



AB104 Adult Education Block Grant - Three-Year Consortia Plan Update from AB86 Final Plan

Section 1: Consortium Information

1.1 Consortium Planning Grant Number:	15-328-025
1.2 Consortium Name:	Lassen County AB86 Consortium
1.3 Primary Contact Name:	Dr. Marlon Hall, Superintendent/President
1.4 Primary Contact Email:	mhall@lassencollege.edu

Section 2: Three-Year Plan Summary

AB86 Final Plan adapted to AB104 requirements

2.1 Provide an Executive Summary of your consortium’s AB86/104 Plan vision and goals (updated as appropriate).

With the development of a goal, vision, mission statement and bylaws in 2014, the Lassen County AB86 Consortium agreed that the need to fund adult education was a priority in our regional areas. The alignment of the core principles agreed upon by the consortium applies to our consortium documents created with members and partners that include school districts, community and county agencies, library, local business, and workforce development.

The Goal of the Lassen County AB86 Consortium was agreed upon at their February 7, 2014 consortium meeting during the AB86 planning phase, and will remain consistent as we move forward with the Adult Education Block Grant (AEBG):

To have a seamless way adults can complete their education and skills (GED, diploma, vocational training, etc.) to enter the workforce.

The Vision of the Lassen County AB86 Consortium was agreed upon at their consortium meeting on May 16, 2014 meeting and states:

“Providing preparation and skills needed for employment, career advancement, continuing education, and personal growth for our local residents.”

The Mission Statement of the Lassen County AB86 Consortium was agreed upon at their consortium meeting on May 16, 2014 and states:

“The Lassen County AB86 Consortium is dedicated to meeting the needs of the community by providing adult educational opportunities in order to acquire and improve literacy skills, English Language development, and career readiness abilities. Adults will gain skills which allow them to obtain meaningful employment in order to participate effectively as productive workers, family members, and citizens in the community.”

Lassen Community College in Susanville, CA. has worked with seven of the school districts and multiple business partners in its service area on the AB86 planning grant. The Lassen County AB86 Consortium includes Lassen County and neighboring Modoc County. Both counties are remote regions in the high desert mountains of northeastern California, bordering Nevada and Oregon. Lassen County encompasses an area of 4,720 square miles, with a population of 34,895. Modoc County has an area of 4,541 square miles and a population of 9,686. This vast area is serviced by seven outlying school districts that are often hours apart across the desert and mountainous region. The need to expand adult education is a challenge in this large geographic area, and technology is an important part of delivering those educational services.

Previous partnership efforts within this region are the foundation for working together and now have been leveraged to strengthen the role of education and workforce training. Trust and good will exists between the members and partners due to their prior collective activities for education within the region, and now in the consortium. With the collaboration of schools districts, business partnerships, and county agencies in this AB86 Consortium, the services for adult education will be prioritized and aligned to meet the regional needs according to the Adult Education Block Grant requirements.

Organizational Structure of the Lassen County AB86 Consortium:

School District Members include:

- Lassen Community College District in Susanville, CA.
- Big Valley Joint Unified School District in Bieber, CA.
- Fort Sage Unified School District in Herlong, CA.
- Lassen Union High School District in Susanville, CA.
- Modoc Joint Unified School District in Alturas, CA.
- Shaffer Elementary School District in Litchfield, CA.
- Surprise Valley Joint Unified School District in Cedarville, CA.
- Westwood Unified School District in Westwood, CA.
- Long Valley Charter School, JPA, in Susanville, CA.
- Lassen County Office of Education in Susanville, CA.
- Modoc County Office of Education in Alturas, CA.

These school districts have a long history of working together on high school to college or employment transition activities. All of these school districts are served by small rural schools in Lassen and Modoc counties. The service area population has a high need for adult education opportunities to improve literacy skills, soft skills for employment, and career readiness basic skills. Updating this would include adding the need for high school diploma or equivalency programs, meeting the needs of adults with disabilities to enter workforce, and short-term CTE courses for high demand employment potential.

