

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

Institutional Advisory Meeting
February 1, 2019
11:00 a.m. to 1:00 p.m.
Room E-7

Committee Members Present:

Katherine George Chu – Artesia-Cerritos Women’s Club
Marjean Clements, SELACO
Steven Kang, KSGA, LLP
Sug Kitahara, My Online Academy
Elizabeth Makabali, OneWest Bank

Committee Members Absent:

Dave Faldu, Denny’s Restaurant

In Attendance:

Dr. PaoLing Guo, **Principal**; Chuck Minear, **Assistant Principal**; Nancy Amara, **Assistant Principal**;
Caroline Fortuno, **Job Developer**; Maria J Garcia, **Secretary II**

Minute Items

Welcome

Introductions and Meeting Overview

Review Mission Statement

By Nancy Amara

Nancy thanked everyone for attending the ABC Adult School’s Institutional Advisory meeting. We will do some introductions, and then I will speak about our Mission Statement. Dr. Guo will go over our fact sheet and explain the programs we offer.

Chuck is going to go over some students’ evaluations, services, and faculty evaluations. We are going to share with you our plans and procedures, strategic plans, and operations and maintenance, Health and Safety plan. Any questions, concerns, or comments that you have we welcome throughout.

My Name is Nancy Amara, I am one of the Assistant Principals, I am over at our satellite campus in Cabrillo Lane. Over at our satellite campus we have our Career Technical programs such as Medical, as well as Cosmetology. We are in the process of developing our 12th career pathway, the “Dental Assistant” program. We should be breaking ground of two classrooms, probably in March, and May is when it will be completed. We are hoping to start the program in August for fall; we are very excited about that. We also offer ESL classes as well as our enrichment program classes as well as our fitness classes.

Caroline Fortuno introduced herself as our Job Developer, “I help career pathway students with job preparation, finding a job, and also help them with externships.” I help our students with their scheduling. I also make sure they have the services they need to be successful to complete their program. The attendees proceeded to introduce themselves.

Welcome

Fact Sheet

Dr. PaoLing Guo, Principal

Dr. Guo thanked everyone for coming. Dr. Guo reviewed the ABC Adult School Fact Sheet from the 2017-2018 school year. Some important facts about our students population, ABC Adult School had 28,899 duplicated students, and 9,656 unduplicated students.

73% of our students are females, while 27% are males. The majority of our students are Hispanic (38.44%), followed by Hispanic (33.64%), and followed by White (14.77%). There is also 4.27% Filipino, 5.35% Black or African American, and 0.17% American Indian/Alaska Native. The average cost per student at ABC Adult School is \$889. The age breakdown early 30's late 40's.

ABC Adult School serves over 40 cities, the top 10 cities we serve are: Cerritos, Norwalk, Lakewood, Long Beach, Artesia, Hawaiian Gardens, Cypress, Bellflower, Buena Park, and La Palma. Many students are here to get their High School diploma. The state wants us to report how many students learn English and report their progress. For state funding we are looking at enrollment, there are seven different areas they want us to report the outcomes; they also want us to report if students get a job, a better job, or salary increase. English learners not only improve language skills or get their High School diploma; they are also able to integrate with the community.

On May 22, 2018, we received federal Pell Grants to offer Financial Aid. Many younger students are enrolling at our school because of the lower cost of education. Our enrollment rank number is five, statewide. ABC Adult School serves a whole spectrum of education. In California, more than 50% of jobs require more than a high school diploma. CTE proposed a legislation, because there are 6 million people in California without high school diplomas. Statewide there is only 378 adult education providers, and we served less than a million for the 2017-2018 school.

We received funding on all 7-program areas; High school diploma, Adult Basic Education, English as a second language, Citizenship, and short term training Career Technical Education. Keeping our students assessed which means we support our students, and adult re-entry, which means adults that want to get back to the workforce. Many students need to work on their high school diploma or pass the GED/HiSet.

Many students are English learners, last year we worked with our assembly member, to pass AB2098 for immigrant integration. The state mandates that English learners need to complete a national standardized test, and then students need to perform a post-test. We need to report the state their progress. For state funding, we are looking at enrollment; the enrollment is the base funding.

