

Napa Valley Adult Education Consortium
Board Meeting Agenda
April 24, 2017

- I. Welcome
- II. Establish Quorum
- III. Approve January Minutes - Attachment I
- IV. Public Comment (10 minutes)
- V. CFAD Review – Attachment II
- VI. Career Success Network - Hospitality – Attachments III-a, III-b, III-c
- VII. Next meetings and end of fiscal year

All attachments in dropbox at

<https://www.dropbox.com/sh/iet74ss6lf93psa/AABuqPIJixHTOJbHFsbIKUuba?dl=0>

AEBG Meetings & Deadlines Calendar

- April 25 & 28: Training for data requirements for AEBG Data & Accountability
- Apr 30: Third Quarter Data, TOPSpro® Enterprise DUE
- Apr 30: Third Quarter Data Integrity Report DUE
- May 2: CFAD filing DUE
- **May 8: Board Meeting Napa Valley College 4:30-6pm**
- May 15: Amendments or Revisions due for Annual Plan, Governance Template, 3 year Plan DUE
- June 20: Budget Revisions Due

December 30, 2017:

- 2016-17 funds must be spent
- Data & Accountability funds must be spent



Napa Valley Adult Education Consortium Board Meeting Minutes

February 13, 2017

NVC Library

4:30 PM

Board Members Present: Patrick Sweeney, Superintendent, Napa Valley Unified School District; Robert Parker, Vice President of Administrative Services, Napa Valley College; Wade Roach, Assistant Superintendent of Business Services, Napa Valley Unified School District; Erik Shearer, VP of Instruction, Napa Valley College; Barbara Nemko, Superintendent, Napa County Office of Education

Other: Cathy Balach, Project Manager; Lori-Leanne Parris, Principal, Napa Valley Adult Education; Mechele Manno, Associate Dean, Napa Valley College

Absent: Ronald Kraft, President, Napa Valley College; Elena Toscano, Assistant Superintendent of Instruction, NVUSD

Minutes: Cathy Balach, Project Manager

I. Welcome

Patrick Sweeney called the meeting to order.

II. Establish Quorum

Done

III. Approve minutes from January 30, 2017 meeting.

Wade Roach moved to approve the minutes. Barbara Nemko seconded the motion. Motion carried.

IV. Public Comment none

V. Data & Accountability Plan Budget – Attachment II

- Cathy reviewed requirements for the Data & Accountability plan due on February 20th.
- Lori-Leanne discussed how the funds will be used for NVAE.
- Wade asked if the positions for Data Specialist would be new hires or existing. Part of the rationale/concern that it is a one-time funding only. For both NVAE and NVC, it is existing.
- Mechele indicated that Jessica would be the new person for NVC.
- Barbara moved to approve the budget provided; Erik seconded.

VI. Additional Discussions

- Purchase of TopsPro Enterprise for NVC.

- Meeting schedule – remove March from meeting schedule (as agreed by board in prior meeting to have meetings every other month if no business necessary).
- Mechele questions about the MOU with NVC and NVAE for the purpose of engaging NVAE to help with TopsPro Enterprise/CASAS implementation. MOU will identify service and knowledge to share, Mechele to get together the number of hours and details for the MOU.

VII. Adjournment

Barbara motioned to adjourn. Erik seconded. Motion carried, unanimously approved.

Next Meeting Monday, April 24, 2017 @ 4:30 PM NVC Library Rm 1763 Room A



Consortium Fiscal Administration Declaration

*INSTRUCTIONS: The form below has been partially completed based on information provided from your Consortium Annual Plan and prior year's Consortium Fiscal Administration Declaration. Please carefully review and update each section. You may save your progress by clicking the **Save** button at the bottom of the page. When you have completed all sections, click **Submit** and follow the prompts to finalize your 2017-18 Consortium Fiscal Administration Declaration.*

Click on the Consortium Information header to begin.

Consortium Information

36 Napa Valley

Address

[Napa Valley Adult Education Consortiu](#)

Street Address

[1600 Lincoln Ave](#)

Street Address 2

[Napa](#) [CA](#) [94558](#)

City State Zip

Website

<http://nvaec.org/>

Primary Contact

[Cathy](#) [Balach](#)

First Last

Certifying Official / Coordinator

[Cathy](#) [Balach](#)

First Last

Logo

If your consortium has a logo, please upload it here.

Files must be in .png format.

