

Adult Education & Literacy  
MS Meeting  
October 25, 2022 – 9:00 a.m.

## MINUTES

A meeting of the Adult Education & Literacy was held Tuesday, October 25, 2022, via MS Teams. Those in attendance were:

**Attendance:** Lisa Berry, Betsy Reed, Katie Czajkowski, Jennifer Bates, Barbara Kozek, Elizabeth Satterfield, Pam Comerford, Thomas Halligan, Jonathan Cummings, Sonya Saul

**Staff:**

Allison Spinelli, Cindy Angelo

**I. Welcome/Opening Remarks**

Dr. Jennifer Bates opened the meeting by welcoming all attendees. The meeting began at 9:03 am. Jenn requested a motion to approve the July 2022 minutes. Motion made by Betsy Reed, Second by Cindy Angelo. All in favor, motion approved.

**II. Title II Lead Agency Report**

Dr. Bates reviewed the final 2021-2022 contract report. Met 2 out of 12 benchmarks, however, were very close to the NJ goal for almost all the rest. Emphasized the importance of clean data.

2022-23 program enrollments are at 43.57% of LOS goal; consortium performance 94.28% met. Current partners are RCSJ (includes Vineland Library, Family Success Center, Alms Center), Millville Public Library, Salem Community College, Salem County VTS (includes Family Success Center), Salem Correctional Facility, and Revive SJ.

Discussion about HiSet challenges; Larry Breeden, NJDOE sent a notice that voucher issues have been resolved – some partners are still experiencing difficulty.

NJDOL monitoring of Title II program Monday – Wednesday this week.

Virtual partner meeting on 11/16/22 from 10am- 11am. Topics will include: laces data entry, invoices and payments; technology initiative (tagging all assets), match funds, assessment policy, Aztec and Burling English updates.

**III. Cumberland/Salem Title II Consortium Partner Report**

**a. Salem County Vocational Technical Schools**

IET elements will begin in January: SCVTS – CNA; RCSJ – MAVO; Revive SJ - Forklift

**b. Salem Community College**

Not present, no report.

**c. Millville Public Library**

12 enrolled, 6-8 starting next week.

**d. Rowan College of South Jersey**

Not present, no report.

**e. Revive SJ – Jon Cummings**

3 levels of classes with waiting list; moving students up before add new students

**IV. Cape May Title II Consortium Partner Reports**

**a. Atlantic Cape Community College – Barbara Kozak**

Met all outcomes; met LOS; met all 6 ESL levels and 4 out of 6 ABE/HSE levels. At 62% current contract LOS.

**b. Cape May Tech – Elizabeth Satterfield**

Still having HiSet voucher issues but working to resolve; increased enrollments - day class M-Th 9am-12pm and added a night class; 86 enrolled (48 in laces); ITE – Guest Services: 13 started and 5 more may start tomorrow.

**V. Workforce Learning Link Reports**

Allison reported that as of 8/31/22, we have already exceeded our LOS goal for the program year (35) with 52 served. We have met 18% of our 30% goal for educational gains. No outcomes appeared on the August report, reached out to NJDOL to find out how the data issues can be resolved. Next report should include some outcome toward that 60% goal.

Cape May WLL class has 2 enrollments; instructor vacancy reduced class perations to 1 day per week.

**VI. Old/New Business**

Reminder that for the HSE, must pass all sections with a minimum score for each section and cumulative score of 700. Partners should communicate this with students.

**VII. Adjournment**

Dr. Bates requested a motion to adjourn the meeting. All in favor. The meeting adjourned at 9:44 am.