



State Center Adult Education Consortium
642 Pollasky, Suite 110
Clovis, CA 93612

**State Center Adult Education Consortium (SCAEC)
Friday, January 19, 2018 at 2:00 p.m.
Clovis Community College, Herndon Campus, Room 309**

Minutes

Members Present:

Avo Atoian – Golden Valley Unified School District; Paul Birrell – Central Unified School District; Raine Bumatay – Fresno Unified School District; Donna Cooper – Fresno City College; Leticia Canales – Reedley College; Daniel Ching – Chawanakee Unified School District; Todd Davis – Reedley College; Rich Ishimaru – Kings Canyon Unified School District; Ron Johnson – Yosemite Unified School District; Ara Keledjian - Sierra Unified School District; Robbie Kunkel – Clovis Community College; Brandon Moody – Valley ROP; Ron Pack – Kings Canyon Unified School District; David Raygoza – Madera Unified School District; JoJo Reyes – Central Unified School District; Suzanne Rodriguez – Dinuba Unified School District; Ed Schmalzel – Clovis Unified School District; Darren Sylvia – Chawanakee Unified School District; Drew Sylvia – Selma Unified School District; Barbara Thiesen - Dinuba Unified School District; Tod Tompkins – Caruthers Unified School District; Grant Thor – Washington Unified School District; Valerie Vuicich – FCSS ROP/CalWORKS

Members Absent: Nancy Penny – Sanger Unified School District

Guests: Rozanne Hernandez – SCCC; Lori Hawkyard – Sanger Unified School District; Fabrizio Lofaro – Valley ROP; Christina Viar-Jolliff – Sanger Unified School District

SCAEC Staff Present: Allyson Adams; Amy Emrany; Oscar Hinojosa; Sherri Watkins

1.0 Call to Order

The meeting was called to order by Barbara Thiesen at 2:05 p.m. All attendees introduced themselves. Barbara recognized Reedley College for being ranked as the second best community college in the state.

2.0 Approval of Agenda and Minutes

Barbara requested the agenda be amended to move a portion of the 7.1 Office Report under 4.0 Hearing of the Public as Oscar Hinojosa needs to leave today's meeting early. A motion was made by David Raygoza to approve the agenda as amended, and seconded by Drew Sylvia. The motion was approved unanimously. A motion was made by Avo Atoian to approve the October 20, 2017 minutes. The motion was seconded by Brandon Moody and approved unanimously.

3.0 Meeting Norms

4.0 Hearing of the Public/Unscheduled Oral Communications

- Oscar Hinojosa, SCAEC Transitions Specialist, reported on transitions activities. Consortium-wide, from September 1st through December 31st, a total of 826 students have been seen for transitions support: 532 one-on-one, and 294 contacted through outreach services such as class presentations, orientations, and workshops. High school completers comprise the largest current student program.

5.0 Consent Agenda - There were no consent agenda items.

6.0 Information Items

- **Office Budget Update**

Sherri Watkins reported that all 2015-16 funds have been expended. The 2016-17 balance is \$425,751.48, including Regionally Enhanced Services funds of \$168,852.37. The Regionally Enhanced Services funds will be discussed later in the meeting. 2017-18 remaining balance is \$93,954.43, and Data & Accountability remaining balance is \$293,597.01.

SCCCD's indirect costs for both 2015-16 and 2016-17 were \$186,120 per year. SCCCD has released funds back to SCAEC to cover the cost of the new office space, and will be taking \$150,000 in indirect for this year and next year. In addition, they are no longer charging for the Account Technician's classified salary. A detailed budget sheet showing the 5000 category breakdown for office salaries, mileage, travel, and general office costs will be reviewed with members at the next meeting.

- **Consortium Administrative Oversight**

Sherri reviewed slides from the AEBG office discussing the role of the consortium in determining member effectiveness, consortium rules and procedures, evaluation of adult education plans, consortium oversight of member budgets and expenditures, and evaluation of members.

Sherri recommended forming an oversight committee to determine if the consortium wishes to evaluate members, or if an outside agency is needed. The committee would look further into the pros and cons of both, and return to the Board with their recommendation. After discussion, it was decided that one meeting date will be scheduled, and any interested board member can attend. A Doodle Poll will be sent to members to determine a date.

- **Governance and Bylaws update**

Amy Emrany reviewed the draft SCAEC bylaws, highlighting new information and wording proposed by the Governance and Bylaws Committee.

New sections:

- Article VII - Encouraging Accountability
Discusses communication, deadlines and orientation sessions.
- Article VIII - Funds Carried Over for Capital Outlay/Infrastructure
Discusses the process for carrying over money for infrastructure or capital outlay.
- Article VIX - Voluntary Relinquishment of Funds by a Member
Discusses the process for members wishing to relinquish funds.
- Article IX – Subcontracts
SCAEC Board needs to be informed if a member/district subcontracts with another district.

As per the existing bylaws, this information is being presented now and will be voted on at the next Board Meeting. The Governance and Bylaws Committee also recommends a separate motion and vote on each section.

- **Revisit - 4.0 Public Comments**

Lindsay Callahan, United Way of Fresno/Madera Counties President/CEO, informed the Board of the services that United Way provides to working families in our community. In addition to the referral services they provide, she highlighted other services currently available:

- Free tax preparation for people making less than \$66,000.
- 211 Hotline for urgent community needs. Callers to the hotline may request help with food for the month, child care, utilities, immigration, or behavioral health, and they will be connected to an organization providing those services. The hotline is not meant to provide help on an on-going basis, but as an emergency resource.
- The Yield is their approach to helping working families meet basic needs, eliminate material hardships, and address persistent issues.

Sherris is currently working with United Way to see how 211 can be aligned with Community Pro. Additionally, United Way is discussing using funds to help adult school students who cannot afford the pay for their GED/HiSET.

David Raygoza left at 2:42 pm (ill).

Tod Tompkins and Donna Cooper arrived at 2:47 pm.

- **Kings Canyon Unified School District**

KUSD requests the use of 2016-17 carryover money in the amount of \$395,999 to fund the purchase and renovation of a building to be used as their Adult School facility. The building price has been quoted at \$330,000, and the remainder would go toward renovation. Currently the building is owned by the State and County. The State has committed to selling their portion of the building (93%) to KUSD, and KUSD is working with the County to secure the additional percentage. Board members asked for documentation from the current owners stating that they agree to sell to KUSD.

Darren Sylvia made a motion to accept KUSD's use of 16-17 funds to purchase and/or lease the building contingent on documentation provided to solidify the agreement. The motion was seconded by Valerie Vuicich and unanimously approved.

- **AB104 Legislation Alignment with Brown Act**

The state is now requiring all consortia to conform with the Brown Act. SCAEC already follows Brown Act guidelines. Sherris reminded all members to post meeting agendas in their offices and on their websites. Form 700 must also be completed by all members.

- **Fiscal Year 2018-19 AEBG Program Fees and Policy**

The state has released a memo summarizing the regulations regarding program fees for the 2018-19 school year. SCAEC adult schools are already conforming to this policy by not charging for ESL, Citizenship, HSD, HSE and Basic Adult Education classes. Adult schools may still charge for CTE classes. The state mentioned that they will be gathering information about fees so they can ask the legislature for that amount with the hope of giving those funds to the adult schools so they do not need to charge for CTE programs.

- **Budget Committee to Reconvene – Annual Fiscal Agent Discussion**

The Budget Committee will meet to discuss whether the consortium will be direct funded or continue to work through a fiscal agent as well as other budget items. Recommendations will be presented to the board at a future meeting.

7.0 Reports

- **SCAEC Office Report**

- SCAEC is officially in their new office space. The office phone number is 559-207-3189. Staff can also be reached directly on their mobile phones.
- All member reports were certified in NOVA.
- Sherri was selected to be on an AEBG Field Team.
- The Governor's Proposed Budget stated that Adult Education will get an additional \$20M, with \$5M of that going toward Data and Accountability.
- The SCAEC newsletter now has a link to submit a Student Success Story.
- The AEBG website highlighted SCAEC's Data and Accountability services at the adult schools. Amy and Karina will be presenting on this topic at the upcoming AEBG Summit.
- Sherri will be presenting at the AEBG Summit on the ELL Navigator Project.
- The new SCAEC logo was shared with the Board.
- Aztec has provided SCAEC with a quote for services. The Data and Accountability team will reconvene to look at costs. Once a contract is signed, Aztec will reach out to each member to discuss their specific needs.
- Community Pro version 2.6 will be released no later than the end of January.
- There will be an OTAN Google Docs Training on January 26th at CLASS.
- The SCAEC Board Retreat will be held on March 15-16 at Wonder Valley. Lodging will be paid for those who are staying both days. It is required that a representative from each member school attend on each day.
- In lieu of paper copies of Board meeting documents, SCAEC will be moving toward posting documents on Google Docs. The documents will still be sent as attachments as well.
- The next due date for reporting in NOVA is March 1, 2018.
- The next TOPsEnterprise data deadline is due January 31, 2018. Meetings will be scheduled with members to discuss how to improve their data.
- The AEBG office has identified reporting issues across all consortia. Amy distributed a document showing the specific student information to be captured. Information on concurrent students is no longer required.

- **Board Report**

Robbie Kunkel reported that Clovis Community College was awarded a Small Business Development Corporation (SBDC) grant. CCC is interested in partnering with adult schools to offer entrepreneurship training classes. High School diplomas will not be required to enroll in these classes.

- **Sub-Region Reports – Highlights**

- Golden Valley Adult School has two CPR classes beginning soon. The 2-day classes provide full certification at no cost.
- Chawanakee Adult School Fire Training classes begin next week.
- Central Region held their second sub-regional meeting.
- Central Adult School is moving forward with Auto Body classes.
- Dinuba Adult School has hired a full-time math instructor.
- Clovis Adult School is meeting next week with CART to discuss a partnership.

A suggestion was made that the Executive Board Meeting start time be moved to 3:00 pm in order to accommodate schools having difficulty attending at 2:00 pm.

Darren Sylvia made a motion to change the meeting start time from 2:00 pm to 3:00 pm for regularly scheduled meetings. The motion was seconded by Donna Cooper and approved unanimously.

8.0 Action Items

- **Next steps – allocation of remaining Regional/Sub-Regional funds of \$168,852.37**
Requests for proposals to utilize 16/17 funds were due to Sherri on January 16, 2018. Proposals were received by Chawanakee USD, Valley ROP, and Fresno USD. A fourth proposal was received by Selma USD after the deadline.
 - Chawanakee USD is prepared to provide a preschool facility at North Fork Elementary School site to house a training facility to provide hands-on experience to adult school students working in early childhood education. CUSD is requesting \$50,000 as a base salary for an experienced, licensed instructor.
 - Valley ROP is requesting \$30,000 to provide four 16-week EMT classes for the South Sub-Region Adult Schools (Dinuba, Reedley, Sanger, and Selma).
 - Fresno USD is requesting \$21,749 to purchase 28 laptop computers for use in expanding Aztec to additional classes.
 - Selma Adult School is requesting \$40,000 in funds to lease a facility for the first year of an Adult Transition Program while a new facility is being built.

The total amount of \$168,852.37 was approved at a previous meeting. The above proposals total \$141,749, leaving a balance of \$27,103.37, and need approval to be allocated to the schools. All funds need to be expended by 12/31/18.

Valerie Vuicich made a motion to approve the requested \$141,749 in applications. The motion was seconded by Ron Johnson and approved unanimously.

Drew Sylvia made a motion to reopen proposals for the remaining \$27,103.37 with a deadline of January 31, 2018. The motion was seconded by Avo Atoian and approved unanimously.

9.0 Closed Session – There was no closed session.

10.0 Reconvene in Open Session (*Report out on any action taken in Closed Session*)

11.0 Public comment regarding Closed Session items

12.0 Next Meeting: Thursday, February 15 at 3:00 p.m.

Clovis Community College, Herndon Campus, Room 308
390 W Fir, Clovis, CA 93611

13.0 Adjournment

Drew Sylvia made a motion to adjourn the meeting, and it was seconded by Avo Atoian. All voted in favor. The meeting adjourned at 4:14 p.m.



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**State Center Adult Education Consortium (SCAEC)
Thursday, February 15, 2018 at 3:00 p.m.
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Minutes

Members Present:

Avo Atoian – Golden Valley Unified School District; Raine Bumatay – Fresno Unified School District; Donna Cooper – Fresno City College; Leticia Canales – Reedley College; Rich Ishimaru – Kings Canyon Unified School District; Ara Keledjian - Sierra Unified School District; Deborah Marvin – Valley ROP; Brandon Moody – Valley ROP; Nancy Penny – Sanger Unified School District; David Raygoza – Madera Unified School District; Ed Schmalzel – Clovis Unified School District; Darren Sylvia – Chawanakee Unified School District; Drew Sylvia – Selma Unified School District; Barbara Thiesen - Dinuba Unified School District; Grant Thor – Washington Unified School; Tod Tompkins – Caruthers Unified School District; District; Valerie Vuicich – FCSS ROP/CalWORKS

Late Arrivals: Darren Sylvia – 3:21 pm; Tod Tompkins – 3:32 pm

Members Absent: Paul Birrell/Jose Reyes – Central Unified School District; Ron Johnson/Regina Carr – Yosemite Unified School District

SCAEC Staff Present: Allyson Adams; Amy Emrany; Pang Vanygi; Sherri Watkins

1.0 Call to Order

The meeting was called to order by Barbara Thiesen at 2:10 p.m.

2.0 Approval of Agenda and Minutes

A motion was made by David Raygoza to approve the agenda as presented, and seconded by Valerie Vuicich. The motion was approved unanimously. A motion was made by Ed Schmalzel to approve the January 19, 2018 minutes. The motion was seconded by Donna Cooper and approved unanimously.

3.0 Meeting Norms

4.0 Hearing of the Public/Unscheduled Oral Communications

5.0 Consent Agenda - There were no consent agenda items.

6.0 Information Items

- **Evergreen Member Representative Form**

Sherri Watkins distributed a new Member Representative form. Currently, representatives are appointed by their school districts for a two-year term. Sherri spoke about the new evergreen form which will allow representatives to remain in their positions until their district decides to make a change, which is in alignment with the bylaws, rather than renewing every two years. Each district will be contacted with their renewal date and the new form.

- **CalPro/Otan Trainings**

Sherri Watkins reminded members that CalPro and OTAN trainings are now open to non-WIOA schools. Trainings are available to any schools receiving AEBG funding. OTAN is also offering citizenship classes through USA Learns.

- **Executive Board Retreat**

Sherri reminded all members to register for the Executive Board Retreat, March 15-16, 2018. Topics at the retreat will include consortium oversight guidelines and processes.

- **Introductions**

All attendees introduced themselves.

7.0 Reports

- **SCAEC Office Report**

- Reminder that Adult Ed Week is April 9 – 13, 2018.
- CASAS has a new reading series called GOALS for ABE and ASE programs. It is now available for e-testing. The series currently being used will be available through June 30, 2019 and will be phased out.
- AEBG will be launching a more user-friendly website later this year with different sections for students, educators, and administrators.
- AEBG has a list of important webinars on their website. Members are encouraged to register.
- SCAEC staff will be keeping track of member attendance at board meetings, including time in and out.
- Sherri updated the members on Community Pro. Garth Neil and Pang Vangyi are working together to finalize a transitions form that can be used at all member districts. A regional training will be scheduled for districts once SCAEC Transition Specialists are familiar with the program. Amy clarified that data is reported to the State through TopsEnterprise, not Community Pro. Information gathered through Community Pro will be utilized for student tracking and referrals.

- **Board Report**

- Ed Schmalzel reported on an Adult Education presentation given by the Legislative Analyst's Office (LAO) at the CAEEA Conference. Highlights included:
 - Adult Education history
 - Discussion of Governor's Proposal (COLA Adjustment)
 - Summary of Adult Education alignment issues such as student identifiers, course fees, assessment policies and other inconsistencies.

- **Sub-Region Reports – Highlights**

- Central Region
 - Fresno City College is working with Central Adult School to create an online non-credit college prep course. Additionally, they are working together to offer an Auto Body course that will combine resources and overlap faculty.
 - Fresno City College is also using their allocation to provide non-credit ESL courses in partnership with Fresno Adult School. Currently, courses are being held at Del Mar Elementary School, with interest in holding additional courses at North Pointe Community Church.
- South Region

- Valley ROP CTE classes at the adult schools have finally caught on with the community. Regional Enhanced Services funds used for additional CTE classes will be spent by the end of the August. VROP was approached by Reedley College to offer CTE classes using Reedley's allocation.
 - Clovis Region
 - Clovis Adult School is now involved with OTAN DLAC (Digital Leadership Academy). The Academy assists agencies by training staff to integrate technology into teaching.
 - North Region
 - Madera Community College Center is seeking approval from their board to hire a full-time Basic Skills and ESL counselor, and a CTE counselor. They are also developing a catalog of courses for Madera Workforce highlighting how MCCC can service the Yosemite area.
 - Madera Adult School is working with Madera County Workforce and Dept. of Social Services to sponsor classes.

Leticia Canales mentioned that the three SCCC colleges are planning a training open to all adult school members explaining the services the colleges provide. The training is tentatively scheduled for May 8, 2018 at CCC-Herndon Campus.

Sherri reported on a free HAZWOPER training scheduled for spring break. Attendees will receive certification in Hazard Waste Removal.

Ed Schmalzel recognized Fresno City College and Reedley College for their CTE graduation rates, which run ten percent above the state average.

8.0 Action Items

- **Use of remaining Regional Enhanced Services funds for purchase of Aztec and ASAP.**
After the disbursement of Regional Enhanced Services funds was approved at the January 19, 2018 Board Meeting, a balance of \$27,103.37 remained. SCAEC did not receive any additional proposals to use that balance. The Data and Accountability Committee has recommended using remaining D&A funds to purchase Aztec and ASAP for consortium-wide use, however the D&A funds do not cover the entire purchase. The Data and Accountability Committee requests that the remaining Regional Enhanced Services funds be moved to the D&A budget to cover the purchase of Aztec and ASAP.

Avo Atoian made a motion to approve the remaining Regional Enhanced Services funds in the amount of \$27,103.37 be moved to the Data and Accountability budget in order to cover the purchase of Aztec and ASAP for consortium-wide use. The motion was seconded by Donna Cooper and approved unanimously.

- **Approval of Updated Governance and Bylaws Documents**

David Raygoza made a motion to approve the updated Governance and Bylaws documents as presented. The motion was seconded by Deborah Marvin and approved. Raine Bumatay abstained.

9.0 Closed Session

Executive Director Evaluation – discussion regarding process.

10.0 Reconvene in Open Session

There were no actions taken in closed session.

11.0 Public comment regarding Closed Session items

12.0 Next Meeting: Executive Board Retreat

Thursday and Friday, March 15-16, 2018

Wonder Valley Ranch Resort & Conference Center

13.0 Adjournment

Deborah Marvin made a motion to adjourn the meeting, and it was seconded by Donna Cooper. All voted in favor. The meeting adjourned at 4:29 p.m.