



Napa Valley Adult Education Consortium
Board Meeting Agenda
June 19, 2018

- I. Welcome
- II. Establish Quorum
- III. Approve March Minutes - **Attachment I**
- IV. Approve April Minutes - **Attachment II**
- V. **Public Comment** - *Public comment will be allowed on any topic relevant to the NVAEC. Pursuant to NVAEC Policy, comments are limited to 3 minutes per person. Please begin your comment by stating your name.*
- VI. PM updates
 - a. AEBG change in funding/allocations for 2018-19 COLA. Per state this is now:
 - a.i. NVC: \$255,643 (no change)
 - a.ii. NVAE: \$2,560,721 (increase of \$5,401 from \$2,555,320)
 - b. Calendar planning and transition
- VII. Action Items
 - a. Consortium Manager Transition
 - a.i. Hiring of new Project Manager and job description – **Attachment III**
 - a.ii. Extension of existing Project Manager for transition
 - b. Board Changes
 - b.i. Addition of up-valley representation, Erin Smith-Hagberg of Calistoga JUSD
 - b.ii. Board member seconds
 - c. MOU between NVC and NVAE
 - d. Revision to the Data & Accountability plan and budget (changes between object codes) – **Attachment IV**
- VIII. Discussion
 - a. Operational updates for NVC and NVAE
 - b. 2018-19 Priorities Discussion in preparation for the Annual Plan – **Attachment V**
 - c. Calendar of Board meetings for 2018-19 – **Attachment VI**
- IX. Adjournment

2018

JUNE

- Jun 30: 16/17 & 17/18 member expense report certified by consortia in NOVA (Q3)
- Jun 30: End of year/Q4

JULY

No items due. Work on final program year report and annual plan essential.

AUGUST

- Aug 01: Final program year report due and student data report due (Q4)
- Aug 15: Annual plans due for 18/19
- Aug (TBA): AEBG 18/19 funding is disbursed from the State

SEPTEMBER

- Sep 1: 16/17 & 17/18 member expense report due in NOVA (Q4). Will also include end of the year reporting on leveraged funds, fees, and other financial breakdowns.
- Sep 30: 16/17 & 17/18 member expense report certified by consortia in NOVA (Q4); Will also include Year End Financial Report (Narrative)
- Sep 30: Member work plans & budgets due (Includes 17/18 carry over and 18/19 new funds).
- Sep 30: End of Q1

OCTOBER

- Oct 31: Student data due in TOPSPro (Q1)
*Note – MIS 18/19 reporting schedule will be released in early 2018

NOVEMBER

No items due.

DECEMBER

- Dec 1: 17/18 & 18/19 member expense report certified in NOVA (Q1)
- Dec 20: Data and Accountability Budget Changes due (old system)
- Dec 31: Data and Accountability funded activities end
- Dec 31: 17/18 & 18/19 member expense report certified by consortia in NOVA (Q1)
- Dec 31: End of Q2

2019

JANUARY

- Jan 31: Student data due in TOPSPro (Q2)
- Jan 31: Final Data and Accountability expense report due (old system)

FEBRUARY

- Feb 25: Data and Accountability close out financial report due (old system). Will include final report (narrative)
- Feb 28: Preliminary allocations for 2019-20 & 2020-21 released by this date

MARCH

- Mar 1: 17/18 & 18/19 member expense report due in NOVA (Q2)
- Mar 31: 17/18 & 18/19 member expense report certified by consortia in NOVA (Q2)
- Mar 31: End of Q3

APRIL

- Apr 30: Student data due in TOPSPro (Q3)

MAY

- May (or June): 3-year strategic plan and evaluation report due from consortia
- May 02: CFAD for 2019-20 due

JUNE

- Jun 1: 17/18 & 18/19 member expense report due in NOVA (Q3)
- Jun 30: 17/18 & 18/19 member expense report certified by consortia in NOVA (Q3)
- Jun 30: End of year/Q4



Attachment I
Napa Valley Adult Education Consortium
Board Meeting Minutes
March 2, 2018

Board Members Present: Barbara Nemko, Superintendent, Napa County Office of Education; Erik Shearer, VP of Instruction, Napa Valley College; Mary Ann Valles, Assistant Superintendent, Instructional Services, Napa Valley Unified School District; 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

