

SAEC Consortium Board Meeting
 College of the Sequoias Board Room 1
 Meeting 12/06/16, 8:00 - 10:00 am
 Co-chairs: Stan Carrizosa and Sarah Koligian

In Attendance:

John Arriola, Corcoran Joint Unified School District; Wende Ayers, ABLE Industries; Laura Barba, Cutler-Orosi Joint Unified School District; Carmen Becerra, SAEC ESL Navigator; Melissa Calvero, Visalia Adult School; Liset Caudillo, Proteus; Fidela Cisneros, Kings County HAS Employment in Training; Kris Costa, Tulare County Office of Education; Maribel Delgado, SAEC Healthcare Navigator; Rob Hudson, Alpaugh Unified School District; Sarah Koligian, Tulare Joint Union High School District; Todd Oto, Visalia Unified School District; Jennifer Reimer, Tulare County Office of Education; Thad Russell, College of the Sequoias; Drew Sorensen, Woodlake Unified School District; Larriann Torres, Tulare Joint Unified School District; Yolanda Valdez, Cutler-Orosi Joint Unified School District; Darla Wegener, Library Programs and Head Librarian; John Werner, Sequoias Adult Education Director.

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to Order	Sarah Koligian called the meeting to order, welcomed all to the meeting at 8:06 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: November 8, 2016	Minutes from November 8, 2016 SAEC Board meeting reviewed.	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • None 	
4	Information Items		
4.1	AEBG Technical Assistance RFA Update – John Werner	<ul style="list-style-type: none"> • The RFA was submitted to the state. • Award winner will be announced at the end of today. 	<ul style="list-style-type: none"> • John Werner will email the results to everyone.

	Discussion Topic	Outcome	Action
4.2	AEBG Technical Update – John Werner	<ul style="list-style-type: none"> • Final site expense report showing actuals and narrative due 01/31/17 <ul style="list-style-type: none"> • Need period 3 of 15/16 year. • Need period 1 of 16/17 year. • Budget and work plans are due 02/20/17 	<ul style="list-style-type: none"> • Expense reports due to John Werner by 01/20/17
4.3	SAEC Data and Accountability Plan 2016/2017 Due: 02/20/17 – John Werner	<ul style="list-style-type: none"> • Data and accountability plan came out and the state is going to federate adult education data at the state level. <ul style="list-style-type: none"> • Everything will be collected through TOPSpro. • The state website is showing their data collection plan. • AEBG trainings going on statewide. • Training will include training in AEBG accountability, WIOA alignment, assessment implementation, and TOPSpro Enterprise. 	<ul style="list-style-type: none"> • Meet with Leadership committee to see if we still want to go with Community Pro. • Want to hold some trainings in Visalia. Will check to see if COS has rooms available.
4.4	SAEC Member Plans – John Werner and Site Administrators	<p>Discussion:</p> <ul style="list-style-type: none"> • We have difficulty separating funds as “MOE” and “Allocation”. Technically AEBG revenues are called Base Funding and subject to AEBG rules. Moving forward AEBG funds will be tracked as 1 source, Base Funding. This will simplify program planning and accounting. We do not expect any future increases in AEBG funding levels. We may receive COLA increases, but that is not likely at this point. • The aim of this exercise is to establish descriptions of Base Fund activities (i.e. effort as currently funded) and predict future need. <ul style="list-style-type: none"> • Funds were tracked separately in 15/16 and 16/17 to track effort as funded and avoid pulling specified funds from districts w/o adult ed by their providing district. We have established and specified those funding levels and will protect the resource. This exercise shows us when specified resources will not be enough to sustain efforts. • Goal is to anticipate future costs and plan (as a consortium and as individual LEAs) accordingly to support effort. 	

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4.4	SAEC Member Plans – John Werner and Site Administrators cont....	<ul style="list-style-type: none"> As we grow and as costs increase, districts will have to get general fund support from their Board as provide support to adult education programs. Failure to support the adult education effort fiscally will in reductions to program/effort. <ul style="list-style-type: none"> The LEA Boards will need to see the value in support adult education. John Werner gave an orientation of the tables. <ul style="list-style-type: none"> Tulare Adult, Corcoran Adult, and COS shared budgets and projections. Cutler-Orosi Adult, Visalia Adult and Hanford Adult will share budgets and projections at the next board meeting. 	
5	Action Items		
5.1	Workforce Innovation and Opportunity Act, Title II RFA Consultant – John Werner	<ul style="list-style-type: none"> Four adult schools have historically participated in the WIOA Title II. We would support those four and add Corcoran Adult School. Application is due February 10, 2016. Adult schools will apply individually, but in a coordinated effort and alignment. Want to hire a consultant to coordinate the writing and submission of WIOA Title II applications on behalf of SAEC adult schools. Asking for SAEC Board approval to hire consultant. One time cost up to \$30,000.00. Using consortium funds. 	<ul style="list-style-type: none"> 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.
6	Discussion Item	<ul style="list-style-type: none"> None 	
7	Adjournment	<ul style="list-style-type: none"> Next meeting will be Tuesday, January 17, 2017 at 8:00 a.m. at COS, Board Room 1. Meeting adjourned at 9:52 am. 	