

**EDUCATION TO CAREER NETWORK OF NORTH SAN DIEGO COUNTY
LEADERSHIP COUNCIL MEETING**

July 30, 2024

Vista Adult School

1:00 - 3:00PM

Agenda Item	Person Responsible	Summary
<p>Welcome</p> <ol style="list-style-type: none"> 1. Review and approval of the 7-30-24 agenda 2. Review and Approval Annual Retreat Meeting Minutes 6-17-24 and Annual Retreat Meeting Minutes 6-18-24 	<p>Adame</p>	<p>Attendees: Adame (Escondido), Barajas (Escondido), Garramone (Poway), Marovich (Ramona), Maschke (Palomar), O'Shea-West (Vista), Phillips (San Marcos), Porter (Poway), Escamilla (ETCN), Hayes (ETCN), Mah (ETCN), Rhoads (ETCN), Ross (ETCN) and Smith (ETCN)</p> <ol style="list-style-type: none"> 1. Motion: To approve the agenda sequence. Moved by Marovich, duly seconded by Porter and approved by all. 2. Motion: To approve the Annual Retreat Meeting Minutes 6-17-24 and Annual Retreat Meeting Minutes 6-18-24. Moved by Porter, duly seconded by O'Shea-West and approved by all.
<p>Talking Points</p> <ol style="list-style-type: none"> 1. Adult Ed Communications 2. New meeting structure, should the Governance Documents be updated? 	<p>LC</p>	<p>Talking Points</p> <ol style="list-style-type: none"> 1. Adult Ed Communications Upcoming due dates and events were reviewed. (see link) <ol style="list-style-type: none"> a. Vision 2023 Non Credit Summit October 3-4, 2024 This event is the second in the series. Mashcke will be attending the Summit. Consortium leads are encouraged to attend. 2. Action Item: Adame and Porter will review and update the Governance documents reflecting changes in the meeting structure. The LC will review and approve at the 9-6-24 meeting.
<p>Fiscal Agent Report</p> <ol style="list-style-type: none"> 1. Planned vs. Actuals 2. 24-25 CAEP Allocations w/ May Revise 3. FY 24-25 Budget Development 		<p>Fiscal Agent Report</p> <ol style="list-style-type: none"> 1. July expenses: Accountant and Administrative Assistant. Carryover estimate will be fully closed by 8-15-24. Sage and Administrative Assistant invoices will be signed off by Adame. 2. The May revise amount is \$29,883. LC will approve 24-25 CAEP Allocations with May Revise after Ana submits. 3. 24-25 Budget Development <ol style="list-style-type: none"> a. Future budget item: Northstar Curriculum \$500 per site after the 24-25 fiscal year. b. Q4 WIOA allocation extension to 8-16-24. Please provide reports to Ana by

		<p>8-9-24.</p> <p>c. Eide Bailly is no longer doing the type of audit they previously provided to ETCN . Ana will reach out to the vendors they provided for quotes to do the audit.</p> <p>d. Ana is waiting for a breakdown of the WIOA payment points. They will be provided once they are available.</p>
<p>Operational and Discussion Items</p> <ol style="list-style-type: none"> 1. Review and Approval 2024-25 Annual Plan 2. SB554 Update 3. Event date: Path to Palomar 4. N & R Publication Progress Update 5. Joint PLC Plan 6. Northstar Curriculum Update 7. Review Equity Survey <p>Operations Team Updates</p> <ol 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> <ol style="list-style-type: none"> 1. Escondido 2. Palomar 3. Poway 4. Ramona 5. San Marcos 6. Vista <p>Regional and Professional Updates</p> <ol style="list-style-type: none"> 1. Strong Workforce 2. Super Region 3. ACSA Adult Ed Council 4. CCAE 5. ACCE/CCCAOE 	<p>All</p> <p>Maschke Maschke</p> <p>Hayes/Garram one Garramone/O' Shea-West Rhoads</p> <p>Porter</p> <p>Hayes</p> <p>Ross Magallon Mah Rhoads</p> <p>Adame Maschke Porter Marovich Phillips O'Shea-West</p>	<p>Operational and Discussion Items</p> <ol style="list-style-type: none"> 1. 2024-2025 Annual Plan Motion: To approve the 2024-25 Annual Plan with the link to Funding Philosophy added on page 12. Moved by Porter, duly seconded by Maschke and approved by all. Action Item: O'Shea-West will upload to NOVA. 2. Goal is to start Spring 2025. Tuition and fees will be waived. Action item: LC please prove Ute names of who will represent your site on the SB554 team. Next step will be training for the team members. Start marketing in Oct. with onboarding starting in Oct./Nov. 3. Path to Palomar dates: <i>10-15-24 and 3-4-25</i>. Involve Palomar alumni in the events. Raffle prize idea to bring back the winner to a Palomar event. Survey to see what interests are. (Business & Arts/Media, Health & Medical with Drone Program and Trade/Industry Sectors) 4. N & R Publications Publication Plan James will update the spreadsheet with the number of stories remaining. 5. CALPRO Community of Practice: (Robin will send the link to forward to your teachers) <ol style="list-style-type: none"> a. Registration ends 8-29-24. b. Course opens 9-2-24 c. Face to face sessions 9-18-24 and 10-2-24 from 5:00-8:00 PM d. Minimum of 8 participants needed <p>Future Digital Literacy PLC</p> 6. Administration panel is meeting next week. Cost is \$500 per site after the first year providing 3500 tests. Each site will be a testing center. Future budget \$2500-\$3000. 7. Agenda item tabled until 9-6-24 meeting. <p>Operations Team Updates</p> <ol style="list-style-type: none"> 1. 24-25 Project Tracker Op's team will review at the planning meeting on 8-12-24. 2. Payment points and gains are good. 3. No repot at this time. 4. Opportunity for our Accounting Course to be verified by the EDc strengthening business partnerships and raising awareness. Each site will need to complete/submit their application by 8-9-24 if they are interested. 5. Technology Integration <p>Member District Roundtable</p> <ol style="list-style-type: none"> 1. School starts next week. Back to School Night is 8-5-24.

		<ol style="list-style-type: none"> 2. Noncredit workgroup. Reviewing noncredit and creating a recommendation process. Centers of Excellence create reports to fit our needs for adult education and noncredit. 3. Graduation is 8-1-24. First NEDP student is graduating. Classes begin 8-26-24. 4. Looking to hire 1 possibly 2 ESL teachers. 5. All good. 6. Classes begin 8-21-24. PD with Matt on 8-20-24. <p>Regional and Professional Updates</p> <ol style="list-style-type: none"> 1. Pam Garramone is the chair. Meeting is 9-18-24. 2. See Palomar Member District Roundtable 3. Dan Barajas is our new representative. 4. Planning meeting was July 12-13th. New Strategic Plan is in place. The Southern Region Conference will be in November at the Margaritaville Hotel in Palm Springs. The Annual Conference for 2025 will be in Fresno.
<p>Wrap up & Next Steps</p> <ol style="list-style-type: none"> 1. Action Items 2. Agenda items for next meeting 9-6-24 	<p>Adame & Smith</p>	<p>Wrap up & Next Steps</p> <ol style="list-style-type: none"> 1. Action Items <ol style="list-style-type: none"> a. Kathleen/Stacey: update the Governance documents with new meeting structure (no longer formal and informal meetings) b. Ana; Ask audit vendors for quote from the list provided by Eide Bailly c. Liz: Upload the Annual Plan into NOVA d. LC: send Ute names of those to included from your site on the SB554 team e. Robin: update WIOA calendar dates f. Robin: Add project tracker to the Op's Team meeting agenda 2. Agenda Items for the Next Meeting September 6, 2024 <ol style="list-style-type: none"> a. 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/hsggrmin.asp b. Review Empathy interview questions to be sent out Feb or March c. Three Year Plan <ol style="list-style-type: none"> i. Xello Career Development tool d. COP update (Stacey) e. Review Equity Survey from retreat (send out in Feb or March) f. LC standing agenda item: calendar review. g. Review and approve Governance documents (updated meeting structure)
<p>Adjournment</p>	<p>3:00pm</p>	<p>Motion: To adjourn at 3:09. Moved by Porter, duly seconded by Maschke and approved by all.</p>