No file chosen

Primary Contact Email

cathy@nvaec.org

Certifying Official / Coordinator Email

cathy@nvaec.org

Consortium Membership

Member Representation

List Consortium Member agencies planning to participate in the 2017-18 program year. For each Member listed, please provide the name and contact information for the Member Representative authorized to approve allocations on behalf of each Member agency. Signatures from each of these individuals will be required in order to complete your 2017-18 CFAD.

Member Agency	Member Representative	Phone	Email	Approved
Napa Valley Unified School District	Wade Roach	(707) 253-3533	wroach@nvusd.org	10/01/2015
Napa County Office of Education	Barbara Nemko	(707) 253-6810	bnemko@napacoe.org	10/15/2015
Napa Valley Community College District	Bob Parker	(707) 256-7175	rparker@napavalley.edu	04/11/2016

Organizational Chart

Attach your current Consortium organizational chart. Show member reporting and fiscal agency relationships, key partners, as well as other stakeholder groups as applicable.



Choose File No file chosen

Fiscal Management

Funding Channel

AB104 legislation states that each Consortia may decide to designate a fiscal administrator to receive and distribute AEBG funds. If a member agency is chosen to be the fund administrator, the member shall commit to developing a process to apportion funds to each member of the consortium pursuant to the consortium's adult education plan within 45 days of receiving funds appropriated for the program. This process shall not require a consortium member to be funded on a reimbursement basis.

Please select the option that best describes how funding should be disseminated to your Consortium from the state.

- The consortium has designated a fiscal agent
- The consortium has chosen direct funding

Rationale

Provide details regarding the rationale for your fiscal structure decision. How did you arrive at the decision? What were the overwhelming benefits to using this structure?

Members desire to continue direct funding, as agreed since the inception of AEBG. Members have agreed that distribution of funds should be made on an allocation basis, not on a reimbursement basis and thus fiscal agency is inappropriate. Benefits have included unnecessary disruption, confusion, and potential delays that may occur with a dual delivery system, as well as a sense of equality.

Fiscal Management Approach

Whether using a fiscal agent or direct funding model, describe how you are fiscally managing your block grant. How are you rolling up grant expenditures to report to the State?

Official-designate members are responsible for submitting their data to NVAEC, and the Consortium staff compile and submit the regional data to the state. Official-designated members Wade Roach (USD/Adult Ed) and Robert Parker (NVC) certify the data annually to validate and check for accuracy. All Consortium members have agreed to the reporting of funds and to

complying with this reporting process. The coordinator will compile this data prior for submission.

Member Allocations

Member Allocations

In the table below, provide approved funding allocations to each Consortium Member by program year. Total allocations must equal the total AEBG funds allocated to the Consortium for each fiscal year.

	2015-16	2016-17	2017-18
Total AEBG Funds	\$2,677,237	\$2,700,253	\$2,700,253
Total Allocated to Members	\$2,677,237	\$2,700,253	\$2,700,253
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16	2016-17	2017-18
Napa Valley Unified School District	\$2,346,594	\$2,444,610	\$2,444,610
Napa County Office of Education			
Napa Valley Community College District	\$330,643	\$255,643	\$255,643
Total	\$2,677,237	\$2,700,253	\$2,700,253

Allocation Changes

Please describe any significant changes in allocations to members made for the 2015-16 and / or 2016-17 program years.

None.

Consensus and Approval

Describe how you arrived at consensus and approval of the allocations provided in the table above.

Board reviewed and agreed upon 2017-18 allocation given it is the same as the prior year. Budget included for discussion in a public meeting on April 24, 2017.

Certification and Submission

Consortia must obtain signatures from each participating Member Agency certifying their acknowledgement and approval of the annual Member Allocations provided herein. The AEBG Web Portal provides two options for submitting these signatures:

- Digital signatures may be submitted directly by clicking on the signature blocks below, and signing using a stylus or mouse; or
- Consortia may alternately provide a scanned printout of their approved CFAD, replete with Member Signatures, via the upload link below.

Please select from the following options:

- Print and Sign
 Digital Signature

Please note: your 2017-18 CFAD may not be processed until all signatures from Member Agencies have been provided.

