

**EDUCATION TO CAREER NETWORK OF NORTH SAN DIEGO COUNTY
LEADERSHIP COUNCIL MEETING
October 11, 2024
Poway Adult School
9:30AM - 1:00PM**

Agenda Item	Person Responsible	Summary
<p>Welcome</p> <ol style="list-style-type: none"> 1. Review and approval of the 10-11-24 Agenda 	<p>Adame</p>	<p>Attendees: Adame (Escondido), Garramone (Poway), Marovich (Ramona), Maschke (Palomar), O’Shea-West (Vista), Phillips (San Marcos), Porter (Poway), Escamilla (ETCN), Hayes (ETCN), Magallon (ETCN), Mah (ETCN), Rhoads (ETCN), Ross (ETCN) and Smith (ETCN)</p> <ol style="list-style-type: none"> 1. Motion: To approve the agenda sequence with the addition of the Fiscal Agent Item: Carryover Compliance CAEP. Moved by O’Shea-West, duly seconded by Marovich and approved by all.
<p>Communications</p> <ol style="list-style-type: none"> 1. Review and approval 9-6-24 ETCN Leadership Council Meeting Minutes 2. Adult Ed Communications 3. Consideration of Contracting with a Consultant for Strategic Planning 4. Approval of updated Governance Charter 5. Review of Data Coordinator Job Description 6. Provide ASE Services to One Safe Place 	<p>LC</p>	<p>Communications</p> <ol style="list-style-type: none"> 1. Motion: To approve the 9-6-24 ETCN Leadership Council Meeting Minutes Moved by O’Shea-West, duly seconded by Porter and approved by all. 2. Adult Ed Communications Upcoming due dates and events were reviewed. (see link) <ol style="list-style-type: none"> a. 10-30-24 Deliverable Due Date b. CAEP Carryover Compliance Webinar 10-16-24 c. Template for the 2025-28 Three Year Plan will be available late October. 3. Three Year Strategic Plan Service with consultant Frank Scarpaci from ViaNova. He will assist through the process. Change Annual Retreat to 2 Strategic Planning Meetings in February and March. Strategic Plan to be finished by the end of March. Kathleen will arrange a conference call with Frank for plans to move forward. Motion: To approve up to \$32,000 for a contract with ViaNova and Frank Scarpaci to assist with the ETCN Three Year Strategic Plan. Moved by Porter, duly seconded by O’Shea-West and approved by all. 4. Motion: To approve the updated Governance Charter, Funding Philosophy and Fiscal Agent Protocol. Moved by Porter, duly seconded by O’Shea-West and approved by all. <ol style="list-style-type: none"> a. Governance Charter: change to meeting structure due to the Brown Act. b. Funding Philosophy: #11 regarding carryover amount not to exceed acceptable level of 20%. c. Fiscal Agent Protocol: Updates to term limit will be 3 years to coincide with the

