

TEMPLATE


AB86, Section 76, Article 3 Consortium Planning Grant Intent to Participate Member Signature Form



**California Community Colleges
Chancellor's Office**



**State Department of
Education**

District Name:	Peralta Community College District		
District Address:	333 East 8th Street, Oakland, CA 94606		
Adult Education Planning Contact Information:	Name:	Karen Engel	Telephone: 510-466-7389
	Title:	Interim Director of Development	E-mail: kengel@peralta.edu
Signature of Chief Executive Officer/ Superintendent/Designee:	 Signature		José M. Ortiz Printed Name
	Title:	Chancellor	Date: 2.8.14

TEMPLATE

AB86, Section 76, Article 3

Consortium Planning Grant


Intent to Participate Member Signature Form



**California Community
Colleges Chancellor's Office**



**State Department of
Education**

District Name:		Alameda Unified School District			
District Address:		2060 Challenger Dr, Alameda, CA 94501			
Adult Education Planning Contact Information:	Name:	Joy chua	Telephone:	(510)748-4024 x109	
	Title:	Principal, Alameda Adult School	E-mail:	jchua@alameda.k12.ca.us	
Signature of Chief Executive Officer/ Superintendent/Designee:	 Signature		Joy Chua Printed Name		
	Title:	Principal, Alameda Adult School	Date:	2/19/14	

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California Community Colleges
 Chancellor's Office



State Department of Education

District Name:	Albany Unified School District		
District Address:	1051 Monroe Street, Albany, CA 94706		
Adult Education Planning Contact Information:	Name:	Marsha Brown	Telephone: (510) 558-3771
	Title:	Director, Student Services	E-mail: mbrown@ausdk12.org
Signature of Chief Executive Officer/ Superintendent/Designee:	 Signature		Marsha Brown Printed Name
	Title:	Director, Student Services	Date: 2-24-14

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**California Community Colleges
Chancellor's Office**



**State Department of
Education**

District Name:	Berkeley Unified School District		
District Address:	2020 Bonar Street, Berkeley, CA 94702		
Adult Education Planning Contact Information:	Name:	Burr Guthrie	Telephone: 510-644-8960
	Title:	Principal, Berkeley Adult School	E-mail: burrguthrie@berkeley.net
Signature of Chief Executive Officer/ Superintendent/Designee:	 Signature		DONALD EVANS Printed Name
	Title:	Superintendent	Date: 2/19/14

TEMPLATE

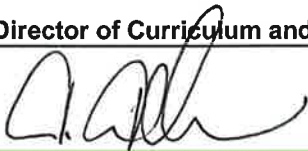
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**California Community Colleges
Chancellor's Office**



**State Department of
Education**

District Name:	Emery Unified School District		
District Address:	1275 61st Street Emeryville, CA 94608		
Adult Education Planning Contact Information:	Name:	Anakarita Allen	Telephone: (510) 601-4995
	Title:	Director of Curriculum and Instruction	E-mail: anakarita.allen@emeryusd.org
Signature of Chief Executive Officer/ Superintendent/Designee:	 Signature		Anakarita Allen Printed Name
	Title:	Director of Curriculum and Instruction	Date: 2/24/14 ANAKARITA ALLEN

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**California Community Colleges
Chancellor's Office**



**State Department of
Education**

District Name:	Oakland Unified School District		
District Address:	1000 Broadway, Suite 680 Oakland, CA 94607		
Adult Education Planning Contact Information:	Name:	Chris Nelson	Telephone: (510) 273-2303
	Title:	Coordinator	E-mail: christian.nelson@ousd.k12.ca.u
Signature of Chief Executive Officer/ Superintendent/Designee:	 Signature		Chris Nelson Printed Name
	Title:	Coordinator	Date: 2-19-14

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**California Community Colleges
Chancellor's Office**



**State Department of
Education**

District Name:	Piedmont Unified School District		
District Address:	760 Magnolia Avenue		
Adult Education Planning Contact Information:	Name:	Michael Brady	Telephone: 510.594.2608
	Title:	Assistant Superintendent	E-mail: mbrady@piedmont.k12.ca.us
Signature of Chief Executive Officer/ Superintendent/Designee:	 Signature		Michael Brady Printed Name
	Title:	Assistant Superintendent	Date: 2/18/14

Project Management Plan - Organizational Structure

Consortia Membership

The Northern Alameda County Regional Consortium for Adult Education (NACRCAE) consists of one community college district and six K-12 school districts. They are:

- The Peralta Community College District
- Alameda Unified School District (AUSD)
- Albany Unified School District (Albany)
- Berkeley Unified School District (BUSD)
- Emery Unified School District (EUSD)
- Oakland Unified School District (OUSD), and
- Piedmont Unified School District (PUSD).