The state is looking for six different areas of performance. If the student is able to complete a course and a high school diploma, if they reached the diploma level we get a bigger incentive. If they passed the HiSet/GED with an equivalency test, we get a better and stronger boost with the funding.

For the Career Training Education, CDE and WIOA want us to report if students are getting jobs. Our goal is that the students get jobs. Our job developer helps students with job leads and internship. Students' goal is to complete and career pathway, complete internship in one year and get a job.

The state wants us to elaborate with all the community sources; we have to work together with different agencies such as SELACO, EDD, Gain, and Private Insurance to better serve the students in our community. We need the students to get a job, a better job, if they get a salary increase we also need to report.

For the English learners not only they improve their language skills, but they get their citizenship. Our job is to report from the pre and posttest and the citizenship attainment. CTE is proposing a bill for legislators to pass in the future, all CTE students that pass the HiSet/GED test are able to receive a free test, and the state will reimburse the school. If the students come to ABC adult school to take the test, we have the assessment center on site, where students can be tested. We hope in the future anyone coming to California who wants to pass the HISEt/GED will be able to get a free test that is the direction that CDE is heading to.

ABC Adult School received last year 8.4 million dollars from the state funding, and also received close to half million dollars from the federal funding. Looking at the budget you can see close to 9.8 million dollars and the rest is the fees our students pay attending ABC adult school, we included all the grants. The school expenditures are approximately 8 million dollars. These expenditures includes certificated and classified salaries, employee benefits, and material/supplies.

The heavy cost is personnel; almost 70% of our revenue is spent on these areas, and the rest we use for classroom improvements. The majority of the students are coming from three major cities Cerritos, Norwalk and Lakewood. Norwalk-La Mirada has an adult school, but many of the students prefer the ABC adult school. Several programs are not offered at the other schools, also the different levels and the quality of instruction. We serve over 40 different cities, students travel to find quality instructions and learning opportunities. Fifty percent of the jobs that are middle skilled jobs in California require more than a high school diploma; students need short term job training.

ABC Adult School appreciates all of you and the community for your support. We continue working hard with our legislators to make sure we have the funding to continue serving the community.

Student Evaluation of Services

Faculty Evaluation of School

By Chuck Minear

Chuck discussed how ABC Adult School holds two different advisories per career pathway each year. The first type of advisory is the subject matter advisory, which advises our career pathway programs. We have two advisories for each of our 11 career pathways every year. We also have an institutional advisory meeting yearly. The institutional advisory oversees the entire school.

Our goal for today's meeting is to go over the documents that we emailed to you. We will go through and paraphrase the documents so we may be able to fine-tune them to make ABC Adult School the best school it can be. Our school is accredited by WASC and COE; to keep our accreditation, we need to validate what we are teaching and what the students are learning.

The above agencies are recognized by the government, and by the state of California. Our School hold both accreditation. WASC is an in-state accreditation, and COE is out of state. When we received COE accreditation, they had to comb through all our information to determine that we are offering the best education. The government will re-visit us in two years and they are going to look at everything we have done in the last 6 years, and they are going to tell us if we will continue being accredited.

One of the things they look at is our minutes. They will look very strongly at our advisory minutes from to see that we talked, and what we as a group discussed. That is why it is very important for you while we go through these staff meetings to ask questions, give your input.

COE requires that we hold for each career path (we have 11 career paths) two advisories per year with professionals from that career path. We need to have at least three people from industry in each one of

those. As for the Institutional Advisory is generally about the whole school. In this advisory, we talk about the process in running the school and how things are done. They also want feedback; the above agencies only require us to meet once a year. We really appreciate you being here, the hardest part is reaching to businesses. We have to go through a few things and get your feedback on it; one of them is our survey, these are student services, so we asked how many of you are aware we have these services, they all know we have free ID cards now, which are used for attendance and for security. Students did not know about the very important services: career counseling, mental health counseling, resume writing, interview preparation. When we saw these results, it made us realize we have a lot more work to do. Our Financial Aid is new, so we are advertising it and making sure all students know about it and they are well informed.

