

## **MINUTES**

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### **Participants**

Lourdes Escamilla/MSJC, Sara Alston/SJUSD, Todd Peel/SJUSD, Elaine McCallen/MSJC, Kris Sension/MSJC, Deanna McCarty/RCOE, Brenda Rawson/PUHSD, David Sanchez/BUSD, Nohora Vasquez/LEUSD, Joan Patrick/RCOE, Matt Russo/BUSD, Chris Tucker/DPSS, Lisa Campbell/DPSS, Melanie Petago/BUSD, Jennifer Prince/DPSS, Courtney Evans/TVUSD, Tara O'Malley/HUSD, Martina Beach Hedges/MVUSD, Dean Hauser/PUHSD, Ken Swanson/SJUSD, Recorder/MSJC

### **I. Call to Order**

The meeting was called to order at 10:04am by Amy Campbell, MSJC.

### **II. Review/Approval of Minutes**

The Steering Committee members reviewed the previous minutes from February 3, 2017.

- Motion to accept minutes – Deanna McCarty, RCOE
- Second by Matt Russo, BUSD
- Minutes approved as written, no abstentions.

### **III. Adult Students w/Disabilities**

It is interesting how we intake students with disabilities. Adults who are not diagnosed (no IEP, no 504) but suspected to need additional services can receive assistance. We can offer services (braille, extra time, test proctoring, captioning, mobility assistance, reader services, specialized tutoring, note taker, mobility assistance, etc.). Requirements can be vague. Not modifications, but accommodations. See ADA. CASAS show where you test – can reveal needs. Check with your psychologist for other resources. Our program will take outdated IEP's, can help as a bridge.

### **IV. CASAS Training**

We have set up a room at THEC for our April 7, 2017 meeting. We will have our regular meeting from 8-9am and from 9am-12pm we will have a trainer from CASAS to go over the basics. Huge opportunity for your teachers and/or office staff to come and get trained. It would be great if everyone sent two or three people for this valuable training. We can serve approximately 40. Questions can be asked and answered.

### **V. Community Forum**

Scheduled for May 5, 2017 at THEC. From 9-10am, we will have our board meeting. From 10am-12pm, we will hold our community forum. Irene, from the state, will be in attendance. West-Ed will be in attendance. We will share a success slide show. Think about who you would like to invite. Proposed community invitation review: okay as is. Proposed agenda review: okay as is.

### **VI. ASAP**

It was suggested that we meet with ASAP for a question and answer time for all users. Several problems have been encountered. Several clerks are quite frustrated. Amy will check with Joel today for an April meeting. Please propose dates. If each agency could put together a "trouble sheet", that would be helpful.

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### **VII. Hemet High School Machine Shop**

Hemet has a machine shop facility that Tara would like to utilize. Tara met with Dean Johnson and a few others to discuss the possibilities. At a later date, Tara will propose that the consortium pay a part-time instructor salary. Could be a great hands-on welding program. Might be non-credit but provides a useful skill. She is putting a plan together. More to come.

### **VIII. Counseling**

Counselors are very excited about the consortium site visits. Some sites want to be an accuplacer testing site; others want FAFSA nights. Relationships are being built. Events that will be planned are meant for adult learners. Consortium counselors can facilitate getting trained accuplacer proctors at sites. The value of FAFSA is that it puts students in a system that can show them what they may be eligible to receive. Everyone should participate in the FAFSA system. The first time can be difficult but once in, every year after is easier. It does not mean a student must go to MSJC. It is an important service for any adult in adult ed classes. Concern over security issues were touched on. Please let Amy know if you have any counseling concerns. Counselors will work throughout the summer.

### **IX. Budget**

December is the deadline to use up FY 15-16 funds. Per Elaine, it is preferred that you use it by June. The state wants it used up. We can redistribute funds. Some districts inherited funds and are having trouble using the funds, specifically for salaries. Use the declaration of funds form to show increases and decreases. It is best not to use the consortia money to create another program that will not be used exclusively for adult ed. It was asked how to have a little more control over how individual district money is being spent and/or returned. For example, if a district wants to return money to the consortium that won't be used, the district might not want to do so. Have the district call Amy and she can help them understand the process.

### **X. Performance Measures**

A new form will be emailed out to everyone to make updates for FY 15-16 and FY 16-17. If you are making object codes changes, we need to know today.

**LEUSD** – Requesting FY 15-16 roll-over funds from the consortia for a one-time payment to cover Burlington License fee of \$7,000. She is in a predicament with her welding program. All students want a certificate. She would like to have \$5000 from FY 15-16 for welding certificates. Total of \$12,130. She would also like to take salary savings and purchase Burlington Career Pathways and Welding Certificates and Testing. Motion to accept – Tara O'Malley, HUSD; Motion to second – Amy Campbell, MSJC; all moved.

**Perris**- No changes

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**Banning** – FY 15-16 will be moving \$4,300. from staff salaries to curriculum. Motion to accept – Amy Campbell/MSJC; Motion to second - Dean Hauser; all moved.

**San Jacinto** – No changes for FY 15-16. Changing outcomes for FY 16-17 - CTE to Workforce, no change in object series. Personnel savings went into furniture. Has FY 17-18 ready to go.

**Hemet** – No budget changes.

**Temecula** – Reggie Ingram not present; nothing to report.

**RCOE** – Will be moving from salaries categories 2000's to 1000's and may move from Supplies/Materials 4000's to salaries 1000's. Will be able to spend the rest of 15-16 in July on supplies. Motion to accept – Ken Swanson, SJUSD; Motion to second – Deanna McCarty, RCOE; all moved.

**MSJC** – Requesting \$68,758 from 15-16 for a counselor (23.5/week, 51 weeks/year) plus indirect costs of \$6,876.; Total of \$75,634. Motion to accept – Matt Russo, BUSD; Motion to second – Deanna McCarty, RCOE; all moved.

**Beaumont** – No changes. Working with Administration for FY 15-16 spend out.

**Murrieta** – FY 15-16 rollover to salaries. 20% to Martina; 10% to Asst. Principal. Motion to accept – Deanna McCarty; Motion to second – Nohora Vasquez; all moved. FY 16-17 still a mess. Martina tasked to work with Lourdes to get it figured out. Offered much support from the committee. Next year will be easier as she will be in the know.

### **XI. Other**

Please bring your worksheet for FY 17-18 to our next meeting for a brief discussion. Then we can quickly get the worksheets out to you.

Please bring all of your numbers to the next meeting, including your MOE funds. If you have questions, please contact Lourdes Escamilla, MSJC.

### **XII. Adjourn**

The meeting was adjourned at 12:01pm  
Motion to adjourn –Deanna McCarty, RCOE  
Seconded by – Ken Swanson, SJUSD

Next meeting scheduled for April 7, 2017 at THEC from 8:00am-12:00pm.