**SAEC Board Meeting**

College of the Sequoias Board Room 1

Meeting 03/06/18, 8:00 - 10:00 am

Co-chairs: Stan Carrizosa & Drew Sorensen

**In Attendance:**

John Arriola, Corcoran Joint Unified School District; Stan Carrizosa, College of the Sequoias; Maribel Delgado, SAEC Healthcare Navigator; Dennis Doan, Lindsay Unified School District; Robert Gonzales, Cutler-Orosi Joint Unified School District; Brian Griffin, Lindsay Unified School District; Heather Keran, Hanford Adult School; Ken Kurts, Proteus – WMSE; Lori McClintick, Visalia Adult School; Todd Oto, Visalia Unified School District; Don Rhyne, SAEC ABE Navigator; Tom Rooney, Lindsay Unified School District; Drew Sorensen, Woodlake Unified School District; Larriann Torrez, Tulare Joint Unified School District; Yolanda Valdez, Cutler-Orosi Joint Unified School District; John Werner, Sequoias Adult Education Director; Edward William, Tulare County Library; Nicola Wissler, Visalia Chamber.

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|  | **Discussion Topic** | **Outcome** | **Action** |
| 1 | **Opening**  **Business** |  |  |
| 1.1 | **Call to Order** | * Stan Carrizosa called the meeting to order and welcomed all to the meeting at 8:04 am. |  |
| 1.2 | **Establish Quorum** | * Quorum Established |  |
| 1.3 | **Welcome and Introductions** | * All present introduced themselves and the school or place they represent. |  |
| 2 | **Review and approval of meeting minutes:** | * Minutes from February 6, 2018 SAEC Board Meeting reviewed. | * Motioned by Yolanda Valdez, Cutler-Orosi Joint Unified School District * Seconded by Todd Oto, Visalia Unified School District * Vote: All approved, None opposed, Motion Carried |
| 3 | **Public Comment** | * None |  |
| 4 | **Information Items** |  |  |
| 4.1 | **AEBG Technical Update – John Werner** | * AEBG Preliminary Allocations   + COLA for 2018-19 is $374,311.84     - Distribution to each site is approximately 4.1 percent   + Total award for 2018-19 is $9,503,869.00 * Questions   + What is the allocation?     - Original allocation based on maintenance of effort     - $1.88 million based by strategy       * prioritized by our plan       * cost of living percentage on top of that   + Will we ever review to modify?     - Fully implement what we have started before we change     - Money has been guaranteed for each school. Will need a shift in state law before we change allocations     - Possibility of incentive funding in the future by the state     - Current funding strategy helped protect the smaller communities—some received service that swept adult ed. funds.   + It was suggested that we go back to the table as new dollars come in but we need to look at:     - What are we doing to advance the consortium     - Are we truly collaborating and supporting one another     - Need to look at ourselves as a central hub     - ADA will disburse the dollars to little amounts * It was asked if we want to keep the current COLA % increases to member allocations or use a strategy based allocation method—keep the percentage increase and explore strategy based funding with future increases in funding. * When we look at it next year we need to:   + Take a look at the key elements of our plan   + Prioritize strategies. Have some gone unfunded?     - Revisit others for further budget allocations   + Explore centralized decision making body to prioritize resources   + Build a stronger connections region wide | * It was agreed that we will leave the plan the way it is * We will set a couple of study type meetings for next fiscal year |
| 4.2 | **Lindsay Adult School Member Report – Dennis Doane** | * Brand New Logo * Current Programs   + Diploma Completion Courses, GED/HiSET Preparation, Citizenship Prep Classes and Adult Basic Ed Classes * Barriers   + Child Care   + Day Time Offerings     - Students work schedule fluctuate that they need some options to get their courses done   + Career Technical Opportunities     - Students want skill based courses * Changes   + Lindsay Adult Education became a stand-alone school   + 3 part time instructors   + Pursuing WASC Accreditation this year     - Meeting with them on May 22nd * Successes   + Last year’s enrollment 26. This year’s enrollment 75.     - HISET prep was the most helpful class for students   + Added Citizenship Prep class   + Collaboration with SAEC Consortium   + WASC Initial visitation confirmed for May 2018   + Lindsay Adult Education is aligned with Lindsay Unified District “Vision For Adult Education” * Discussion   + Suggestion of having a class that is offered both in the day and evening (same class) and students could attend the one that works for their schedule that week     - Currently we have curriculum that is that same at each adult school, using Aztec that will give flexibility to students   + Transportation has been an issue for students wanting CTE course from other schools     - Research hiring contract service with other companies | * Transportation issues are something we need to continue to look at |