The Cosmetology program offers cosmetology services, we offer half price to students and to district employees, we have low numbers on that and it might be because it is out of campus, so we have to do more work on that. Some people know about the job search skills and demands, but we are still low on numbers. One thing we have to do this year is work on our public relations with these types of services for students. The other question was where you got information about our school; many people do not know we exist. We offer many of the same things and job placement for a lot less money, because we are a non-profit organization. We need help getting the word out. Most people say they get the information through the website. We sent out multiple catalogs to Cerritos, Artesia, Hawaiian Gardens, and surrounding communities. Our best advertising is word by mouth. We are the best-kept secret in town.

The other question was, which career technical program do you attend, the most popular as far as numbers is Administrator Assistant, we have 19% that answered Medical Assistant, which has a low attendance, so this is telling me we need to make sure we are getting more answers from different departments. The next question is regarding our staff. We asked what kind of training are you interested in, majority of the employees want to know how to use the Google Suite, because we use Google Enterprise in our school district. ASAP is our student information system, which has been changed over to a web page, so our teachers really need some more training in that.

In the career technical department we have what we call just in time training, we meet once a week for 30 minutes; either we have a regular staff meeting, or we train them on a new skill. Canvas is an online platform; it is another company that is used by almost all community colleges and the State. Everything is online notes, assignments, quizzes; it takes all their info and puts it in one place, it is a good program and our teachers are more interested in doing that. Teachers also want to know how to increase their attendance. For the students' survey, we sent out through email, we sent out the survey before to the teachers, so they could explain to the students that they were receiving this and they could help us out with this. Our plan for next time is to involve the lead teachers to actually go to the classrooms and they can do it together.

PaoLing added; we recently started to participate in a state of pilot program/survey. The state wants us to survey the students, if the students leave the school and do not attend school for 90 days, the system will automatically drop the student. We need to provide the outcome surveys; we want to know two things after they left the school. What are you doing now? Did you get a job? If yes, how much are you earning? if no, did you go to another school? Which school are you attending now? Three adult schools participate in the state pilot service. In the outcome we got the results came back, only 6%, not only from ABC, but statewide. Surveys are not easy, we have to keep working hard, but we have to provide this information.

Safe School Action Plan

The main thing that we need your feedback on is on our Strategic Plan 2020-2021. For our accreditation, they want you to focus on the career technical education sections of this.

Areas of strength, this year we implemented Financial Aid. We have a secretary just dedicated to financial aid, and a coordinator. They are working on integrating in all aspects of our career technical classes. The applicant has to qualify for financial aid, besides the federal qualifications, the student has to sign up for a career pathway that is part of the criteria. We are increasing staff technology training, it is one of the areas to improve for the whole school, and we do that with our CTE teachers. We need to increase student awareness of student support services, our survey shows that there was not so much awareness. We have a handbook and we need to make sure it is utilized with marketing strategies. We are working with the Cerritos Mall, where we can advertise in their kiosk during our key enrollment time. They also have agreed to send out mail for us. We are looking at doing some more traditional ways, which is by how much traffic the mall gets, we will try it out for a year and see how that goes. We are also negotiating a contract with a company to come in and do some short video, advertisements for each of our career paths and the school. That will be placed on our webpage so people can see, on social media, and probably our local cable channel.

Questions and Comments

Elizabeth Makabali, OneWest Bank, suggested reaching out to the Chamber of Commerce or the Rotary Club through their program to advertise. Chuck responded; we are part of the Artesia-Cerritos Chamber of Commerce. The job developer does a lot of the networking.

Chuck asked, if the committee had any other ideas for marketing? We have done some short-term training with businesses and we would be interested in doing that also. In the past Pioneer Medical hired our medical assistant instructor, to teach the Pioneer Medical personnel that had no formal training, or certification. The instructor did an intensive training so they could take the NHA national certification.

Marjean Clements, SELACO, asked if the school charges the business? Some of the businesses have what is called customer training, with an employee. SELACO pays 50% of the training and the business pays 50% that is something that you could work out. You can work with Larry Lee on ETP (Employment Training Panel) and ETP will pay for the whole training for the business, we can use any instructor, it is partnership between all of us and all is paid for. Chuck added, that will be a good PR for our school.