Absent: Ronald Kraft, President, Napa Valley College

Other: Cathy Balach, Project Manager, Napa Valley Adult Education Consortium; Judith Flores, Interim Principal, Napa Valley Adult Education; Peter MacDonald, Supervisor of Programs, Napa Valley Adult Education; Laurel Leonard-Brol, Supervisor of Programs, Napa Valley Adult Education; Shawna Tronconi, Supervisor of Programs, Napa Valley Adult Education; Natacha Matute, Counselor

Minutes: Cathy Balach and Shawna Tronconi

- I. Welcome – Patrick welcomed everyone. Introduced the NVAE team, including Judith, Peter, Laurel, Shawna, and Natacha. Guests introduced themselves and discussed what they do for NVAE.
- II. Public Comment – *None*.
- III. Project Manager's Report
 - a. CFAD will be due in May, so working on the financial and operational structure needs to start now. However, no
 - b. Preliminary allocation for 2018-19 announced. For NVAEC, it will be \$2,810,963, up \$110,710 which is a COLA increase.
- IV. Quorum established.
- V. Review minutes, Attachment I.
 - a. Erik Shearer approved, Mary Ann Valles seconded, all in favor. Wade abstained, as he was not at the last board meeting.
- VI. Information items
 - a. Consortium Changes – NVAE
 - a.i. Patrick discussed changes at NVAE. Mitch will no longer be able to assist the consortium and Lori-Leanne will no longer be with NVAE. Rhonda Slota, former principal, has started working with the consortium and will play a supporting role with AEBG for NVAE.
 - b. NVAE Team

- b.i. Cathy mentioned the ongoing operations of NVAE, as it will continue to provide its adult education and is still expanding programming. Referred to Shawna Tronconi, who mentioned the GED Spanish class, been very successful. Advanced Transition class also noted, with the goal of the class to help students onto career or college, highest level of ESL for the adult school.
- b.ii. Barbara asked about making students success in the school. First step program is geared toward family literacy. Piloting the program in 9 schools in the summer. ASK12 program.
- b.iii. Mary Ann brought up a possibility to have a program teaching Spanish. Patrick said they had a program of teaching ESL and Spanish at the same time.
- b.iv. Natacha discussed her role with counseling and transitions, with possible working together with Cheryl Fernandez.
- c. Consortium Changes – NVC
 - c.i. Erik mentioned that Mechele is no longer heading up AEBG for NVC. Moreover, NVC will not appoint anyone as a Management Team lead for the consortium until the board retreat on April 19, as the consortium operations should be discussed there on a larger scale.

VII. Discussion Items

- a. Data Review
 - a.i. Cathy reviewed the data for NVAE per presentation (and Attachment II). Noted particular details: 1,541 unique students covered by AEBG funding;
 - a.i.1. There are 315 Community Ed students, which is a measure of the ‘other’ classes provided by NVAE that fall outside of AEBG. Shawna said that these are all fee-based, with the purpose of covering costs – independently funded/self-sustaining.
 - a.i.2. Judith also noted that there are 1,126 WIOA funded students, which is an indicator only of how many students are making academic success. Does not include CTE or community education.
 - a.i.3. Wade asked about the pregnant teen population, which is included in high school population. Shawna discussed the program, included in the HS population, up to 8 spots and the students may be going to high school *or* college. Cathy noted that this is not an AEBG program.
 - a.i.4. Data reviewed in NOVA and Cathy mentioned that this is important because this is how the state sees us. The strategies in NOVA are those that each of the active members (NVAE and NVC) have indicated they are pursuing, so this is where the state expects to see progress.
 - a.ii. Cathy reviewed the data for NVC, noting 119 AEBG students and many missing data points.
 - a.ii.1. Erik brought up the change in systems planned for colleges in 2018-19. Cathy clarified that there are two systems running, TopsPro Enterprise for data collection and CASAS for student assessments. TPE will no longer Peter added that the data is done in TPE and then the two



systems are currently put together in MIS, so the point is that colleges will have the data run directly thru MIS starting in 2018-19.