These school districts now serve as a liaison to adults in this area for adult education services, and will continue to provide personal growth for local residents with adult education courses on outlying school district campuses. School district superintendents and principals will be responsible for oversight of projects taking place on their campuses. The coordinator will be in continual contact with each school district to gather program information and data that will align implementation activities within the school districts to meet the educational objectives of this grant.

The Partnerships in the Consortium include:

- Alliance for Workforce Development (AFWD) (WIOA)
- Lassen County Sheriff's Department
- Lassen County Day Reporting Center
- Lassen County Probation Department
- Lassen County Department of Social Services/Cal Works
- Lassen Library District
- Kirack Construction
- Susanville Indian Rancheria
- Far Northern Regional (FNRC)
- Federal Correctional Institute (FCI) in Herlong
- CA. Correctional Center in Susanville
- High Desert State Prison in Susanville
- Banner Lassen Medical Center
- Lassen Aurora Network
- Lassen D.E.N. Community Center
- U.S. Forest Service Susanville office
- Sierra Cascade Family Opportunity

Retired community members:

- Dr. Marshall Leve, retired LUHSD Superintendent
- Bernadette Chavez, retired Lassen College faculty

Lassen County AB86 Consortium Leadership

At their February 7, 2014 meeting the consortium adopted bylaws, and the officers elected to serve were:

Chairperson: Dr. Marlon R. Hall, Superintendent/President of Lassen College
Co-Chair: Terri Daniels, Principal of Shaffer School District (resigned 9/30/15)
Co-Chair: Patricia Gunderson, LCOE Superintendent (elected 9/30/15)
Secretary: Fran Oberg, Executive Assistant at Lassen College

(These officers were updated and agreed upon by vote at the 9/30/15 meeting)

Vice President of Administrative Services David Clausen, at Lassen Community College, is the grant project's director and fiscal agent. Dr. Marlon Hall, Superintendent/President of Lassen Community College and the Consortium Chairperson is the primary contact and is responsible for the oversight of the project. Lassen Community College hired a Coordinator of Special Grant Programs in June 2014, Paige Broglio, to provide coordination and oversight of special grant projects and meetings, with emphasis on compliance for grant objectives. The Consortia Report on Governance Compliance of Rules and Procedures was approved at the October 21, 2015 consortium meeting.

Shared Leadership Strategies

All member schools and partners in the Lassen County AB86 Consortium will participate in meetings and the decision making process for the consortium to best meet the needs of the individual communities they serve. Each school district Member has appointed a designee whom will represent their district in AEBG implementation for adult education in this region. Designees will work with their own districts to assist with data collection, develop ideas on training needs, curriculum, funding sources, space availability and act as a liaison with other parties who can contribute to the process and the plan. Addressing the needs of adult education and updating the regional work plans will be continual as implementation begins, and participants will need to be active in meetings, work group planning activities, and consortium review of mini grants to fund programs.

The first meeting on January 17, 2014, addressed a need for a shared leadership model, within which each consortium member would have one vote and regular meetings would be held. At this meeting it was established that Lassen Community College would serve as the project's fiscal agent. It is understood among consortium members and partners that their contributions will be based upon their own local level policies. As the decision making process proceeds with implementation activities, consortium members and partners will be encouraged to utilize the mini grant process for funding to implement programs from the regional recommendations. Employer advisory groups will be used to discuss employment potential and missing skill sets that need to be developed by the educational agencies. The Alliance for Workforce Development and other partners will assist in identifying industry contacts to connect the adult education programs and meet local employer needs.

Recent strategies to reach out and include all school districts included the consortium Chair, Dr. Marlon Hall, visiting school districts and their board meetings to promote AB86 and adult education. Continued communication by phone and email reached all consortium participants with updated materials and meeting information. Presentations at consortium meetings by college staff involved in writing non-credit courses for basic skill learners evoked in depth discussions about the gaps in the region and how to fill those needs with AEBG implementation funding.

Mini Grant Process for funding consortium programs

It was agreed upon by the consortium at their October 21, 2015 meeting to adopt the Mini Grant application process to distribute funding for AEBG programs. All mini grant applications will be brought to the consortium for approval of programs and funding. The mini grant developed for the consortium includes project description, objectives, activities, timelines, budget, performance outcomes and responsible persons. Also included is sustainability of the project that the consortium felt is very important for adult learners.