Sug Kitahara, My Online Academy, asked what type of enrollments is the adult school looking for? CTE, ESL students or retirees? You must be targeting one more than the other, so you can focus your resources more on one area. Right now starting financial aid definitely has a focus on people doing career upgrades or changing careers at a low cost, high quality, and short term. Another area we've been marketing lately is our supporting net, our school offers high school equivalency exams, or to finish high school, we issue a high school diploma, or if they have credits to make up. For English learners that need to complete their GED, we have backup programs; they can take English classes, then get their GED diploma, and then be able to go into job training.

Mr. Kitahara also asked, what is the best way to reach the students that are in need of completing or earning their high school diploma? What age groups are they? Chuck answered, we are looking at students mid to late 30's, but we have students of all ages.

PaoLing added, we have a 73 year old student who comes to school every day working on her high school diploma.

Marjeen Clements, SELACO mentioned, is it too soon to recruit students who dropped out of school? Do high schools have career days? Do you go to those events? Kids drop out for different reasons, not necessarily, because they do not like school, but sometimes they have to work for their families, there are a million reasons.

Chuck and PaoLing commented, our dropout rate is low because we have lots of programs including Tracy High school, which is not only a continuation school for problem students, but it can be for students that don't fit in, in a traditional school setting. We have some high school students that want to get some kind of certification when they graduate. Yes, high schools have career days and we do attend their events.

Katherine George Chu, Artesia Cerritos Women's Club, mentioned that she works with the disabled population, and she does have a son who is an adult and has autism, he graduated through ABC schools, went over to Cerritos College and despite the support that they offer there he was not able to move on past the first year. One of the resource centers he goes to in Downey (California Resource Center), they do trainings for people with disabilities and they collaborate with East LA College. They started the STEM program there, it is their first year, and he just got a certification for engineering and graphic design and has another year to go.

For the apprenticeship here, whom are you collaborating with, who are your outside resources? We are part of a consortium right now, but frankly, we are having problems finding a partner. PaoLing added, sometimes it's difficult to work with them, we open the door, but they only want to work one way, it's a partnership they have to look into both sides.

Chuck added, you have to connect with the right person at the place who does not have that kind of attitude. We continue to try, Cerritos College, they are great and they offer a lot of what we are offering to college students.

Marjean Clements, said marketing wise anytime you have electronic anything, any word you want to get out on a specific class, a cosmetology department, you can send that to us, we blast those out. Over 200 organizations work with people with disabilities. You can send them to Vanessa.

Katherine George Chu, Artesia Cerritos Women's Club added, the STEM program they do a lot videos, they put them on Youtube, and then Youtube share them on their Facebook site. Get a personal introduction to the professors, and maybe some students can share their experiences. Use testimonials, stories.

Chuck added, we did the testimonials with ESL. We did a book, it was really well received.

Marjean Clements, SELACO added, if you have one or two stories about someone that started with ESL, then got their GED, then went CTE classes, then got this job because of CTE classes, how much they make versus someone that did not do that.

Sug Kitahara, My Online Academy, asked do you have a media department? Chuck responded, we do, we have a media class, we are finding out they are busy teaching the class.

Marjean Clements, SELACO added you just take a video and put it up do not worry about whether it's professional or not, just do it.

Chuck referred to page 13, he said, new display technology we mounted monitors in all our classrooms in CTE, we also are using smart TVs in our ESL program and academic program, it's a big improvement the teachers are able to go through material much better.

Marjean Clemets, SELACO, asked do you keep records of the kinds of jobs the students are looking for, especially the senior students. Is that a question that is asked? What is your career goal, what job are you looking for?

Chuck responded, we do not ask what job you are looking for. We usually have the career areas that we teach to, and then we ask them which one you are interested in.

Marjean Clements also asked, you have to report now how many people get jobs, 65 plus are they getting jobs and what kind of jobs are they getting?

PaoLing added, we do not have it by age, we have how many people got jobs, and how many did not. In our Carl Perkins (which is a grant that we get) they want to know how many people got jobs. In COE they want to know how many people got jobs, in the area of study broadly, and how many people got a job, but if it's not in the area of study we don't get to count them, so they are very specific. That is the information we have, we know the career path they are in, and we know that they got a job; we do not run the information by age, which will be very interesting.