		<p>three year plan. May serve consecutive terms without limit.</p> <ol style="list-style-type: none"> 5. Review Data Coordinator Job Description. Update language at a later date. Job posting is on Ed Join. Interview panel questions will be sent out for review. Please let Stacey know if you are interested in being on the panel. 6. One Safe Place (residential facility for families of domestic violence) is looking for ASE services at their site in San Marcos. Palomar College is offering ESL services at their site. Facility tour is scheduled for 10-25-24. Kathleen will forward invites for those interested in attending.
<p>Fiscal Agent Report</p> <ol style="list-style-type: none"> 1. Planned vs. Actuals 2. FY 24-25 CAEP & WIOA Due Dates 3. AB1491 Timeline 2023-2025 4. Audit Quote Update 5. Approval of ASAP Contract for Poway Adult School 		<p>Fiscal Agent Report</p> <ol style="list-style-type: none"> 1. Planned vs. Actuals <ol style="list-style-type: none"> a. FY 24/25 Fiscal Agent Budget is \$378,712 b. FY 23/24 Carryover amount is \$236,837 c. Difference to distribute \$128,837 2. Upcoming due dates were reviewed. 3. AB1491 Timeline 2023-2025 <ol style="list-style-type: none"> a. FY 23-24 CAEP Allocation and Expense Breakdown <ol style="list-style-type: none"> i. Carryover is 28.7% b. FY 23-24 Member Corrective Action Plan <ol style="list-style-type: none"> i. Provide work plan to reduce carryover due in NOVA 11-14-24 ii. Ana will meet with each LC member to go over expenses iii. VAS upcoming expenditures include bill for first set of restrooms, second set to begin and addition of shade structure. iv. Motion: To approve Vista Adult School capital expenditure to renovate restrooms and add shade structure. Moved by Porter, duly seconded by Adame and approved by all. c. Carryover Compliance CAEP 4. Wilkinson, Hadley & King Audit Quote Motion: To accept the Wilkinson, Hadley, and King proposal to perform the ETCN audit for the next 3 years as quoted. Moved by Porter, duly seconded by O'Shea-West and approved by all. 5. Motion: Vista Adult School will pay the Poway Adult School ASAP contract, with Poway Adult School reimbursing ETCN. Moved by O'Shea-West, duly seconded by Marovich and approved by all.
<p>Operational and Discussion Items</p> <ol style="list-style-type: none"> 1. 2025-28 Three Year Plan 2. Path to Palomar Update 3. SB554 Update/Review 4. Review 2024-25 ETCN 	<p>All Maschke Maschke All</p>	<p>Operational and Discussion Items</p> <ol style="list-style-type: none"> 1. 2025-28 Three Year Plan <ol style="list-style-type: none"> a. Define what data will be used in the Needs Assessment and who will participate in gathering and analyzing it.

<p>Calendar</p> <ul style="list-style-type: none"> a. Reschedule Feb 2025 Meeting b. Rethink Retreat Dates <p>5. Interview Panel for Data Coordinator</p> <p>Operations Team Updates</p> <ul style="list-style-type: none"> 1. Curriculum, Planning & Marketing 2. Data & Accountability 3. Disability Coordinator 4. Partnership Coordinator 5. Technology Integration <p>Member District Roundtable</p> <ul style="list-style-type: none"> 1. Escondido 2. Palomar 3. Poway 4. Ramona 5. San Marcos 6. Vista <p>Regional and Professional Updates</p> <ul style="list-style-type: none"> 1. Strong Workforce 2. Super Region 3. ACSA Adult Ed Council 4. CCAE 5. ACCE/CCCAOE 	<p>Hayes</p> <p>Ross Magallon Mah Rhoads</p> <p>Adame Maschke Porter Marovich Phillips O'Shea-West</p> <p>Maschke Garramone Barajas Porter Maschke</p>	<ul style="list-style-type: none"> i. Continue to add data to be ready for Frank Scarpaci at the end of December. b. Review steps and milestones in our planning process <ul style="list-style-type: none"> i. James will update the timeline. c. Define a list of key stakeholders and how/when each will be involved in the planning process. (Please add/update list) <ul style="list-style-type: none"> i. Partnership list on the ETCN website needs to be updated once the stakeholder/partner list is updated. (Showcase major partners) <p>2. Path to Palomar</p> <ul style="list-style-type: none"> a. 100 registered participants. b. Choice of Health or Trade Path c. 5 student alumni will be participating d. Palomar President will join participants for lunch and the VP will join for the opening. <p>3. SB554</p> <ul style="list-style-type: none"> a. LC reviewed EAS SB554 flier and provided feedback. <ul style="list-style-type: none"> i. Create common marketing material with modification to site logo/contact info. ii. Change language from dual enrollment to concurrent enrollment. iii. Action Steps: <ul style="list-style-type: none"> 1. Create flier using common language 2. LC sends names/contact info of transition specialists to Ute for a meeting to work on the marketing materials. <p>4. Post orientation video on ETCN website</p> <p>5. 2024-25 ETCN Calendar</p> <ul style="list-style-type: none"> a. February 7, 2025 ETCN LC Meeting: date will remain the same at this time. b. February 7, 2025 and March 14, 2025 ETCN LC Meeting will possibly change to Strategic Planning Meeting in lieu of June 2025 Annual Retreat. <p>6. Interview questions for the Data Coordinator will be emailed to the LC and Op's Team for review and suggestions. Please let Stacey know if you are interested in participating on the interview panel.</p> <p>Operations Team Updates</p> <ul style="list-style-type: none"> 1. Curriculum, Planning & Marketing
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- a. [N & R Publications Update](#)
 - i. Please update if you have any additions
 - b. [ETCN Our Stories Webpage](#)
 - i. Copies of N & R Publication Stories
 - c. [Annual Report](#)
 - i. Patrick provided data for the 23/24 annual report
 - ii. 22/23 Annual Report AI podcast is available
2. Gathered data for the 23/24 Annual Report. San Marcos and VAS October deadline is submitted. Need Ramona attendance hours for submission. CTE completers submitted for PAS, VAS and EAS. Created Data Coordinators in Google Drive including logins and links.
 3. Working on accommodations. Community resource updates. Job search workshop. Participating in ESL individual interviews.
 4. VAS and PAS passed the first round of the accounting verification process. Industry engagement. CVS apprenticeship at EAS, collaboration with PAS. Looking at entry level training programs. Touring Port of San Diego.
 5. Formal Coaching Cycles for 2 select ESL & CTE teachers from each site - would this be something we could do to recruit teachers to participate in? Fall PD Series 2 starts next week - formative assessment focus. RAS this week. Digital Literacy Curriculum work. Ongoing coaching sessions and classroom observations.
 - a. [Sites event calendar](#)
 - i. Robin will share ETCN Admin Calendar. Please add any upcoming events
 - ii. [Digital Literacy Curriculum Modalities](#)
 1. Review individual site coaching models

Member District Roundtable

1. [Member District Roundtable Google Form Responses 10-11-24](#)

Regional and Professional Updates

1. Meeting is 10-15-24. Developing recommendation process for new courses. [The Center of Excellence Report](#) included adult ed.
2. ESL class options will be discussed. Bring ESL instructors to Resettlement Offices.
3. Upcoming event: 10-17-24 Region 18 Cabinet Meeting at SDCOE. 11/14-11/16 ACSA Leadership Summit
4. South Coast Southern Section Conference is November 21-23, 2024 in Palm Springs. Matt Rhoads and Nora Kenney will present at the pre-conference. The State Conference is 4/30-5/3 in Fresno. (Register early) Southern Section new representative is Anel Martinez beginning in July 2025.

		5. CCCAOE Conference October 22-23, 2024.
<p>Wrap up & Next Steps</p> <ol style="list-style-type: none"> 1. Action Items 2. Agenda items for upcoming meeting 11-8-24 	Adame & Smith	<p>Wrap up & Next Steps</p> <ol style="list-style-type: none"> 1. Action Items <ol style="list-style-type: none"> a. Robin update calendar/invites b. Kathleen schedule conference call with Frank <ol style="list-style-type: none"> i. Suggested Planning dates: Feb 7 and March 14 c. Stacey send out Data Coordinator interview questions to LC for review <ol style="list-style-type: none"> i. All: confirm with Stacey if you want to be part of the interview panel d. LC email Ute with transition specialists names and contact info <ol style="list-style-type: none"> i. Ute work with transition specialist to create fliers e. Robin share calendar with whole group 2. Agenda Items for the next ETCN LC Meeting November 8, 2024 <ol style="list-style-type: none"> a. Three Year Plan 2025-28 b. Update Data Coordinator Job Description c. Future work: Study high school diploma requirements around the consortium and state - and calibrate our approaches <ol style="list-style-type: none"> 1. https://www.cde.ca.gov/ci/gc/hs/hsgmin.asp d. March 2025 Negotiate ASAP Contract
Adjournment	1:00pm	