2.2 Provide updates and changes to your submitted AB 86 Final Plan regarding Objectives 1 and 2. NOTE: The updates shall include data and changes regarding the seven program areas in AB104 (five of which were in AB86):

1. Programs in elementary and secondary skills, including those leading to a high school diploma or high school equivalency certificate.
2. Programs for immigrants in citizenship, ESL, and workforce preparation.
3. Programs for adult with disabilities.
4. Programs in career technical education that are short term in nature with high employment potential.
5. Programs offering pre-apprenticeship training conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards.
6. Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce.
7. Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.

2.2a Objective #1: An updated evaluation of *current levels and types of adult education programs* within its region.

In Fort Sage School District, the volunteer after school program for high school diploma completion or GED test preparation is not being offered this year as the instructor retired, and no other teacher is willing to volunteer. Last year the consortium was amazed that this retired teacher continued to run this program four days a week after school without being paid. The largest adult school program is Diploma Gold offered from Lassen High School in Susanville, CA. on Monday night. In the fall it usually starts with 12 students, and last May it ended with 24 students. This was a large increase in enrollment and interest in this program that is only open on Monday night. This program was funded for four nights and five days, ten years ago. In Modoc School District the high school diploma completion program is funded with Cal Work's money and no GED test preparation program is offered. There are no specific adult education or transition counselors available to the adult students. There are no educational offerings for GED preparation or literacy at the county jail or district library. Basic skills courses are not offered in the outlying county regions due to limited funding for instructors or lack of video conferencing equipment. Vocational classes are being reduced in offerings at high schools with declining budgets. Vocational workforce skills that trained youth in the trades programs are not available today in our schools as they were ten or twenty years prior and the high school student has little vocational training need to enter the workforce.

2.2b Objective #2: An updated evaluation of current needs for adult education programs within the consortium's region. Describe and assess current needs for each of the AB86 adult education program areas (1-5), including the needs that are currently unmet.

Program Area 1: Elementary and Secondary Education/Basic Skills programs

Recently the Banner Lassen Medical Center became involved as a partner with our consortium to stress the need and lack of healthcare workers in the region. Their needs include workers for office staff, janitorial, and support staff for their facility. And of course nurses of all degrees, doctors and assistants. Applicants for future employment for support staff at the medical center need employee soft skills, customer service skills, and literacy for English Language Learners. Another partner in our consortium, the Lassen County Department of Health and Human Services is asking for employee training in soft skills, practical writing and math skills, customer service, and career life skills. Applicants applying at this agency do not have enough background education or skills to work efficiently at the entry level positions. Basic office and customer service skills are needed for employment at all county agencies and local business.

The Susanville Rancheria, a partner in our consortium, has asked for a GED program in addition to the diploma completion that Diploma Gold only offers. The Rancheria has had difficulty in finding eligible instructors to lead their education program and offer their members services. The county jail has a need for literacy

and diploma completion, as they have had no funding from the state to reactivate their educational classroom. The Lassen Library District has limited funding and is in need of a literacy program, ELL program, and educational/research programs for the community. The community has asked the consortium for a literacy program that is flexible and available for adult learners at various sites.

The largest employers in our region are the three correctional facilities and future applicants need a high school diploma or equivalent. Lassen High School diploma completion program could be expanded from only one night a week, with additional hours for evening classes to reach local adult learners. In 2012-13 their diploma program had enrollments of up to 42 students during the school year. Since this program is funded with MOE funds this year, it would need to be sustained for future years. The rate of non-high school graduates estimated by the local Probation Department remains high, and they continue to ask for a GED or diploma completion program to be offered more than one night a week and available to their probationers at various sites. The Alliance for Workforce Development continues to see clients and local adults that need a diploma to enter the workforce, and need additional skills in basic reading, writing, and math.

