_score\\_card](https://datavista.cccco.edu/data_views/caep_score_card)

\*\* YoY: Year over Year difference

# Activities & Outcomes

## Objective: Improve Effectiveness of Services

10

### Activity: Develop a Unified Branding Strategy

#### Brief Description of Activity

VVAERC will generate consistent messaging throughout the region. The goal is to lower the barriers students face in discovering options and enrolling in classes. This will more effectively engage students and improve their awareness of the educational opportunities available to them, thereby leading to increased enrollment.

#### Metrics:

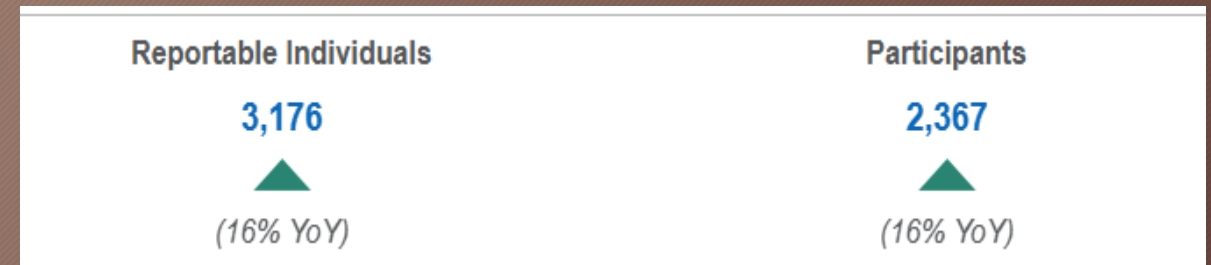
- All: Number of Adults Served (AE 200 - Overall)
- Student Barriers: Low Literacy (AE 311 - Overall)

\*[https://datavista.cccco.edu/data\\_views/caep\\_score\\_card](https://datavista.cccco.edu/data_views/caep_score_card)

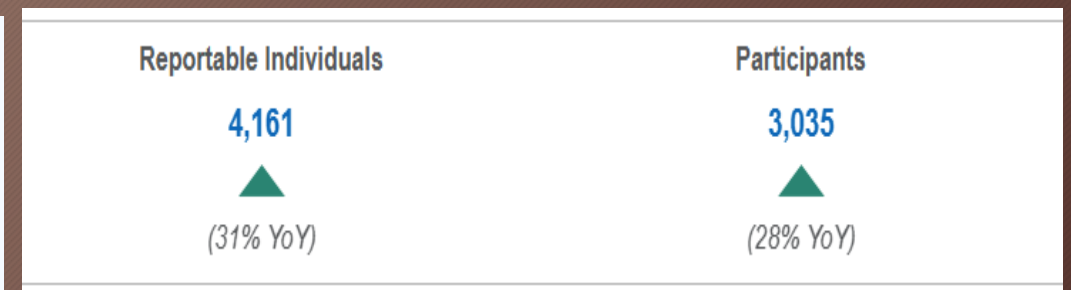
\*\* YoY: Year over Year difference



2021-22  
VVAERC Score Card (Data Vista)\*



2022-23 VVAERC Score Card (Data Vista)\*





# Continued: Activities & Outcomes 2021-2022

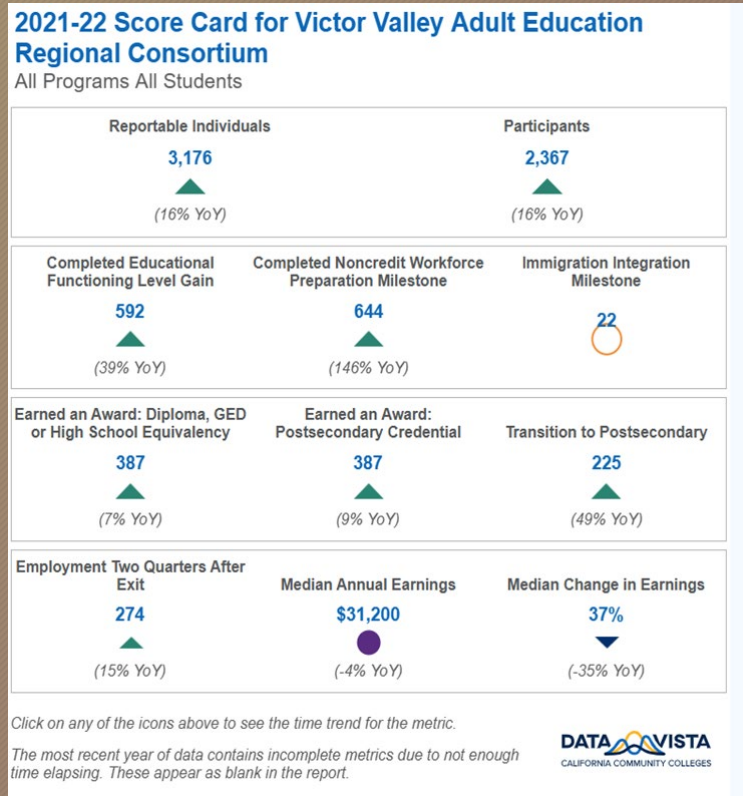
Increased by more than 5% from previous year 

Decreased by more than 5% from previous year 

Remained within 5% of previous year 

YoY = Year over year difference

## VVAERC



## Statewide



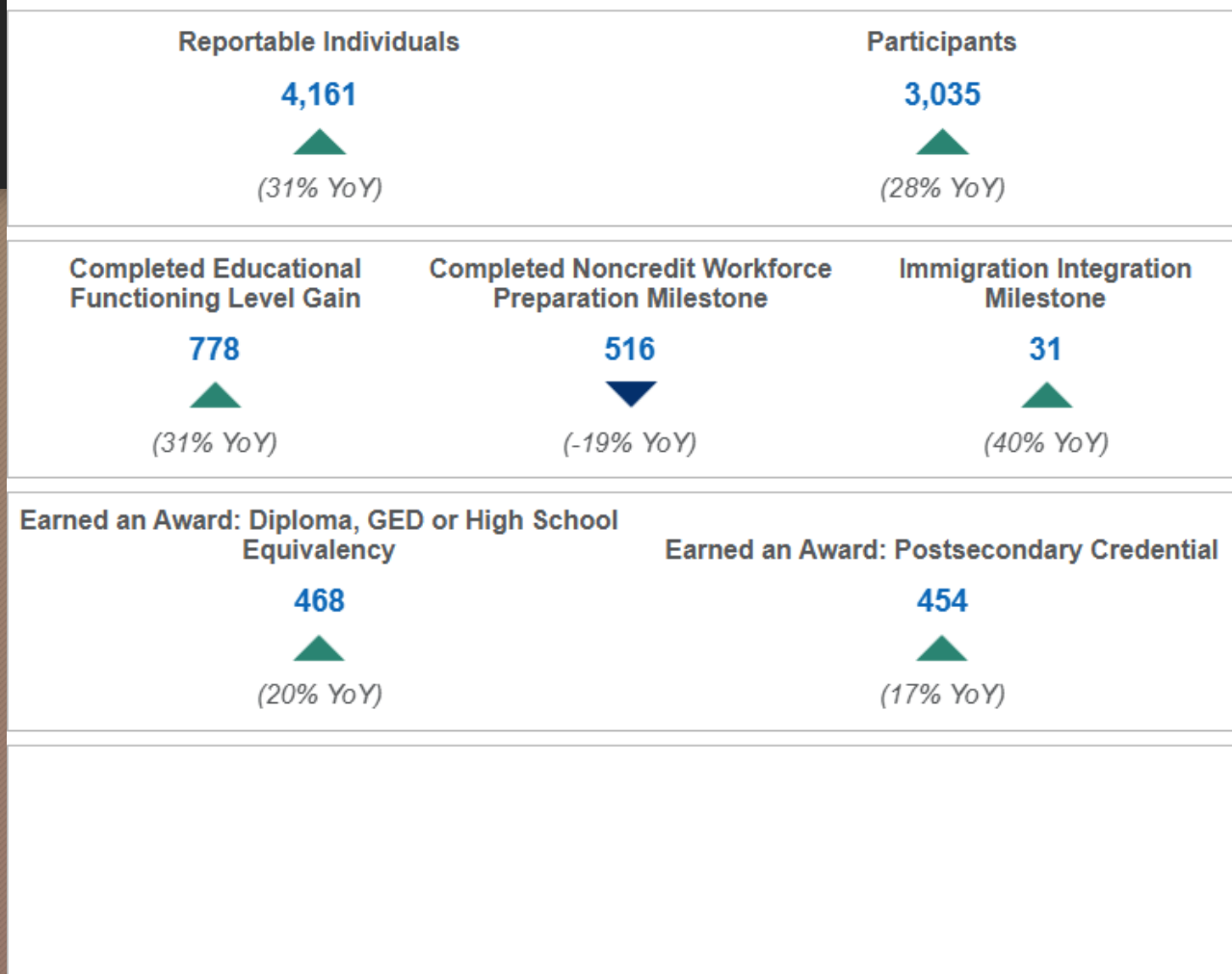
\*[https://datavista.cccco.edu/data\\_views/caep\\_score\\_card](https://datavista.cccco.edu/data_views/caep_score_card)

\*\* YoY: Year over Year difference

Continued:  
Activities & Outcomes  
2022-2021

## 2022-23 Score Card for Victor Valley Adult Education Regional Consortium

All Programs All Students



Increased by more than 5% from previous year ▲

Decreased by more than 5% from previous year ▼

Remained within 5% of previous year ●

YoY = Year over year difference

\*[https://datavista.cccco.edu/data\\_views/caep\\_score\\_card](https://datavista.cccco.edu/data_views/caep_score_card)  
\*\* YoY: Year over Year difference

Click on any of the icons above to see the time trend for the metric.

The most recent year of data contains incomplete metrics due to not enough time elapsing. These appear as blank in the report.



# VVAERC 2021-22 Compared to State & Inland Empire CAEP

13

The AEP Score Card provides a snapshot view of the metrics reported annually to the legislature for Adult Education in California

Metric	VVAERC	Inland Adult Education Regional Consortium	Statewide
Students with 12+ Instructional Hours (Participants)	75%	74%	81%
Completed an EFL Gain	33%	33%	29%
Completed a Noncredit Workforce Preparation Milestone	27%	4%	11%
Participants who earn a HSD< GED or HSE	16%	8%	6%
Transitions to Postsecondary (still an upward trend)	12%	8%	14%
Earned an Award: Postsecondary Credential	16%	16%	17%

\*[https://datavista.cccco.edu/data\\_views/caep\\_score\\_card](https://datavista.cccco.edu/data_views/caep_score_card)

\*\* YoY: Year over Year difference



Three Year  
Plan 2022-25

# THANK YOU!

Next Three-Year Planning Leadership Meeting:  
January/February 2022