Signature Block

Napa Valley Unified School District

Wade Roach

Napa County Office of Education

Barbara Nemko

Napa Valley Community College
District

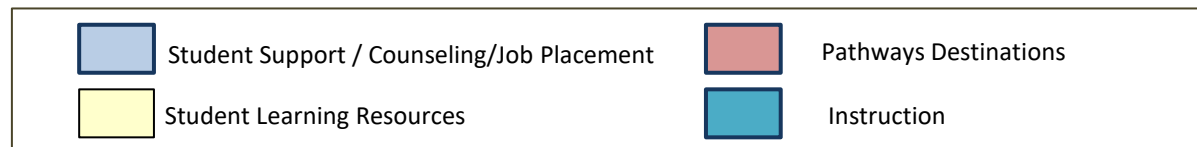
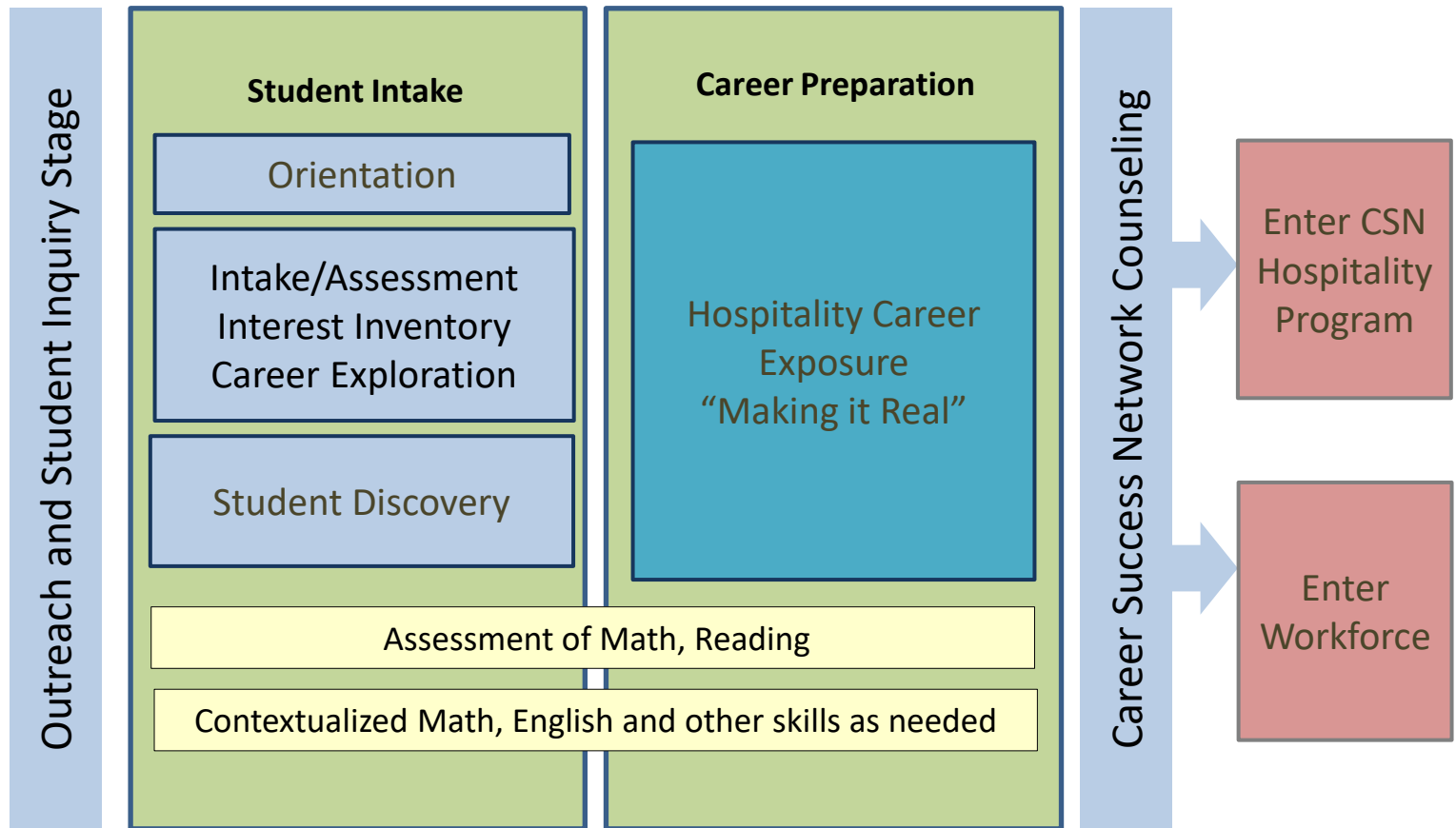
Bob Parker