A data tracking system is needed across our regional area to effectively track the adult learners from high school to secondary education, employment or career training. Integrating a data tracking system between all of our school districts, the college, and local agencies involved with the adult learner would improve communication and resources. Currently we have learned that there is little or no data tracking aligned between local agencies and school districts. This has become a hindrance to the adult learner as they transition through the system and each agency requires repetitive information. Integration of an effective data tracking system is needed for collaborative analysis of the data including student outcomes for reporting.

Program Area 2: ESL and Citizenship programs

The Lassen Community College has not offered their ESL class or ESL for citizenship class, due to lack of an instructor and sufficient student numbers to sustain the course. Recently several young adults have asked about the course and where they could receive some instruction. The Lassen Library wanted to implement an online program for English Language Learners that is independent study for adults. With no funding for computer software, hardware, and instructors or tutors this does not seem possible. Funding for literacy from the adult education grant could serve the community from the Lassen College Academic Resource Center and the local Lassen Library District. Utilizing these two locations would offer two available learning centers for literacy and ESL adult learners with instructors and also computer programs. Appropriate staff and bilingual aides would need to be found in the local area to work in this program.

Program Area 3: Adults with Disabilities programs

Lassen Community College and Disabled Students Programs and Services (DSPS) have been interested in starting an intensive vocational assistance/mentoring program for the past several years. It would bring a three year program to the campus that provides specialized vocational services to clients/students who are under-employed, unemployed, and at-risk and/or for individuals who have disabilities.

The DSPS program serves approximately 170 students per year, who have various disabilities and are enrolled in regular college classes as well as our Adaptive Physical Education Program (ADPE). Lassen Works has approximately 42 clients who need vocational skills, high school completion/equivalency, and/or disability assessment/services. Susanville Indian Rancheria has approximately 10 clients who need vocational skills and/or high school completion/equivalency. This vision of a vocationally intensive program with three components includes: Campus classes, work experience, and job placement/coaching. The rationale is that in order to be a successful employee, students must address both vocational and personal skills. In the first two components, this program would provide classes in career exploration, work experience/work habits, basic skills, vocational certificate completion, and on-campus/off-campus employment and training through student/client internships. This project could be sustained for three years with AEBG continued funding.

Program Area 4: CTE Short-term classes

Kirack Construction, a partner in our consortium is continually asking for construction skills to be taught to young adults. Limited vocational classes at the high schools incur a lack of vocational trained workers in the region. Students graduating high school do not have the necessary vocational skills or basic employment skills to enter the workforce.

The consortium has asked for short-term training in CTE to meet the demands of the local workforce. And Lassen Community College has responded with several short-term certificate programs in the areas of Medical Assisting, Wildland Fire Fighter, Graphic Design Fast Track, Agriculture, Gunsmithing, Auto Mechanics, and Welding Technology. The need to expand CTE offerings in the areas of construction, equipment operators, and laborers with employment skills and basic education is continually asked for as this is a high demand occupation in the area. Developing very short-term certificates is now a need for adult learners to obtain employment quickly in our region. Designing pathways from non-credit to credit programs and to assist adults with work experience or internships is a need for employment training.

Program Area 5: Apprenticeship programs

Currently there are no apprenticeship offerings in our counties. The Alliance for Workforce Development does work to refer clients to apprenticeship programs in the state and ensure they have the prerequisites required. Collaboration between Lassen Community College and the local agencies allow the adult learner to obtain the needed basic education and CTE prerequisites to apply to a state apprenticeship program. The U.S. Forest Service does continue to have apprenticeship training in our county, while the initial classroom training is offered first in Sacramento, CA. With the Lassen Community College CTE Fire Science program offered locally, students have transitioned into their program. Providing basic skills and employment strategies to these adult students is needed for success to enter this or any other apprenticeship program.

Program Area 6: Programs for adults related to entry or reentry into the workforce

This new program in AB104 AEBG is a need the consortium will address and work with our partner the Alliance for Workforce Development. This is a need already expressed by our local Probation Department and County Jail for the large amount of probationers released within our county from our three correctional facilities and jail detention center. Transition programs and counseling has been asked for to meet these special adult learners' needs. The dislocated worker that needs to make connections and return to update their education or employment skills will be assisted for referrals through the consortium network of services. The consortium will continue to align local programs that ease the transition for the adult learner to enter or reenter the workforce.