| 4.3 | **William M. Maguy School of Education, A Division of Proteus, Inc. Partner Report – Ken Kurts** | * Ken Kurts is currently the interim director * Current Programs   + Career and Technical Education Trainings     - Truck Driving, Office Automation, Photovoltaic “Solar” Design & Installation and Energy Efficiency & Renewable Energy Technician     - Computer classes in Wasco and McFarland   + Academic Programs (Visalia, Porterville and Hanford)     - English as a Second Language, Citizenship Classes, High School Equivalency Preparation and Adult Basic Education * Barriers   + Funding   + Referrals   + Regulations     - Limited on what they are able to do   + Ability to Benefit     - Test they are required to give if they do not have HSD     - If they do not pass they don’t come back even when they are able to retake it as many times as they want   + Transportation * Changes   + New Staff and Title Changes     - CEO and Executive Director, Interim Director, Student and Employer Outreach Specialist, Compliance and Records Office, Admissions and Registrar, Education Program Assistant, Office Automation Instructor, Employer Service Representative   + Programs     - Moved Office Automation and Truck Driving classes, Closed Delano and Fresno Green Classes, only offer Forklift Recertification for now and Construction Energy Efficiency class in Visalia, Construction only is closed * Successes   + 87% Placement for Truck Driving   + 70% Placement for Office Automation   + Successful 2017 State Inspection BPPE   + HEP Graduates   + Citizenship Graduates   + Receiving two vans through USDA     - Will help with offsite class training * Questions   + What do they need to be referred     - They have income requirements     - Farmworker or packing house background       * By any member in the family for all family members to qualify |  |
| 4.4 | **Velocity Tour 2018 – Carmen Becerra (Presented by John Werner)** | * Kicks off Ault Education Week, April 9-13, 2018   + Reminder to everyone to have resolutions passed by their School Boards   + Mr. Werner wants to send a letter to Sacramento campaigning for more money     - Will use everyone’s logos in the letter * New Season * New Locations |  |
| 5 | **Action Items** |  |  |
| 5.1 | **Professional Development, Aztec Teacher Training March 20th – John Werner** | * Aztec will provide training to Adult Education teachers – Motivating the Adult Learner and Using Aztec Software to Engage Students”   + March 20, 2018   + Will be held at Tulare District Office   + Will be able to take up to 30 participants   + Estimated Cost: $2,500.00     - Will come out of the SAEC office budget     - Schools will be responsible for teachers pay and travel expenses | * Motioned by Yolanda Valdez, Cutler-Orosi Joint Unified School District * Seconded by Todd Oto, Visalia Unified School District * Vote: All approved, None opposed, Motion Carried |
| 5.2 | **Full Capacity Consultant Contract, Public Service Pathway Map – John Werner** | * Update our SAEC website   + Add Public Service Pathway     - Fireman     - Police     - EMT     - Administration of Justice   + Came as a request from the CTE Committee   + Estimated Cost: $4,575.00     - Will come out of the SAEC office budget * Timeline for completing   + SME meeting in May   + Programing in May/June   + Will go live in June | * Motioned by Lori McClintick, Visalia Adult School * Seconded by Drew Sorensen, Woodlake Unified School District * Vote: All approved, None opposed, Motion Carried |
| 6 | **Discussion Items** |  |  |
| 6.1 | **SAEC 2018/19 Governance Document Draft Review – John Werner** | * Changes were made on Governance Document numbers 1-4, 6-9, and 11-15 |  |
| 6.2 | **SAEC 2018/21 MOU Draft Review – John Werner** | * Changes were made to the 2018-19 MOU Draft numbers 2, 4, 8 and 12   + Remaining changes are dates |  |
| 6.3 | **SAEC 2018/19 CFAD Draft Review** | * Consortium Membership   + Representative name changes * Member Allocations   + Adjusted for COLA= approximately increase of 4.1% * Allocation Changes   + Lindsay allocation explained | * CFAD is due May 1st   + Action will be taken in April |
| 7 | **Adjournment** | * Next meeting will be April 3, 2018 at 8:00 a.m. at COS, in the Sequoias Room 1 * Meeting adjourned at 10:00 a.m. |  |