Each of these districts has full membership in the NACRCAE. The NACRCAE members have met nine times between September, 2013 and February, 2014, to prepare this Plan. NACRAE is the primary existing relationship between the community college district and school districts directly related to adult education. It has focused on reviewing other associated existing relationships, submitting information to the State Workgroup, and developing a proposal to plan better-coordinated services to adult learners in the six school districts and PCCD.

Besides the NACRCAE work, the Consortium members have over 20 formal relationships associated with adult education that take place between PCCD and the six school districts within its boundaries. The following are examples of these types of relationships: 1) PCCD, OUSD, and BUSD all have a partnership with the Department of Rehabilitation for assisting students with disabilities; 2) COA's assessment team goes to AUSD sites to do placement testing and registration; 3) AUSD has bridge classes with COA; 4) BUSD and BCC collaborate on an Adult Secondary Education Transition (ASET) program that supports BUSD students' transition to post-secondary education with BCC; 5) BUSD and BCC work closely with each other in creating seamless services for ESL students wishing to transition from adult school to BCC; 6) OUSD and the Peralta Colleges have a Gateway to College program which includes a scholarship program that provides academically and economically disenfranchised Oakland residents 16 to 20 years old with an opportunity to experience success in an academically rigorous, supportive and safe environment as they pursue their high school diploma and transition into a college; 7) OUSD refers GED students to Laney College counselors - due to the "ability to benefit" requirement whereby each college student must secure a high school diploma or GED certification to be eligible for Pell grants; 8) an OUSD and PCCD are engaging the community and employer partners to expand Linked Learning, a college and career preparatory strategy that integrates

rigorous academics with technical education, work-based learning, real-world job experiences, and social support and intervention services; 9) PUSD does not have a formal coordinated effort with Peralta, but it routinely provides transcript information verifying diploma completion to the community colleges; 10) Merritt College collaborates OUSD's Autism Program at Skyline High School, Alameda County Behavioral Health for Psychiatric Disabilities, CiviCorps Alternative High School, Transitional Age Youth Program for foster youth, and the Citizens for Education for Ex-Offenders.

Partnerships

The members of the NACRCAE are currently working with a variety of community based organizations (CBOs) in various capacities such as providing classes at CBO sites or CBO's providing services at Adult Education sites. We will be inviting these agencies to be partners of the NACRCAE in early March 2014. Participating partners will join based on their current affiliation with members, the five program areas of focus, and specific areas of need. This includes but is not limited to Workforce Investment Boards, Private Industry Councils, Youth/Young Adult services, Re-entry/corrections/probation, Immigrants/Refugees, Senior Work Re-entry, Employers, and labor unions. Partner agencies will also be recruited that represent various populations in our community such as African Americans, Asian/Pacific Islanders, Latinos, Middle Eastern, women's organizations, LGBT groups, and people with disabilities.

The following are examples of agencies that each member currently works with and plan to invite to become a partner in our NACRCAE:

AUSD works with Alameda Reads at Alameda Public Library, Alameda Point Collaborative, Alameda Multi-Cultural Center, McKinney Vento Homeless Youth Services, Alameda Boys and Girls Club, and Alameda Family Services.

BUSD's Berkeley Adult School (BAS) works with Berkeley Public Libraries Literacy Services, Bay Area Outreach & Recreational Program, a program for disabilities, and the East Bay Center for the Blind.

OUSD's Oakland Adult and Career Education (OACE) partners with Youth Uprising, a multi-service program for youth and young adults in East Oakland, Allen Temple Baptist Church for services for low income adults, the Salvation Army for recovery services for men, and The Unity Council, a multi-service program for Latino youth and adults. OACE provides to each of these CBOs GED assessment, instruction and examination services. In addition, OUSD provides GED instruction at three OUSD high school locations and Family Literacy classes at seven different OUSD schools.

PUSD provides services for three special education students who are young adults at COA as part of the North Bay Region SELPA.

PCCD partners with the agencies mentioned earlier and plans to work with agencies as they sign on to becoming a partner of the NACRCAE.

Project Management Plan - Shared Leadership Strategies

Designees of the Adult School Superintendents and the PCCD Chancellor have been meeting over the course of the past few months to put together this Project Management Plan (PMP). They have been doing this work facilitated by an OUSD administrator as part of his duties for this year and an administrator from PCCD to co-chair the process to develop the NACRCAE.

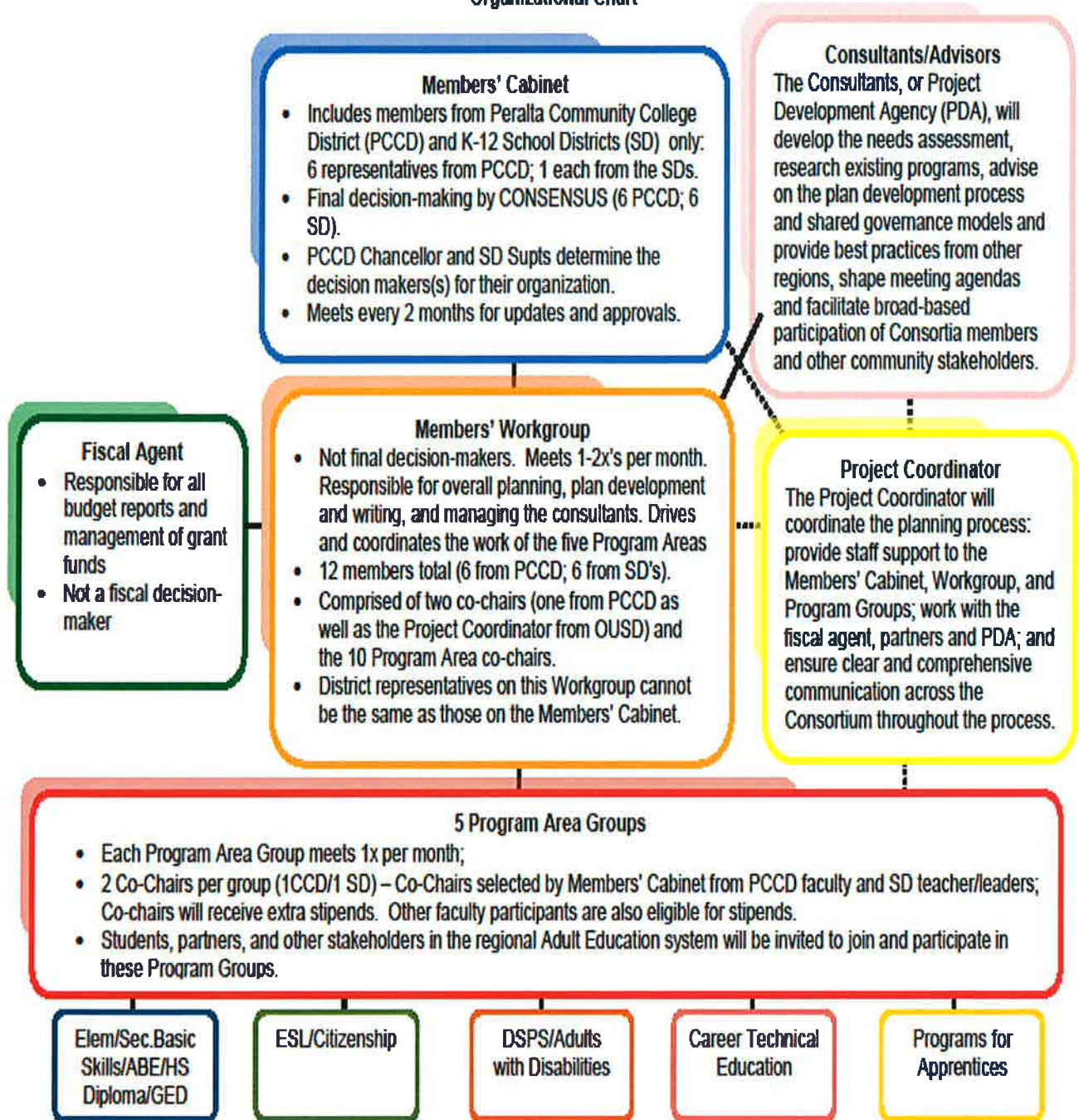
There are opportunities for shared leadership throughout the course of the planning grant. The NACRCAE is committed to reaching consensus throughout the process. We desire a plan that is comprehensive, far-reaching and inclusive. The NACRCAE believes that it is essential to reach consensus as we are developing a regional plan we ultimately all will buy into and actively participate with to provide better-coordinated educational services for adult learners. We also recognize that there will be dissension that will need to be understood and addressed during the planning process.

The Organizational Chart on the next page indicates the composition of the NACRCAE. The Members' Cabinet provides leadership and is made up of 6 representatives from school districts and 6 from PCCD determined by their organizations giving equal voting power to both entities. The role of the Members' Cabinet is to provide direction when needed to guide the regional consortium for adult education process forward. The Members' Cabinet will determine if MOUs, JPA's, third party agreements and advisory boards should be developed for the planning process. They will also ultimately determine how resources will be allocated. The Members' Cabinet is the final decision-making body that will resolve differences and serve as the sounding board when consensus is not able to be reached immediately.

The Members' Cabinet will be formed in the next 30-60 days.

Specific project planning roles and responsibilities for the others indicated on the Organizational chart are in the next section of the PMP.

**NORTHERN ALAMEDA COUNTY REGIONAL CONSORTIUM FOR ADULT EDUCATION
Organizational Chart**



Project Management Plan - Project Planning Roles and Responsibilities

As mentioned in the previous section, the Member's Cabinet will have ultimate authority over the work that is generated by the NACRCAE. The Members' Cabinet will meet every 6 weeks for updates and approvals. With consensus as a driving principle, the following are other project planning roles and responsibilities (refer also to previous page):

The Members' Workgroup is responsible for overall planning, plan development including how information, data collection, and program area groups work. The Members' Workgroup consists of 2 co-chairs from each Program Area Group and the Project Coordinator and another person from PCCD for a total of 12 Workgroup members. The co-chairs from this workgroup will provide updated information to the Members' Cabinet. In addition, it will provide guidance to the 5 Program Area Groups. The Members' Workgroup will meet twice a month.

The 5 Program Area Groups are responsible for guiding each of their constituents and stakeholders in an equitable process of information gathering, analysis and making recommendations to the Members' Cabinet. The process is facilitated by the co-chairs of each Program Area Group and will consist of faculty, staff from school districts and PCCD, partners, students, interested community, and other stakeholders. This will be the main opportunity for engagement in the planning process but partners will also be engaged by the Project Coordinator (PC) through outreach, special meetings, surveys and an informational website.

The Program Area Groups will meet once per month. Co-chairs for the Program Area Groups have been selected for the five core program areas. They are:

- CTE: 1 BCC rep, 1 BUSD BAS rep
- Apprenticeship: 1 PCCD rep, 1 OUSD OACE rep
- GED/High School: 1 AUSD rep, (1 rep from PCCD still needs to be selected).
- DSPS/Adult with Disabilities: 1 PCCD rep, (1 rep from a school district still needs to be selected).
- ESL/Citizenship: 1 PCCD rep, 1 AUSD rep.

A .80 Project Coordinator will coordinate the planning process including providing support to the Members Cabinet and Members' Workgroup and Program Area Groups. The PC will work with partners, student groups, community groups, and consultants/advisors. Other duties include: Oversees hiring of consultants/advisors and Project Development Agencies; works with fiscal agent to develop and execute budget;

Co-chairs the Members Workgroup meetings; Facilitates and oversees stakeholder groups, town hall meetings, and other community events as needed; Creates surveys, Develops a research plan for obtaining crucial data; Provides Outreach to potential partners, community groups and students; Creates and maintains a Regional Consortium website; Coordinates report process; Ensures timely project reports; Links the final products and resources to the 2015-16 Plan for Adult Education; Begins implementation of the plan; Seeks future funding opportunities.

Consultants/Advisors or a Project Development Agency will be hired via a competitive bid process to develop the needs assessment, research existing programs, advise on the plan development process and shared governance models, and provide best practices from other regions. They will shape meeting agendas and facilitate broad-based participation of consortia members and other community stakeholders. They will also:

- Facilitate meetings and sessions for members, partners, focus groups, stakeholders, and town halls
- Write updates and reports
- Write and draft a plan for the Regional Consortium
- Provide a Needs Assessment process including data collection and data analysis
- Draft a final plan to the CCCCCO
- Provide costs associated with submittals of reports which include meeting supplies, materials and expenses related to the grant.

A .20 Administrative Assistant will provide the clerical work needed for the length of the project including taking minutes, developing agendas, maintaining databases, creating a website, and coordinating surveys and written communications.

The Fiscal Agent will be PUSD who will be represented by the Associate Superintendent for Business Services who also serves as the Principal of PUSD's adult school. PUSD will be responsible for the timely submission of required reports.

Project Management Plan - Communication

Because OUSD's OACE was cut severely, OUSD decided to provide partial allocation of an administrator to oversee the RC process for 2013-14. The administrator has provided regular communication to the school districts and college district designees on the planning process from the State Workgroup. For now, the NACRCAE has been communicating in the following ways:

- Provide regular updates via e-mail for the designees and their appointees on the adhoc committee from each school district and the community college district.

- Provide meetings for communicating information from the State Workgroup, Webinars, and the planning to plan process.
- Provide agendas and minutes of those meetings.
- Detail any updates from the NACRCAE to members not in attendance.
- Provide information for designees to bring back to their school districts or community college district.

Once the planning process begins, a more detailed communication plan will be implemented that will also include:

- Communication to all stakeholders (faculty, staff, students, partners) including stakeholder meetings, website, e-blasts.
- A website will be established to provide the updates and the latest information from the NACRCAE.
- Regular communication to members assignees (superintendents, chancellor, school boards and the Community College Board) including meetings, website information, monthly/quarterly reports.
- Monthly/quarterly updates will be put out by the Project Coordinator with the latest information on the NACRCAE to stakeholders and the public.
- Co-chairs will provide information to the NACRCAE Workgroup on their work with each of the five program areas. They will gather information from committee members through conducted stakeholder meetings and surveys.

In addition to these communication activities, updates will be given to Eastbay Works, the East Bay I-80 Career Pathways Consortium (if funded), Alameda County Adult Education Administrators Association, and the California Council for Adult Education, among others, which provide for more regional approaches to communication. We will also work with the workgroups of the other two RCs in Alameda County to coordinate proposals when feasible.

The NACRCAE plans to hold a significant number of stakeholder meetings throughout the course of the project including adult student groups, community college students, faculty in job-alike positions, faculty from each members district (adult schools and community college), Partners including the Oakland Workforce Investment Board, the Alameda County Workforce Investment Board, the Alameda County Probation Office CBOs, Corrections, Business and Labor. They will be invited to participate in the five program areas to provide information that will inform the Program areas. The expectation is that each of the committees of the five program areas will develop strategies to integrate the work of each other's committees to collaborate on creating better coordinated services for adults in the NACRCAE.

**AB86, Section 76, Article 3
 Consortium Planning Grant**

REGION: Peralta CCD

FISCAL AGENT: Piedmont Unified School District

PRELIMINARY BUDGET SUMMARY

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED	
			\$	
			\$	334,914
1000	INSTRUCTIONAL SALARIES	1	\$	173,200
2000	NONINSTRUCTIONAL SALARIES	2	\$	12,930
3000	EMPLOYEE BENEFITS	3	\$	55,839
4000	SUPPLIES AND MATERIALS	4	\$	1,800
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	83,000
6000	CAPITAL OUTLAY	6	\$	0
7000	OTHER OUTGO	7	\$	0
TOTAL DIRECT COSTS:		8	\$	326,769
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$	8,145
TOTAL COSTS:		10	\$	334,914

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations.

District Chief Business Officer (or authorized designee):

Name: Michael Brady

Assistant

Title: Superintendent

Authorized Signature: 

Date: 2/18/14