 Print

Click to indicate you are ready to Submit your 2017-18 CFAD

Career Success Network(CSN)

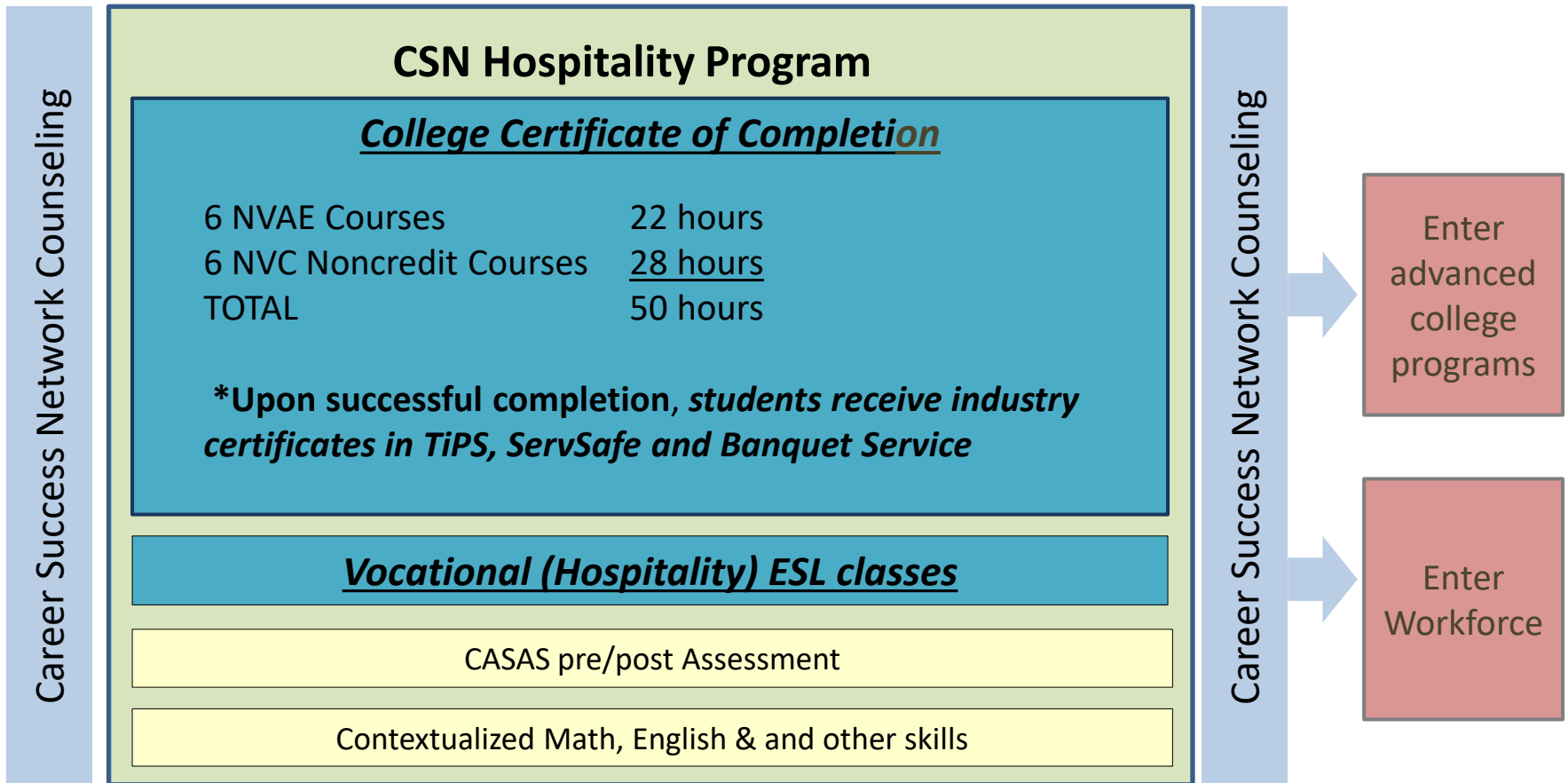
Hospitality Pathway: (Phase 1) Student Preparation



Phase 1 Target: April/May 2017

Career Success Network(CSN)