Program Area 7: Programs to obtain skills to assist school children to succeed

This new program in AB104 AEBG was recently addressed at a consortium meeting about the need for teachers, aides and mentors to work in our local schools. There is large need identified in our community to hire adults to work at the schools, and some are not able to pass the basic skills test to apply for this employment. Using our basic skills classes from the college will assist adults with the knowledge needed to assist students in the local schools. A certificate program was discussed for this pathway to employment.

One of our school districts had asked for these skill courses for parents that would like to obtain assistance with literacy and math to assist their own children. The consortium will work to meet this need for adults to transition in this area. Since this report was written prior, the poverty levels for each county have increased by 1%. With local school districts providing over 50% free or reduced lunch, and the poverty levels remaining at 20%, these communities need to provide education and break the barriers of poverty to build a future workforce.

There is a need for qualified early education professionals in our service area. Lassen Community College offers certificates and degrees in the Child Development (Early Education) area. The local agencies such as Head Start and

the Rainbow Learning Center are in need of these qualified workers.

2.3 Briefly describe what your regional consortium system will look like by the end of the 2017-18 program year in the areas listed below. NOTE: Responses to items 2.3a, b, c, d and e are required as part of adapting the AB86 Plans to AB104 requirements.

2.3a Placement of adults (including but not limited to older adults) seeking education and workforce services.

Services for adult learners will be aligned between educational school districts, local agencies and workforce. The consortium meetings will continue to be a forum for adult education needs. Planning at consortium meetings with local support agencies, educators and staff will provide the needed organization to create viable programs and services for adults. Connections developed between workforce and advisory boards will assist in creating programs for high demand employment needs in the region. The partnership between the Alliance for Workforce Development (WIOA) agency, Health and Human Services agencies, the school districts and college will assist in the referral system for adult learner's connections for placements.

Adult learners will be able to obtain referrals and be connected to the correct agency to meet their placement needs. Through the college work experience program adults would gain pre-employment training and skills. The frustration will be limited for the adult learner as transition counselors and mentors are available to offer assistance to ensure retention and success. The consortium will have become a recognizable forum in the community between adult education and workforce and link training programs for local employment. Adult learners will have the options of many resources and local agencies with a brochure and referral system created by the consortium. Creating strong partnerships with the school districts, local agencies and workforce, the consortium will continue to grow and offer adult education programs the community has asked for during the AB86 planning process.

A new program recently approved at Lassen Community College is the Certificate of Completion in Pathway Entry. This certificate is for the learner that has not entered the workforce and needs prerequisite knowledge to do so. Four non-credit courses for this certificate include: Career Life Skills, Career/Employment Strategies, Practical Writing and Practical Math. The next is Certificate of Accomplishment in Pathway to Employment Success with three one-unit courses in Career Exploration, General Work Experience, and the Customer Service Advantage. These certificate programs will assist the adult learner with the basic education and employment skills needed to obtain employment.

2.3b Programs offering pre-apprenticeship training conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards (DAS).

The basic prerequisites for CTE apprenticeship trainings offered in California are the courses that Lassen Community College offers in the Fire Technology courses, CTE Welding and Automotive. Apprenticeships are also offered in CA. for many other fields that the consortium will research to develop pathways into. Working with the Alliance for Workforce Development agency whose clients have transitioned from Lassen Community College to apprenticeship programs out of the area, the consortium will research the need for DAS prerequisites that can be offered locally. All consortium members will have the option to apply for funding from AEBG to implement a program for job training. One of the local school districts is offering a night construction course for adults.

All Lassen Community College students have the ability to enroll in work experience locally. Credit is given for on the job training and students gain valuable workplace skills. Workshops and mentoring are provided from the Lassen Community College Workability staff and coordination with other departments and agencies. Every effort is made to ensure that students are placed appropriately to gain the most from their work experience semester. Collaboration between the Work Experience office, instructors and local business has provided a very successful Work Experience program for students. Adult learners have been counseled, developed an educational plan, and are participating in the Work Experience program.

2.3c Programs for adults (including but not limited to older adults) that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.

The consortium will have identified and created pathway links for basic skills and knowledge needed for employment in the local schools. Collaborating with all of the member school districts and partners will assist in program development for adults and parents. Integrating the new pathway certificate program courses from Lassen Community College in Practical Writing and Practical Math for non-credit, has allowed both parents and future school employees to take courses. Providing these courses on the outlying school district campuses during the evening or after school with instructors and tutors has increased enrollments.

Two new courses for the below basic learner are BS170 Basic Skills: Pre High School Equivalency Preparation I. A non-credit course providing basic review and practice in the five core curricular areas of language arts reading, writing, science, social studies, and math will be available to the learner at the 6th -9th grade level and prepare them with foundation skills for the high school equivalency test. The second course is BS 171 Basic Skills: Pre High School Equivalency Preparation II. A non-credit course providing short-term, in depth instruction for the 10th-12th grade level learner. With higher thinking skills, test taking practice, and testing

strategies needed to successfully pass the high school equivalency test. Both of these courses were developed in the fall of 2015 and met the foremost needs asked for by the consortium and community for high school completion. Enrollment has increased by 2017-18, and these courses are taught by caring adult education instructors assisted with tutors and mentors at flexible day or night classes.

Utilizing the Early Childhood Education program at Lassen College for courses that prepare students for employment opportunities in the care and education of young children is a program that will grow. As adult learners complete the basic skills outlined above and transition on a pathway to higher education in the Child Development field. Identifying a wide range of career opportunities the counselors will encourage and assist the learner to enroll in college courses and work with younger children. This knowledge of working with the development of young children is the basis for working with school children to succeed academically. A pathway linkage will also be available for learners to advance into the college pre-teaching courses for transfer.

2.3d Collection and availability of data.

With the ease of data tracking among all of these entities, adult learners will progress and connect between education and agencies to enter the workforce or further their education. Since the early implementation of a statewide data tracing system in 2017, the adult learner is able to transition between agencies and workforce easily, without the frustrations of repetitive input.

The consortium has developed a data tracking system to collect data for analysis and reporting. Using the AEBG spreadsheet models, the data is tracked for each member site and program, and rolled up for consortium totals. The Coordinator is responsible for distributing the data to all consortium members and partners by email and has copies available at consortium meetings for the public. All measurable outcomes from student intake to progress will be tracked and reported for performance measures. Data will be collected and reported by the guidance provided in the AEBG handbook.

2.3e Qualifications of instructors (including common standards across entities).

Instructors at Lassen College use the minimum qualifications of their academic department as approved by the Community College Chancellor's Office. Instructional staffs at consortium member school districts have met credential requirements with the California Commission on Teacher Credentialing. Programs funded by the consortium will be taught by the appropriately credentialed instructors.

2.3f Alignment of academic content and curricula.

The Basic Skills curriculum at Lassen Community College has been revised in 2015 to include:

BS 170 Basic Skills: Pre High School Equivalency Preparation I
BS 171 Basic Skills: Pre High School Equivalency Preparation II
Certificate of Completion in Pathway Entry
Certificate of Accomplishment in Pathway to Employment Success

As the local industry needs change the college will update and integrate new courses upon approvals, for adult education. With the adult learner completing the basic skills pathways, more short-term CTE courses for non-credit or certificates will be researched and discussed. The future of employment certificates will enhance college enrollments.

The consortium member school districts and Lassen Community College are meeting to align curriculum that creates pathways for the adult learners. Meetings among the CTE and basic skills instructors have occurred annually to review the adult learners' needs and create common goals that ensure student success.

2.3g Alignment of educational services supported by this grant.

By developing an alignment of educational services across the region between the school districts, college, WIOA, county agencies, and workforce, the AEBG will service adult learners of all abilities and in all areas. Continued forums and workgroups at the consortium meetings are effective in creating new ideas for alignment of services for adult learners. Working together with the college to develop new courses and certificates that align with the AEBG seven program areas, the consortium is a viable group. To align all of these educational services and pathways to employment is a collaborative effort within the consortium.

Name:

Consortia Member:

Email:

Date:

Signature Box: