



AB 86 Adult Education Consortium

Minutes
January 24, 2014
Board Room 2:30 pm

1. Present:

Jessica Bowman, Big Valley Unified School District
Terri Daniels, Shaffer School District
Richard DuVarney, Lassen County Office of Education
Lisa Gardiner, LCC CalWorks/Work Experience Coordinator
Wes Gray, Lassen County Sheriff
Jeff Hawkins, Lassen Library
Terri Hiser-Haynes, Alliance for Workforce Development
Eric Nielson, Lassen County Social Services
Tammy Robinson, LCC Dean of Instruction
Alison Somerville, LCC Lead Counselor
Denise Stevenson, LCC Independent Living Program
Beatriz Vasquez, LCC Executive Vice President of Academic Services
Vanessa Vazquez, Fort Sage Unified School District- Board of Trustee President
Bryan Young, Fort Sage Unified School District

2. Certificate of Eligibility

Dr. Vasquez sent in the Certificate of Eligibility on the 23rd. The state confirmed receipt. Now we wait until February 14th for confirmation that we are awarded the grant.

3. By Laws

The draft By-Laws were reviewed. Eric Nielson volunteered to help with the re-write. This is intended to be a fluid document. The new draft will be emailed as soon as possible.

Discussion of items needed included:

- Definition of Members vs. Partners. All are participants in the Consortium but have different roles.
- List of Members, separate list of Partners
- How voting will take place.
- Who is eligible to vote?

- Possibly include a statement such as “the goal is to approve items by consensus of all Members and Partners. When voting is necessary, Members vote.”
- Meet a minimum of 4 times/year (quarterly) with additional meetings to be added as needed.
- Communicate as much as practicable by email.

4. Partners

We want to include all that are interested, but don't want the Consortium growing so big that we can't get anything done. A suggestion was made to limit Partners to those who would benefit from or participate in Adult Education. Additional Partner invitations should be extended to Lassen County Probation, Far Northern Regional Center and Juvenile Hall (Jennifer Browning).

Dr. Vasquez will get clarification on exactly how the program area “Apprenticeship” is defined. We want to be sure to have the appropriate Partners to provide input.

5. Personnel

At our last meeting we agreed to find a coordinator to be funded from the grant. Dr. Vasquez spoke with the 2 people that were identified as possible candidates. Both were not able to work full time. A possible solution would be to split the duties and make some kind of job sharing arrangement.

There was a discussion of other personnel that should be considered.

- Each Member should have a paid liaison to report to the coordinator. Districts should start looking for possible candidates.
- Discussion on how the coordinator and liaisons should be employed. If they are employees of the district, that brings PERS/STRS issues into play. Those issues may be avoided if we hire them as paid short term contractors.
- Travel reimbursement is allowed in the grant.
- Possibly hire a consultant towards the end of our planning process to formalize a regional CTE Strategic Plan.

6. Intent to Participate Member Signature Forms

Members need to fill out and return the Intent to Participate Member Signature Form. These forms should be emailed in the form of a PDF attachment to Dr. Vasquez. She will compile all the forms and forward them to the state. The state must receive them by February 24th, so please return them as soon as possible.

7. Project Management Plan

The Project Management Plan is due by February 24th. All Members and Partners were asked to review the 4 points required for the narrative section (attached) and forward a **brief** response to Dr.

Vasquez by January 31st. She will compile all participants' input into a draft for the final (no more than eight-page) document .

Dr. Vasquez encouraged everyone to go to the website and watch the 12:00-1:00 pm CCC Confer webinars for more information.

8. Next Steps

Membership qualifications must be defined and verified before we can proceed, specifically as it pertains to K-8 districts, Charter Schools and the County Office of Education. Dr. Vasquez will email participants as soon as she gets a response from the state.

Once that has been clarified:

- Leadership in the form of a Chair, Co-Chair and Secretary needs to be put in place as soon as possible.
- An amended draft of the By Laws needs to be completed.
- Members should designate a liaison.
- Each participant should forward their input for the Project Management Plan to Dr. Vasquez by January 31st.
- Dr. Vasquez will compile the final draft for the Project Management Plan and email it to the group.

The next meeting will be February 7th at 2:30 at the LCC Board Room