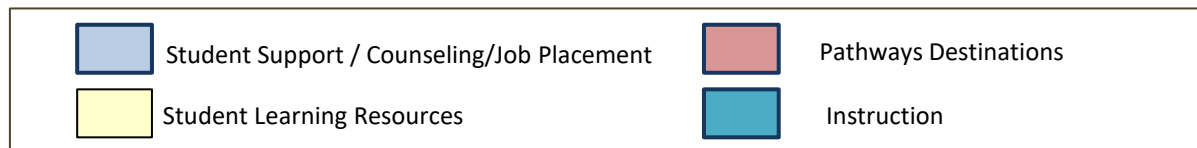
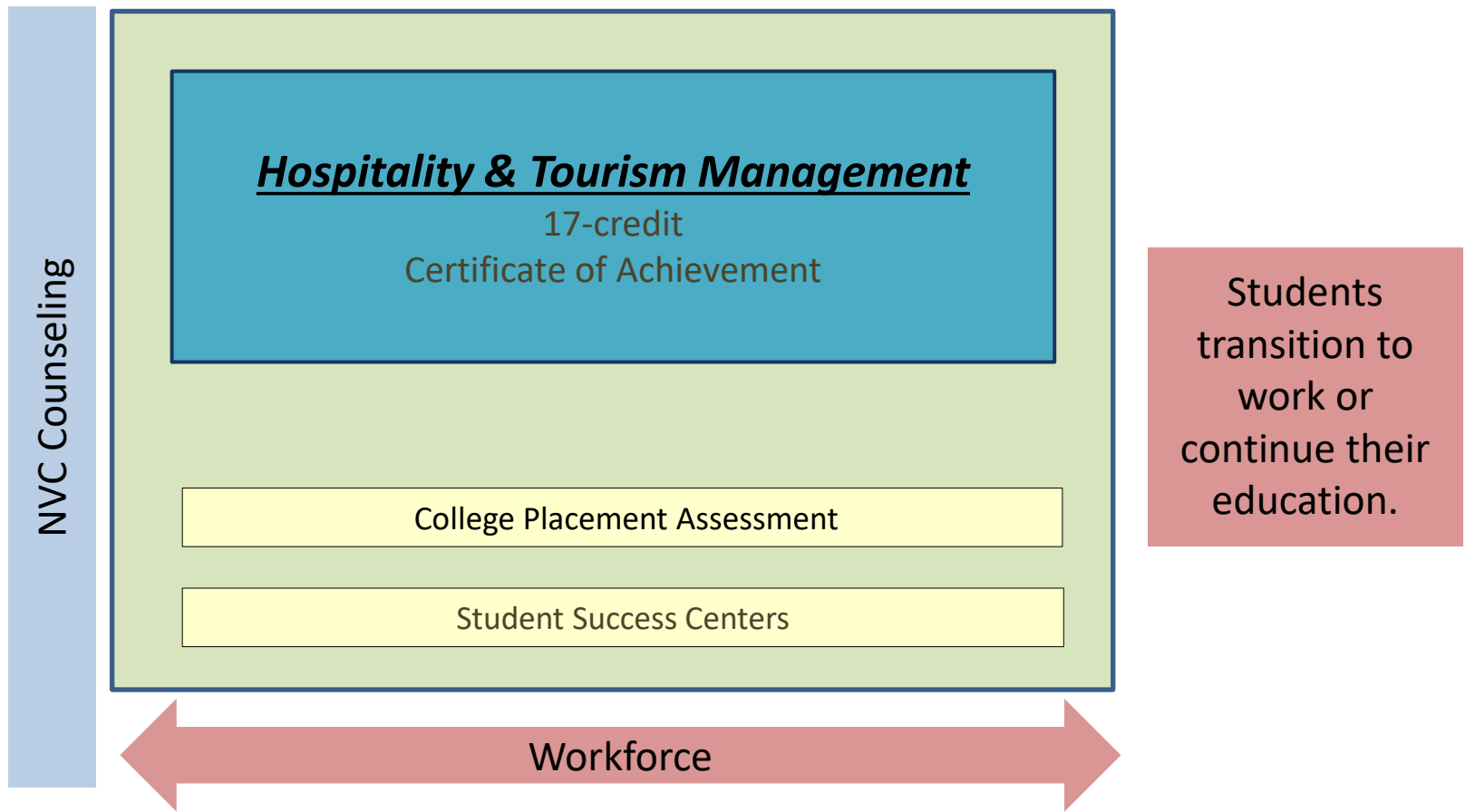
Hospitality Pathway (Phase 2)