PaoLing added, the state wants us to mentor all the ESL students to moving towards the job market as well. We have two track of students, a huge number of ESL students are not seeking jobs, they are seeking other skills how to integrate into the society more successfully. The importance of the ESL learning is not just training them on how to get jobs; it is helping them to get involved with the community more independently. It's also a very important part of the ESL program, we have a huge population, especially older population coming to our schools, and learning the skills not necessarily to go in the job market, but some of them are.

Marjean Clements, SELACO asked, what about your pre-apprenticeship program, what are you offering?

Chuck responded our pre- apprenticeship is our intern or externships that we offer to our students. Our major ones are Pharmacy Technician 100 hours, Medical Assistant 160 hours, and IT Technician program. We also run a business in the IT Department, we repair computers for the community, we get to count those hours; some go out on the sites but they have business experience one way or the other. The other ones are available, but not required at this point. Cosmetology runs a salon, they run it at the school. In other areas, we have to send people out on internships, but it is not required, it is optional. Our accreditation requires 20 hours of job skills or job search specific activities, so we also count an internship if they want to do that its 20 hours, but we can also count resume writing, and job search, portfolio building; anything that Caroline works with them.

PaoLing added, we are not state approved or authorized apprentice program.

Operations and Maintenance Plan

Chuck said, I would like to talk about our safety and maintenance plan, Measure BB passed in the City of Cerritos, which allows the school district to do a lot of improvements infrastructure, 21st century classrooms, and other upgrades in the city.

We have a small piece of the bond, but we also have other funding sources, for example, we try in our budgeting to run a surplus every year to save some money. Anything that is given to us by a fee from the student is not attached, we can hold on to that when it comes to part of our state grant we can't, we have to expand it, but our fees give us a little more of flexibility. We are saving money to do a couple of projects, as the advisory committee I want you to know where we are heading.

We are looking at two different plans, on of them is to demolish these old buildings because they do not meet earthquake standards. We can run classes without earthquake standards as long as we are running adults and we mark it. We are planning to demolish the old bungalows, and we are looking into building some modern classrooms and an MPR (multipurpose room). We also would like to create a good outdoor section, so students can have lunch and gather. We think that building a sense of community at the school instead of just being a place where people drive to go for a couple of hours and then leave is going to

help our school marketing, to be able to do that in our school spirit. We have architectural drawings for these areas. We are planning to move our video production or IT in the new areas. The other plan is at Cabrillo Lane, we have a large area, and we are looking at possibly doing more classrooms. We share our campus with some of our transitional student programs; we also need to be able to give them more privacy for special needs situations.

We do not have any drawings, but many ideas, build an L shape 2-story building where our administrator offices can be located. We will have room for ESL all together, and we will have room for CTE to expand the CTE program. At first, we planned to move the whole school to Cabrillo Lane, but it looks like we are going to be doing a little bit of both (remodeling/building new classrooms). Those are some of the plans, but I wanted you to know that we are planning for the future.

We are planning for growth, the funds that we are showing you here we are very conscious about it and trying to use it the best way we can.

PaoLing added; I would like to emphasize that CTE is the most important program, so we installed cameras for the safety of our students.

Chuck added, last year we installed surveillance cameras to both campuses; we can call them up, we have a 36-day history on them. We are also looking at a new intercom system in Cabrillo Lane for safety, and to fence Cuesta. We had a meeting with a security company and they are going to start putting new locks starting with the front office that are swipe-able with our ID cards, we can assign doors or lock people out whatever we need to do for more security on campus.

Sug Kitahar, My Online Academy asked, have you experienced security issues from time to time?

Chuck responded, not really, we have a safe campus, but we do have homeless here at night. We are just trying to be proactive; we have not had any problems, criminally in any of our campuses. Those are big facility maintenance and it goes with our strategic plan upgrading our facilities. At Cabrillo Lane, we updated the electricity because we are putting in our dental assistant program. The hardest part of upgrading the facilities is the expenses.

PaoLing said, buying the TVs was not expensive but the installation was. She also mentioned, our dental program construction should be completed by May and we hope to start operating in August.

Adjournment

Everyone in attendance was thanked for attending this year's Institutional Advisory meeting, and their input is greatly appreciated in helping us provide an excellent education to our students.

Transcribed by: Maria Julia Garcia

Signature: _____ Date: _____