

## Meeting Minutes

North Coast Adult Education Consortium

College of the Redwoods Campus, SS 104, 7351 Tompkins Hill Rd., Eureka

November 8, 2019, 1:00 PM – 4:00 PM

**Members Present:** Margaret Talcott, Jack Bareilles, Brad Albee; via Zoom: Delia Garcia

**Also Present:** via Zoom: Blaine Smith, Beth Lehrer

### **Call Meeting to Order**

Margaret Talcott called the meeting to order at 1:05 PM.

- Additions/Adjustment to the Agenda – There was no adjustment to the Agenda.
  - Public Comment – There was no public comment.
- Approve Consent Agenda – This was postponed until the next meeting, as not all voting members were present.

### **Next Steps with Community Pro Suites (Beth Lehrer)**

- Beth Lehrer reviewed the survey – The Consortium members answered the survey and gave input. The Community Pro Suites training is scheduled for early December.

### **Review of the CAEP Summit**

Margaret Talcott spoke about sessions which focused on connecting ESL families with adult education services. Jack Bareilles asked if the consortium is doing outreach to independent study charter schools.

### **Program Area Expenses and Hours Report**

A PowerPoint presentation was provided to each member with details on the Program Area Expenses & Hours Report.

- Due Date: December 1<sup>st</sup>. College of the Redwoods, Eureka Adult School, and Del Norte Adult School will need to complete the report.
- CTE and Workplace Readiness classes should not be double counted.

### **Review Annual Plan / Review Upcoming Reporting Due Dates**

- Regional Need #1: Eureka Adult School is looking into childcare options for their evening ESL classes. Instructional staffing at Eureka Adult School has been resolved. College of the Redwoods have served approximately 400 students in the current fiscal year. College of the Redwoods will continue to reach out to ESL students in Fortuna.
- Regional Need #2: Regarding CTE and Work Readiness classes, effectiveness can be measured through the number of classes offered. Jack Bareilles will explore CTE certification opportunities for high school seniors, aged 18 and over. The Consortium could pay for the teacher, who would also be a high school teacher, and for student certifications.

- Regional Need #3: Blaine Smith will look into creating an articulation agreement between the high schools and College of the Redwoods.
- Gaps in Service #1: Eureka Adult School will check with EPD SRO Chris to see if surplus bikes can be given to adults enrolled in their program who need transportation assistance.
- Seamless Transitions #1: Progress is ongoing to increase use of CASAS data to drive instruction.
- Seamless Transitions #2: The College of the Redwoods Advisor began working in October. Margaret Talcott has spoken with Probation to arrange a timeslot for the College of the Redwoods Advisor to meet with adults at Probation.
- Student Acceleration #1: College of the Redwoods will look into options for students to demonstrate learning competencies through noncredit classes, which can be articulated to the adult schools for credit recovery.
- Deadline:
  - December 31<sup>st</sup>: Quarter 1 Fiscal Report will be due in NOVA.

#### **Closing Remarks and Public Comment**

There was no public comment.

Margaret Talcott adjourned the meeting at 2:37 PM.