Phase 2 Target: June 2017

Career Success Network

Hospitality Pathway: (Phase 3) Credit Certificate



Phase 3 Target: AY 2017/2018

Intake Process Overview

Planned Duration: 12 hours

Proposed Schedule: June 5 - June 8 (Monday -Thursday)

Times: 9:00am - 11:30am

INTAKE Sessions

Session 1

Orientation - 1.5 hours

- a. Pathways information
- b. Support services - Counseling, Workforce Napa
- c. Learning styles
- d. Next steps - what the program looks like

Session 2

Intake/Assessment/Interest Inventory/Career Exploration - 3.0 hours

- a. Complete Career Success Network Intake form
- b. Perform Reading Assessment
- c. Explore Careers (Paper or electronic depending on skill-i.e. Career zone)
- d. 1 hour of Open Lab (with guided activities/career research)

Session 3

Student Discovery - 5.0 hours (1:1 sessions - 30 minutes per student)

- a. Create Education plans - mapping out the classes you're going to take
- b. Map out Student smart goals
 - i. Goals could be job related, college related, etc.
 - ii. Map out classes, check out classes

Session 4

Hospitality Exposure - 2.5 hours

- a. Review Job opportunities Focusing on those areas that are offered, i.e. actual Jobs available
- b. Industry experts - Have industry speakers come and talk
- c. Seek commitment: Expectations around next steps
 - i. Confirm student's commitment (We discussed a commitment level of \$15 - the cost of certification)

Career Success Network Hospitality Program Outline

Course Title:

1. Goal or purpose

This course will teach participants about the necessary workplace skills “soft skills” to get and keep a job in the hospitality industry. Participants will also develop interviewing skills, create a quality resume and graduate with a job-ready portfolio. Participants will learn customer service, the nature of tourism in the Napa Valley and characteristics of the hospitality industry. Stackable certificates are an essential part of entry level hospitality jobs so participants will prepare to get certified in Culinary Customer & Banquet Service, TIPS Training: Responsible Beverage Service, and Food Handler: Food Safety Certification. Students will get tested for certifications in this course.

2. Performance Objectives:

Students will be able to:

1. apply professional workplace skills such as: adaptability, resilience, self-awareness, communication, working in teams, time management and working under pressure.
2. use basic technology to create a resume, apply to online jobs and develop a digital portfolio.
3. describe the nature of tourism and characteristics of hospitality in Napa.
4. demonstrate professional customer service skills in the area of hospitality and tourism.
5. recognize the elements of sequence of service, understand team metrics of service and solve basic customer service issues.
6. articulate serving methods that help prevent intoxication, drunk driving and underage drinking.
7. articulate the causes of foodborne illnesses and elements of food safety.
8. identify ways to prevent foodborne illnesses and appropriate food handling techniques.
9. create a quality resume and learn how to apply for online positions.
10. conduct a job interview with confidence.

3. Instructional Strategies:

- Classroom management (grouping according to needs)
- Instructor presentation, demonstration
- Role Play
- Communicative /interactive activities
- Problem Solving
- Project-Based Learning
- 21st Century technology

4. Time and Content of Instruction:

The total hours for this course: ≈ 50 hours

Portfolio building	2 hours
Adaptability, resilience, self-awareness + New World of Work (WoW)	4 hours
Time management and working under pressure.	4 hours
Communication, teamwork + (WoW)	4 hours
Computer Literacy	4 hours
Nature of Tourism/Characteristics of Hospitality Industry	4 hours
Customer Service (WoW?)	4 hours
Culinary Customer & Banquet Service	8 hours
TIPS Training: Responsible Beverage Service	4 hours
Food Handler: Food Safety Certification	4 hours
Resume Writing and online applications	4 hours
Interview Skills and Mock Interview	4 hours

5. Evaluation:

The following means of evaluation will be used:

- Performance assessments
- Scores on quizzes, test and worksheets
- Projects, presentations
- Portfolios
- Student self-assessment

6. Repetition:

Students may with the consent of the instructor; repeat the class until the desired competencies are reached.

7. Texts and Materials:

- *7 Habits of Highly Effective People*
- *Food Handler Study Guide*
- *TIPS Training book*