



Monday, April 20, 2020

1:00-3:00 pm

ONLINE <https://cccconfer.zoom.us/j/96820358886>

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Meeting ID: 9682 035 8886

Steering Committee Minutes - APPROVED

	Baldwin Park <u>X</u> Veronica Valenzuela	Charter Oak <u>X</u> Ivan Ayro __Debra Black		Mt. SAC <u>X</u> Madelyn Arballo <u>X</u> Tami Pearson	Consortium <u>X</u> Ryan Whetstone <u>X</u> Ana Ramos
	Bassett <u>X</u> Albert Michel	Covina Valley <u>X</u> Virginia España		Pomona __ Enrique Medina __ Miguel Hurtado	Partners/guests present: <u>X</u> Cindy Manke, C-VUSD <u>X</u> Noelle D’Ingillo –C-VUSD
	ESGVROP __ Sherryl Carter __ Leticia Covarrubias	Hacienda-La Puente <u>X</u> Gregory Buckner <u>X</u> Micah Goins		Rowland <u>X</u> Rocky Bettar	
<ul style="list-style-type: none"> Welcome & Agenda Check Public Comment Approval of Minutes for 3/16/2020 		<p>Called to order: 1:00 pm</p> <p>No public comment</p> <p>Approval of minutes. Motioned by Greg Buckner and seconded by Tami Pearson. Unanimously approved.</p>			
Objectives for the day:					
1. Coronavirus Update		<p>Ryan Whetstone welcomed everyone online for the meeting and shared that meeting documents were available via the google file link and would also be sent via email upon request. He also asked all lead members to provide an update of the status of their campus due to Coronavirus pandemic response orders. All members are functioning at various levels, with academic and CTE programs implementing online/distance learning processes for their classes and programs. He mentioned that the California Department of Education – Adult Education Office requested that schools completed the CDE Adult COVID -19 Survey for a comprehensive look at adult education across the state. Rocky Bettar elaborated on the importance of members completing the survey and forwarded a statewide email update (to Ryan for distribution to the group) he just received from Carolyn Zachary. The update included a link to the survey, guidance and resources for COVID-19 school responses. In addition, the CAEP Office, OTAN and CASAS are holding various webinars and meetings along with curating web-based resources related to this response. Ryan mentioned the state is referring to the recent OCTAE Update Bulletin for school guidance on attendance. This and the NRS “Cheat Sheet” are included in the google files. Ryan stated guidance from CDE/CASAS on remote assessments will be coming in the next few weeks.</p>			
2. Fiscal Update		<p>Ryan shared the CAEP Upcoming Fiscal Due Dates for May and June. He also thanked the members for submitting the supporting fiscal documentation for Quarter 2. He reminded members to submit Q3 in NOVA during May with certification due on June 1. Madelyn reviewed updated allocation numbers for 2020-21 and noted there is an amount discrepancy in NOVA but she will investigate.</p>			

<p>3. Certified Fiscal Administration Declaration</p>	<p>Certified Fiscal Administration Declaration (CFAD) for 2020-21– The CFAD draft was shared for review and approval. The draft document was emailed in advance to members, posted to the consortium website and shared in the google folder. Madelyn share that some totals required review with the CAEP office and might be carry over numbers from the districts that opted out of consortium participation which she will investigate.</p> <p>Motion to Approve the 2020-21 Certified Fiscal Administration Declaration (CFAD) as presented – by Rocky Bettar. Second by Greg Buckner. Unanimously Approved.</p>
<p>4. East San Gabriel ROP – Program Request Update</p>	<p>ESGVROP was not present for this meeting and the program request is still pending for either fiscal support, absorption of CTE programs and/or adult students.</p>
<p>5. Work Group Status Update</p>	<p>The workgroups started meeting via zoom this month. Ryan shared key takeaways from the recent survey sent to consortium workgroup members. Re-connecting with students has been challenging. Teachers and staff are deploying multiple strategies including direct phone calls. email, texting and apps i.e. Remind. Multiple tools are in use at the teacher level to provide instruction include Google classroom and related tools, Canvas (primarily at Mt. SAC), Edmodo, and Zoom. Many teachers indicated the need for training for proficiency and in the effective use of online tools, as well as strategies for online/distance learning instruction. Counselors are also looking for effective support tools and strategies for the current situation. Ryan has been encouraging members to access training provided by OTAN.</p>
<p>6. Data Update</p>	<p>Ryan will present a updated data report for Q3 at the next meeting as the next Data submission is due Thursday, April 30, 2020.</p>
<p>7. Positions request for approval – Data Analyst & Adjunct Consortium Counselor Update</p>	<p>Discussion continued regarding the new consortium positions of Data Analyst and Adjunct Consortium Counselor. Madelyn asked for member opinions on moving on the hiring process for the Counselor position. Several leads indicated that counseling student contact is minimal at this time with the general consensus that we hold temporarily on the hiring of the counseling position until the Coronavirus situation is under control. We should also have a better sense of our fiscal state following Governor Newsom’s May Revise of the 2020-21 state budget in May.</p>
<p>8. Roundtable</p>	<p>Rocky Bettar, Administrator of the Year - Ryan shared with the group that Rocky was one of three earning the distinction as 2020-21 Administrator of the Year! Kudos!</p> <p>Census 2020 – all members affirmed staff members are messaging, conducting related lessons and informational efforts and continuing to encourage students to complete the Census.</p>
<p>9. Adjourned</p>	<p>2:53 p.m.</p>