- a.ii.2. Discussed original plan for an MOU with NVAE and NVC to help the college with its systems. Cathy reminded that this was discussed in a board meeting in 2017 and this remains a valid possibility to help NVC get on track, NVAE remains willing.
- a.ii.3. Cathy noted that the CASAS summer institute is indicated as an expenditure in the Data & Accountability plan. Confirmed that NVAE is already set up. NVC supposed to send someone as well.
- a.ii.4. Discussed the classes in South County -- American Canyon classes, currently three by NVC in American Canyon. Cathy said it is important for the two members to continue progress with ESL alignment and a common referral system, even if not moving forward with an ESL pilot at this point.

b. Financial review

b.i. Cathy reviewed financial presentation for NVAE and NVC.

- b.i.1. For NVAE, 2015-16 funds spent. 2016-17 funds spent for NVAE, currently spending 2017-18 funds.
- b.i.2. Shared Data & Accountability one-time funding of over \$123K, still has remainder of \$96,104 that must be spent by 12/31/18. Concern over spending this, need to have a plan in order.
- b.i.3. For NVC, 2015-16 funds spent. 2016-17 funds still remaining in the amount of some \$225K that must also be spent by 12/31/18. Bob said that a plan for spending this remains in place.

b.ii. Annual retreat

- b.ii.1. General discussion that this will be the meeting to re-plan consortium operations. Erik said that NVC is looking for a hard reset – take it back to zero, how we’re functioning together, touch points, alignment, and transitions. Everyone who was initially involved is no longer involved, and the assumptions of how we work together is a fundamental flaw that needs to be addressed.
- b.ii.2. Discussed implications for March meeting. Wade said it would be helpful to cancel the board meeting on 3/19 and use this time for internal meetings so that each member can get his ‘house in order.’ Agreed by board. NVAE internal meeting to be led by Mary Ann.
- b.ii.3. Cathy to provide questions, requirements, and parameters to help discussion and plan for the retreat.

b.iii. Public partner meeting

b.iii.1. Cathy said it is time to hold a partner meeting, especially in light of the CFAD and what needs to be prepared.

b.iii.2. Members agreed that it would be best to hold this off until after the retreat on April 19.

b.iv. Calistoga engagement

b.iv.1. Cathy said that having Calistoga could be a part of the consortium is an important consideration, noting that Calistoga was mentioned as a potential member in original documentation.

b.iv.2. Cathy indicated involvement with Calistoga school, asking Shawna to discuss. Shawna said that the school remains greatly interested in a blended HS equivalency model -- joint HS completion and GED programming. Goal to bring in a local teacher. This is currently in progress and could transform Calistoga USD into a member.

b.iv.3. Erik discussed ESL up-valley. NVC is currently teaching ESL in Calistoga at the Boys and Girls Center. He attended a meeting with Up Valley Family Centers, and noted that there are great gaps in community partners, and eagerness for ESL support. Cathy mentioned that she discussed putting together a follow-up meeting with Jenny Ocon, ED of the UpValley Family Centers.

VIII. Dismissed action Item for budgeting changes – will not be relevant until board retreat.

IX. Adjournment

a. Barbara moved to adjourn. Erik seconded.



Attachment II
Napa Valley Adult Education Consortium
Board Meeting Minutes
April 19, 2019

Board Members Present: Barbara Nemko, Superintendent, Napa County Office of Education; Erik Shearer, VP of Instruction, Napa Valley College; Mary Ann Valles, Assistant Superintendent, Instructional Services, Napa Valley Unified School District; 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; Ronald Kraft, President, Napa Valley College

Other: Cathy Balach, Project Manager; Christine Hess, Solano AEBG Director

Minutes: Cathy Balach

- I. Closed Session.
- II. Introduction of Christine Hess and board.
- III. Discussion of change in direction. Cathy Balach stepping down as Project Manager and new Consortium leader to be chosen.
- IV. Change in consortium structure. Focus on using the structures that already exist.
 - a. Organizational structure to change.
 - a.i. Board to include additional member, Erin Smith-Hagberg.
 - a.ii. Consortium lead/PM to report to board
 - a.iii. Addition of Advisory committee, Consortium lead/PM also to work with this. Invite community partners.
 - a.iv. Organizational structure to be redeveloped and entered in the CFAD.
 - b. NVC Economic Workforce Development person will be the point person for AEBG at the college. ETA for new hire in July. Noncredit to fall under multiple deans.
 - c. NVAE hiring Principal so still in transition. Coordinator for ESL.
 - d. Board chair to be a six-month rotating position.
- V. Deliverables and Actions
 - a. For the CFAD, Cathy will complete virtually in preparation for May 23rd deadline.
 - a.i. signatures and approval to be done virtually once the organizational structure is drawn up, per agreement above.
 - a.ii. Amounts to be same (\$255,643) for NVC, with remainder (including increase) to go to NVAE.
 - b. Assemble meeting schedule with deliverables due for 2018-19.

- c. For May, in lieu of meeting, Cathy to send out review of past priorities in preparation for 2018-19 review.
- d. Cathy and Christine to send out job descriptions for hiring of new consortium lead/PM.
- e. Cathy to send governance documents.

VI. Adjournment

- a. Barbara moved to adjourn. Wade seconded.

Project Manager (Contractor)

Napa Valley Adult Education Consortium

Reports to: Consortium Board

Term of Project: July 1, 2018 – June 30, 2019

Compensation: \$80/Hour, 10 Hours/Week

Napa Valley Adult Education Consortium Board Approved:

Statement of Work

Consultant's Billable Rate: \$80 per hour, 10 hours per week (not to exceed \$40,000)

Start and finish dates: 7/1/18 through 6/30/19

Services and Deliverables

Consortium Operations

Organize, manage logistics for, and prepare all documents for the monthly meeting of Napa Valley

Adult Education Consortium Board of Directors in accordance with Brown Act requirements

Organize, manage logistics for, and prepare all documents for regular meetings of Program Area

Sub Committees (ABE, ESL, CTE, AwD)

Prepare, reconcile and present financial and project status/outcome measurement reports for presentation to NVAEC Board at monthly Board meetings

Develop milestones and timelines for all Objectives and Strategies outlined in the NVAEC Annual

Plan in collaboration with Consortium Members and Partners

Lead the NVAEC Leadership Team in the formulation, implementation and evaluation of program objectives and priorities.

Program Implementation

Supervise program implementation to create measurable outcomes

- Collect and analyze a variety of complex data and information related to AEBG Performance Outcomes.
- Perform statistical analysis and summarize findings in applicable reports and other communication mediums as required per State Guidance
- Oversee and monitor budget, ensure financial accountability
- Continually review AEBG funding grant to NVAEC to monitor time frames, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project
- Conduct regular gap analysis, and reassigns resources, to meet objectives of NVAEC Consortium plan

Grant Management

- Maintain legal compliance files including, but not limited to, MOUs, Quarterly State Budget Submissions, etc.
- Review and submit required project and financial reports to NVAEC Fiscal Agent as prepared by Leadership Committee and modify schedules or plans as required
- Analyze and interpret legislative bills, laws, directives, and other State communications to ensure alignment to State guidance
- Attend meetings required by State
- Manage planning budget in collaboration with Leadership Committee
- Establish and maintain accurate, timely and complete recordkeeping processes
- Manage daily operations of the Consortium
- Monitor State reporting requirements and track progress towards program goals, objectives, outcomes, and deliverables.

Partnership Building

- Maintain relationships with business, labor, industry, governmental agencies, and community organizations to represent NVAEC interests and promote labor market and field needs
- Leverage available regional resources to improve the success of NVAEC Annual Plan

Communications

- Communicate an informed understanding of the objectives and outcomes of the program to the NVAEC community
- Participate in meetings, committees, task forces, and other related groups to communicate information regarding NVAEC services, programs, areas of opportunity, and/or other pertinent information as appropriate
- Manage public relations, brand awareness and marketing, and NVAEC website maintenance

Payment Schedule:

Invoices and related receipts will be submitted monthly.

Payment in thirty (30) days is contingent upon successful delivery and NVAEC acceptance of deliverables as described in the SOW.

All invoices related to this SOW will be sent via email for approval to:

J. Wade Roach (wroach@nvusd.org) Bob Parker (rparker@napavalley.edu)

Data & Accountability Budget Revision

	NVAE	NVC	Total
1000	20,412.08	-	20,412.08
2000	15,000.00	13,778.00	28,778.00
3000	10,848.78	2,412.00	13,260.78
4000	17,218.10	285.00	17,503.10
5000	32,745.04	5,121.00	37,866.04
6000	4,863.00	1,028.00	5,891.00
Total	\$ 101,087.00	\$ 22,624.00	\$ 123,711.00

Already Spent	\$ 86,949.72	\$ 10,266.00	\$ 97,215.72
Remaining Budget	\$ 14,137.28	\$ 12,358.00	\$ 26,495.28



Discussion of 2018-19 AEBG Priorities

1. Regional Need: Expand programming regionally
 - a. Expand classes up-valley (needs TBD)
 - b. Expand classes in American Canyon
 - c. Expand distance learning option
2. Gaps in Service: Expand programming to reach more students in need
 - a. Expand number of classes for increased student accessibility/attendance
 - i. Additional evening classes
 - ii. Add a second Saturday class for Spanish GED
 - b. Expand services for DSPS students
 - c. Expand the ASK-12 Parent Program
3. Seamless transition
 - a. Complete development and implementation of common referral procedures between NVAE and NVC and explore transitions/referrals improvement with partners.
 - b. Work with CareerPoint to develop a seamless referral system
 - c. Complete and document alignment of ESL programming levels among members
4. Improve student acceleration
 - a. Re-analyze and grow short-term CTE programming
 - b. Expand ASE for the college to accelerate student advancement
 - c. Evaluate opportunities to grow Pearson VUE Testing
5. Shared Professional Development
 - a. New AEBG staff (member and consortium level) to attend the AEBG summit and appropriate regional adult education conferences
 - b. Teachers to attend CASAS conference, as appropriate
 - c. Develop plan for needed training related to expanded CTE options, host or send key people to relevant training options
 - d. Adults with Disabilities training
6. Leverage Resources
 - a. Expand programming with the Salvation Army
 - b. Work with libraries to expand distance learning accessibility
 - c. Work with the North Bay Trades Introduction Program (TIP) to offer pre-apprenticeship training
 - d. Work with the regional WIB (WANB) to improve partner communications and continue to inform regional needs

AEBG PROGRAMS AREAS:

1. ESL
2. ABE/ASE
3. CTE
4. PARENTS OF K-12 CHILDREN
5. STUDENTS WITH DISABILITIES
6. ADULTS REENTERING THE WORKFORCE
7. PRE-APPRENTICESHIPS



Proposed Board Meeting Calendar

- **Rotation of Board chair** to be a six-month rotating position
- Set standard meeting date and time

2018

July

1. Action Items:
 - a. Approve final program year report (TBD)
2. Discussions/Preparations:
 - a. Plan formation of Advisory Committee
 - b. Review and plan actions needed for 2018-19 Annual Plan
3. Topic/Training/Guest:
 - a. New Principal of NVAE

August

1. Action Items:
 - a. Approve 2018-19 Annual Plan (due August 15)
2. Discussions/Preparations:
 - a. Review of Member Expenses 4/1-6/30
 - b. Plan Advisory Committee meeting
 - c. Review of Member Expenses 4/1-6/30
3. Topic/Training/Guest:
 - a. New Workforce Development/AEBG Point Person for NVC

September

1. Action Items:
 - i. Approve 2018-19 Member Budgets
2. Discussions/Preparations:
3. Topic/Training/Guest:

October

1. Action Items:
2. Discussions/Preparations:
3. Topic/Training/Guest:

November

1. Action Items:
2. Discussions/Preparations:
 - i. AEBG Summit meeting report
 - ii. Process for 3-year plan
 - iii. Review of Member Expenses 7/1-9/30
3. Topic/Training/Guest:

December

1. Action Items:

- a. Approve any final budget changes for Data & Accountability (to go into MIS system)
2. Discussions/Preparations:
3. Topic/Training/Guest:

2019

January

1. Action Items:
2. Discussions/Preparations:
3. Topic/Training/Guest:

February

1. Action Items:
2. Discussions/Preparations:
 - i. Plan Consortium Partner Meeting (to inform regional needs)
 - ii. Review of Member Expenses 10/1-12/31
3. Topic/Training/Guest:

March

1. Action Items:
2. Discussions/Preparations:
 - a. Work on 3-year plan, review of priorities
 - b. Preliminary allocations and allocations and regional needs
3. Topic/Training/Guest:

April

1. Action Items:
 - a. Approve CFAD
2. Discussions/Preparations:
 - a. 3-year strategic plan process
 - b. Outcomes of consortium partner meeting
3. Topic/Training/Guest:

May

1. Action Items:
 - a. Approve 3-year strategic plan
2. Discussions/Preparations:
 - a. Review of Member Expenses 1/1-3/31
3. Topic/Training/Guest:

June

1. Action Items:
2. Discussions/Preparations:
3. Topic/Training/Guest: