

ABC Adult School

12254 Cuesta Drive, Cerritos, CA 90703
(562) 926-6734

Institutional Advisory Board Meeting

February 11, 2015

2:30 p.m. to 4:00 p.m.

Committee Members Present:

Union Bank – Maha Rayan, Bank Manager

Pioneer Money Corporation – Parimal Shah, President

Pinoy General Insurance – Felix Lopez, President

The Sweetest Things Events & Party Planning – Ina Rabino-Dahilig, Event/Party Planner

School Members: Dr. PaoLing Guo, **Principal**; Janice Peterson, **Principal**; Chuck Minear, **Assistant Principal**

Guests: Rachelle Schulz, **TOSA/Lead Instructor**; Kathy George, **TOSA**; Nancy Hom, **TOSA**; Diane Jhun, **TOSA**; Velia Paredes, **TOSA**; Nancy Pawlisz, **Academic Advisor**; Natalie Sanchez, **Secretary**; Winnie Wong, **Accountant**

Agenda Items

Introductions

Chuck Minear opened the meeting by greeting and thanking everyone for attending. All in attendance introduced themselves to the group, stating their job title and which company they represent.

School Overview

By: Dr. PaoLing Guo

Dr. PaoLing Guo used this time to explain the current situation that ABC Adult School is in. ABC Unified School District is celebrating their 50th anniversary this year and our adult school has been a supporting contributor since then. Currently ABC Adult School serves over 12,000 students between two campuses, with only 3 Administrators on duty. Over the last seven years the budget for the adult school has been cut by 50%. The largest department is CTE (Career Technical Education) with over three thousand unduplicated students last year. We are currently offering ten different career paths, with the hopes of expanding our Caregiver course and creating a Cosmetology career path. Our second largest department is ESL (English as a Second Language) with over one thousand unduplicated students last year. We are expecting a large jump in these numbers next year due to a lower fee for ESL courses.

COE Purpose & Timeline

By: Chuck Minear

Chuck Minear informed the group of ABC Adult School's continuing COE (Council on Occupational Education) process. Currently we are accredited from WASC (Western Association of Schools and Colleges), which is the same as Cerritos College and USC. ABC Adult School is in the process of being accredited from the Council on Occupation Education. In May a team from COE will visit and evaluate our adult school. If ABC Adult School passes then we will be fully accredited

from COE. WASC and COE have joined together to make this process easier, only one report and one visit will be required every six years for evaluation. A requirement that COE has is that several advisory board meetings need to be held throughout the school year. This meeting is the institutional advisory meeting, where ABC Adult School receives feedback from community leaders on all of our areas of study; including CTE, ESL, GED, Adult Education and HOH.

Strategic & Operation Plan

By: Chuck Minear & Kathy George

Chuck provided the group with handouts that outlined our School Wide Action Plan for 2013-2016. This plan was part of our WASC document written in 2011. It is important to see what has taken place since then.

A marketing committee has been formed, brochures are expensive to publish and distribute to the community. Now there is a push to use social media to inform the community of the services that are currently being offered. Facebook is the outlet that we are focusing most of our efforts on. We are raffling twenty dollar vouchers once a week for the people that liked our page on Facebook. This is helping us get our name out into the community and to the younger generation. We are also able to post pictures and events that are being hosted by ABC Adult School to help with our continuing effort of reaching out to new students.

A suggestion was made by a business member, Ina from The Sweetest Things Events & Party Planning; informed the group that Facebook advertisements were a way that she was able to grow her business. This will help to promote the school without flooding people's timelines. She also informed that for this service there is a small fee and the advertisements will only launch for a sort amount of time.

Kathy George informed the group that additional efforts have been made to promote the school such as new banners and an electric sign on Norwalk Blvd. Also we will start to promote events in local newspapers that serve our community.

Chuck went on to discuss the Strategic Plan that is currently in place, the current mission statement is as follows.

"To improve the quality of life by providing our diverse community with meaningful opportunities to fulfill personal, educational and workplace goals through lifelong learning."

ABC Adult School's current mission statement and vision are reflected on every time there is a possible change in order to insure that we continue to provide the best for our community. Our Career Technical Education programs offer the opportunity to graduate with a Vocational Diploma in one of our ten career pathways. These career pathways are designed to focus on what students need to know in order to get an entry level position in their desired field of study. This school year our courses have added a soft skills component in order to fulfill the need of better problem solving skills in the workplace. Currently only a High School Diploma or GED is necessary to graduate from one of our career pathway. We are now also offering and accepting the HiSet and will soon be accepting TASC. All career pathways offer the opportunity to become Industry Certified in their fields of study.

Another component that is in place to improve our CTE program is our Job Development office. Our Job Developer and Apprenticeship Coordinator work together to help prepare students for life after their education. Students are able to search job leads and receive help refreshing their resumes. Also our Apprenticeship Coordinator helps to place students at business to receive hands on experience, sometimes these placements lead to permanent jobs for our students. Our Job Development Office is currently trying to bridge the gap between students receiving their education

and receiving a job placement. An issue that has been brought to light is the fact that students lack the confidence in themselves to apply and interview for jobs.

Professional Growth is another aspect that we are currently working on to improve. Monthly leadership meetings are in place for all administrative staff and supporting staff to gather and work on providing great customer service to our community. Also with the changing technology, it is important that our teaching staff stays up to date with the latest computer systems.

Online Registration is changing the way that students enroll, creating a disconnection between them and the office staff. Now students are able to enroll without being counseled, students are enrolling in courses that do not follow the correct career pathway or are too advanced for the students' abilities.

Even with all these growing changes, ABC Adult School is committed to providing the community with great educational opportunities.

Chuck asked the business members to vote on our current Strategic Plan, effective until 2016. The Strategic Plan was approved as written by Parimal Shah, President of Pioneer Money Corporation. Seconded by Maha Rayan, Bank Manager of Union Bank; all committee members were in favor.

Health & Safety Plan

By: Janice Peterson

Janice provided the group with a copy of our school safety binders, including all the emergency plans for ABC Adult School and Cabrillo Lane. Student Accident Reports will also be included in the binders, in case they are needed in case of an emergency. Currently there is a safety committee that meets once a month and members review possible emergencies that may occur. Safety reports must be compiled and sent to our district office for review. Safety is a major priority for us because both campuses are open campuses and can be easily accessed by the public. Currently both campuses conduct emergency drills to help prepare students and staff in case a real emergency occurs. A challenge we are currently working on is communication across all classrooms. Our PA speakers are outside the classrooms and make it difficult for students and staff to hear when inside. Another way of contact is office staff calling each individual classroom. This will be difficult to do in the case of an emergency and the time it takes to call each room is too long. A suggestion was made that a calling tree should be set in place to help with the time issues, however in current situations staff members may not have access to a phone. Another suggestion is that a text messaging system be set up to go out in case of an emergency to all students and staff members.

The Safety Binder has been reviewed and approved as a work in progress by Maha Rayan, Bank Manager of Union Bank. Seconded by Ina Rabino-Dahilig, Event/Party Planner for The Sweetest Things Events & Party Planning; all voting members were in favor.

Financial Overview

By: Winnie Wong

Winnie informed the group about the financial situation ABC Adult School is currently in. Explaining that now funding goes to the district first and then the district decides how much to give to adult school. She provided a form with a breakdown of the funding and budget for the adult school, showing total revenues and expenditures. The state has cut the funding down to 7.7 million dollars; however that total is to be distributed with the district and all K to 12 schools. This year there is an estimated local revenue total of 1.2 million dollars from tuition fees, creating an estimated total revenue of 5.2 million dollars for ABC Adult School.

On January 9th the governor proposed that 500 million dollars be directed to fund adult education, this of course will be split amongst adult schools in California. The states would like for us to focus on five key items.

- Short Term Job Training
- ESL (English as a Second Language)
- GED, High School Diploma
- Adults with disabilities
- Apprenticeships

A suggestion made by Parimal Shah was to possibly find a donor to help fund the adult school. Certain career paths can possibly be funded by different companies, such as a hospital funding our medical career paths.

Student Survey

By: Chuck Minear

Due to time, Chuck informed the group that the student survey would be emailed out to the group at a later time.

Closing Statements

The following suggestions were made by business member in order to help improve our school for the community. Develop a Hospitality program, in the past schools trained travel agents. Now the demand has changed due to the internet, people are now in need to help with booking travel arrangements online. Develop a transportation program, training students to drive different types of motor vehicles. This is a growing need, especially in the medical industry.

Chuck concluded the meeting by thanking everyone for attending and reminding them that any input is valuable to ABC Adult School.

Transcribed by: Natalie C. Sanchez

Signature: _____ Date: _____