

**Rancho Santiago Adult Education Consortium (RSAEC) Strategy Proposal Workgroup - Adult Education Block Grant (AEBG)**  
**February 29, 2016 3:00 – 5:00**

**Location: Centennial Education Center**  
**2900 W. Edinger Avenue, Santa Ana, CA 92704 Room A-112**

**Present:** Estela Cuellar, Susan Gaer, Sue Garnett, Chrissy Gascon, Adrianna Gonzalez, Raymond Hernandez, Nilo Lipiz, Evangeline Matthews, Greg Neitzel, Carrie Patton, Eden Quimzon, Jolene Shields, John Tashima, Connie Van Luit

**MINUTES**

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<b>Introduction of new members/guests</b>	<b>Greg Neitzel, Evangeline Matthews</b>	<b>Change item to reflect members and guests</b>
<b>Approval of Minutes</b>	<b>Approved (1<sup>st</sup> Sue Garnett, 2<sup>nd</sup> Estela Cuellar)</b>	
<b>Requests for Proposals</b>	<p><b>Proposal 1: Excel/ABE Integrated Lessons Budget: \$3,600</b></p> <ul style="list-style-type: none"> <li>• See attached proposal form from <b>Jolene Shields, Estela Cuellar</b> and <b>John Truong</b></li> <li>• <b>Ray</b> asked if the classes would require more time to complete. <b>Jolene</b> explained that the class time would remain the same. They are not revising the course. They are creating new lessons that will allow for the math to be integrated into the Excel formulas.</li> <li>• <b>Jolene</b> explained that this integrated course would be optional and students would still have the choice to take them separately. Upon successful completion of the exit test, students would earn 10 high school elective credits.</li> <li>• <b>Estela</b> explained that many students enrolled in Excel understand the tools, but not the basic math fundamentals. This class will more properly prepare students for the industry.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Jolene</b> will submit proposal with necessary signatures</li> <li>• <b>Chrissy</b> will take to executive committee for vote</li> <li>• <b>Chrissy</b> suggested that the team bring another proposal forward to cover the cost of the teacher overlap hours so that the class can be implemented in the fall without delay.</li> </ul>

	<p><b>Proposal 2: Standards Crosswalk</b>  <b>Budget: \$10,000</b></p> <ul style="list-style-type: none"> <li>• See attached proposal from <b>Rob Jenkins</b></li> <li>• <b>Rob</b> was not available to present the proposal, <b>Chrissy</b> presented it in his stead.</li> <li>• <b>Eden</b> asked what the crosswalk is intended for. <b>Susan Gaer</b> answered and informed the group that it was to find commonalities among different multiple measures. She suggested adding the Common Assessment Initiative (CAI) to the crosswalk.</li> <li>• There was much talk and discussion among the members and they felt that they needed more clarification.</li> <li>• <b>Connie</b> suggested that project leads be present to answer questions.</li> <li>• <b>Nilo</b> suggested that we take another look at this next month and to put a call out for participation so that everyone is involved from the beginning.</li> </ul>	<p><b>Chrissy</b> will talk to <b>Rob</b> and ask that he speak with members from OEC and GGUSD to clarify the crosswalk and let them know what input is needed.</p>
<p><b>Updates on Approved Strategies</b></p>	<ul style="list-style-type: none"> <li>• <b>Susan Gaer</b> announced that the new course, ESL Transition to College, that was written during the AB86 planning grant will be piloted this spring. The Advanced Grammar and Writing Class will end on March 31 and the new course will begin on April 18 and run through June 30<sup>th</sup>, M-TH, 11-2PM. Upon successful completion, students will earn 5 high school elective credits for both courses. The class will include embedded counseling and all students wishing to enroll at SAC will be able to complete their college applications in the class.</li> <li>• <b>Sue Garnett</b> reported that she is still working on putting the literacy class into place at Wilson. It is still under investigation to see if it will be a go. <b>Sue</b> also reported that the babysitting programs at Wilson and Sierra are up and running.</li> </ul>	<p><b>Sue Garnett</b> will send class announcement flyer to <b>Connie</b> and <b>Eden</b>.</p> <p><b>Sue</b> will share attendance data and student impact next month.</p>

	<ul style="list-style-type: none"> <li>• <b>Eden Quimzon</b> reported that the classes at Sycamore had to be cancelled due to low enrollment before babysitting could be put in place.</li> <li>• <b>Connie</b> shared that GGUSD Adult Education Center is revamping their registration and assessment process. They are hoping to have it in place in by fall 2016. They have visited CEC and schools within the COAST consortium for ideas. They are also looking into aligning textbooks by level. One of the texts that they are looking at is Excellent English.</li> </ul>	<p><b>Chrissy</b> suggested that in the future babysitting programs should be connected to the district instead of a particular school so that we will be able to open programs where the need is without waiting for funding agreements to be revised.</p>
<p><b>AEBG 2016-17 Annual Plan - due May 2, 2016</b></p> <ul style="list-style-type: none"> <li>• <b>All AEBG funded strategies must be written into the 2016-17 plan to be eligible for funding</b></li> <li>• <b>Scheduling of extra meetings to accommodate departments</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Chrissy</b> explained that the annual plan for the consortium is due May 2. This is an important document because all strategies must be listed to be eligible for funding. <b>Chrissy</b> suggested that departments get together and look over the plan to make sure that they have everything covered. <b>Susan Gaer</b> recommended that <b>Chrissy</b> speak to the Deans as they have to approve this first.</li> <li>• <b>Chrissy</b> also explained that MOE will no longer be present in the 2016-2017 consortia budgets. GGUSD's MOE will be funded through the consortium.</li> </ul>	<p><b>Chrissy</b> has a meeting scheduled with administration for Thursday to discuss the upcoming deliverables.</p> <p><b>Connie</b> and <b>Chrissy</b> will set up a meeting with the GGUSD and RSCCD budget offices to see what will be the best way to handle this change with the least amount of impact on GGUSD as the MOE is their full operating budget.</p>
<ul style="list-style-type: none"> <li>• <b>Information on the new BST grant (Basic Skills and Student Outcomes Transformation Program)</b></li> <li>• <b>How can it affect AEBG?</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Chrissy</b> shared that a group from SCC and SAC will be attending a workshop in Riverside held by IEPI to explain best practices and uses for the the new BST grant funding. There is a good opportunity to braid AEBG funds with BST funds to optimize putting strategies forward. Strategies discussed included</li> </ul>	

	contextualized learning and the Common Assessment Initiative.	
<ul style="list-style-type: none"> <li>• <b>Other</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Chrissy</b> shared the new AEBG conference request form. This form is for AEBG reporting purposes only. Conference approval will still need to go through the individual school's approval process.</li> </ul>	<p><b>Chrissy</b> will email the form to the AEBG voting members.</p>
<p><b>Future Meetings:</b></p> <ul style="list-style-type: none"> <li>• Monday, March 28</li> <li>• Monday, April 25</li> <li>• *Monday, June 6 – The last Monday of May is Memorial Day, so the meeting will be held the first week of June. This is the last meeting for the 2015-16 academic year.</li> </ul>	<p><b>Spring Break Dates:</b></p> <p><b>RSCCD = April 1-10</b></p> <p><b>SAUSD and OUSD = April 3-10</b></p> <p><b>GGUSD = April 10-17</b></p>	