



Napa Valley Adult Education Consortium
Board Meeting Agenda
November 13, 2017

- I. Welcome
- II. Establish Quorum
- III. Approve August Minutes - **Attachment I**
- IV. Public Comment (10 minutes)
- V. Action Items:
 - a. Budgetary Change: Support from Consultant
 - b. Project Manager Contract for 2018
- VI. Discussion Items:
 - a. AEBG Updates and Program Changes
 - b. Financial updates and close-out of 2015-16
 - c. Hospitality Pathway for NVAE/NVC
- VII. Next meeting date and time

AEBG Activities & Deadlines Calendar thru 2017

- **Nov 27: Board Meeting 4-5:30**
- **Dec 10: Board Meeting 4-5:30**
- Dec 15: AEBG Budget for 2017-18 DUE to State (new portal)
- Dec 15: AEBG Budget Revisions for Data & Accountability DUE to state
- Dec 20: AEBG Budget Revisions **DUE to State**
 - For 2015-16 Budget
 - For 2016-17 Budget
 - For 2017-18 Budget
- Jan 31, 2018 - TPE Data Export/Certification via Data Integrity Report
- Apr 30 - TPE Data Auto Export/Certification via Data Integrity Report
- Aug 1 - TPE Data Auto Export/Certification via Data Integrity Report
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ATTACHMENT I

Napa Valley Adult Education Consortium
Board Meeting Minutes
August 14, 2017

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

Absent: Wade Roach, Assistant Superintendent of Business Services, Napa Valley Unified School District;

Other: Cathy Balach, Project Manager, Lori-Leanne Parris, Principal, Napa Valley Adult Education; Mechele Manno, Associate Dean, Napa Valley College; Mary Ann Valles, Assistant Superintendent, Instructional Services, Napa Valley Unified School District

Minutes: Lori Wood, Napa Valley Adult Education

- Welcome
Ron Kraft called the meeting to order @ 2:30 PM
- Establish Quorum
Quorum established
- Approve August Minutes - **Attachment I**
Approved with correction of spelling of Mechele Manno's name
- Public Comment (10 minutes)
None
- Action Items:
New Board Member-
Barbara Nemko moved to approve Mary Ann Valles. All present approved the motion.
- Action Item: Annual Plan – **Attachment II**
Ron Kraft moved to accept. All were in favor.
- Information/Discussion Items:
Hospitality Pilot Wrap-up
Lori-Leanne Parris suggested more time be given to develop soft skills. Mechele Manno and Lori-Leanne will meet to discuss planning the program for the future. Agreed to work on health and hospitality career paths and ESL level alignment.



Due to summer school closure, some issues occurred but they will be solved before the next session in the Fall/Spring. Mechele will work with NVC Faculty to get teachers on board for all programs offered.

- Handling shared resources – invoices
Robert Parker agreed part of the funds allocated to NVUSD will be invoiced monthly for services by NVC. Monthly billing will occur moving forward from this point.
- Board meeting schedule for the 2017-18 year
Patrick proposed monthly meetings on Mondays @ Napa County Office of Education Board Room on the following dates:
 - Monday, Sept 25, 4-5:30 PM
 - Monday, Oct. 23, 4-5:30 PM
 - Monday, Nov. 27, 4-5:30 PM
 - No December meeting
 - Monday, Jan. 29, 4-5:30 PM
 - Monday, Feb. 26, 4-5:30 PM
 - Monday, Mar 19, 4-5:30 PM
 - Monday, Apr 23, 4-5:30 PM
 - No May meeting
 - Monday, June 11, 4-5:30 PM
- Meeting Adjourned @ 3:00 PM by Robert Kraft, unanimously approved.