

SAEC Consortium Board Meeting
 College of the Sequoias Board Room 1
 Meeting 7/11/17, 8:00 - 10:00 am
 Co-chairs: Stan Carrizosa

In Attendance:

Carmen Becerra, SAEC ESL Navigator; Carla Calhoun, CSET; Stan Carrizosa, College of the Sequoias; Maribel Delgado, SAEC Healthcare Navigator; Robert Gonzales, Cutler-Orosi Joint Unified School District; Heather Keran, Hanford Adult School; Janine Medina, Proteus; Gladys Nazario, Visalia Adult School; Todd Oto, Visalia Unified School District; Darin Pace, Exeter Unified School District; Jennifer Reimer, Tulare County Office of Education; Don Rhyne, SAEC ABE Navigator; Tony Rodriguez, Tulare Joint Union Unified School District; Joy Soares, TK Collaborative – TCOE; Drew Sorensen, Woodlake Unified School District; Larriann Torres, Tulare Joint Unified School District; John Werner, Sequoias Adult Education Director

	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 8:00 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 June 6, 2017 SAEC Board meeting reviewed.	<ul style="list-style-type: none"> • Motioned by Drew Sorensen, Woodlake 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	Introduction of Gladys Nazario, Principal Visalia Adult School – John Werner	<ul style="list-style-type: none"> • Comes from Fremont Adult School • Has 29 years of experience in adult education 	

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4.2	The Employment Training Panel Grant - Larriann Torrez	<ul style="list-style-type: none"> • Tulare Adult School was awarded an \$182,894 dollar grant for their LVN program • This is the 2nd time Tulare Adult School has been awarded the grant • Performance period: July 1, 2017 thru June 30, 2019 	
4.3	WIOA title II Grant Update – John Werner	<ul style="list-style-type: none"> • Received notice that we will be receiving the grant—applications successful <ul style="list-style-type: none"> ○ Participating Members--Hanford Joint Unified, Cutler-Orosi Joint Unified, Tulare Joint Union and Visalia Unified ○ Proteus and Porterville Adult are also receiving the grant ○ Total award estimated at 5-9% of a members annual budget • Thanks have been given to Jill Rojas for her help with the application process 	
4.4	SAEC Summer Velocity Tour 17 – John Werner	<ul style="list-style-type: none"> • Goal is to bring awareness to potential adult education students in the communities of Tulare and Kings County <ul style="list-style-type: none"> ○ Best way to do this is to get out into the community ○ Utilizing the Proteus mobile computer lab ○ Plan on signing people up for classes while out in the community • Will take place July 31 – August 8 • You can find the schedule on the Sequoia Adult Education website 	<ul style="list-style-type: none"> • Everyone invited to come by and visit • Posters and flyers will be provided
5	Action Items		
5.1	SAEC Board 2017/18 Co-Chair Election – Stan Carrizosa	<ul style="list-style-type: none"> • Recognition of Stan Carrizosa as 2016/17 Co-Chair • SAEC selects co-chairs each year <ul style="list-style-type: none"> ○ Co-chairs will facilitate meetings ○ Meet with SAEC director a week before Board meeting • Asked for nominations or volunteers <ul style="list-style-type: none"> ○ Prefer one from college and one from K-Adult ○ Stan Carrizosa, College of Sequoias and Drew Sorensen, Woodlake Unified School District nominated 	<p>Motion to approve Stan Carrizosa and Drew Sorensen as 2017/18 Co-Chairs</p> <ul style="list-style-type: none"> • Motioned by Darin Pace, Exeter Union High School • Seconded Todd Oto, Visalia Unified School District • Vote: All approved, None opposed, Motion Carried.

	Discussion Topic	Outcome	Action
6	Discussion Items		
6.1	SAEC Board 2017-18 Annual Plan – John Werner	<ul style="list-style-type: none"> • Strategies are built off of committee meetings • CTE Contextualized Basic Skills <ul style="list-style-type: none"> ○ 2017/18 Work <ul style="list-style-type: none"> ▪ Implement in welding again ▪ Add 3rd party assessment instrument ▪ Add work readiness ▪ Long term monitoring ▪ Explore other CTE courses for delivery options ▪ Engage participating instructors in additional professional development as needed • Adult Education Counselor <ul style="list-style-type: none"> ○ 2017/18 Work <ul style="list-style-type: none"> ▪ Implemented ▪ Continue to monitor effectiveness • Outreach to Employers: Hiring Adults with Disabilities <ul style="list-style-type: none"> ○ 2017/18 Work <ul style="list-style-type: none"> ▪ SAEC Navigators will develop a work group to create an outreach program ▪ Working group will be established in the Fall of 2017 ▪ Navigators can begin an awareness campaign in the Spring of 2018 • Occupational Work Skills Curriculum Updates <ul style="list-style-type: none"> ○ 2017/18 Work <ul style="list-style-type: none"> ▪ Identify Essential Skills ▪ Develop Essential Skills rubrics ▪ Develop certificates ▪ Build sample/pilot lessons ▪ Determine need for a capstone class ▪ Explore the use of CASAS POWER as a 3rd party assessment instrument (needs AEBG authorization) 	

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6.1	SAEC Board 2017-18 Annual Plan – John Werner cont....	<ul style="list-style-type: none"> • Additional CTE certificate programs/classes <ul style="list-style-type: none"> ○ 2017/18 Work <ul style="list-style-type: none"> ▪ VESL Food Manufacturing Safety Pathway ▪ VESL Logistics Tech Pathway ▪ Jail Ed: Basic electronics, Cohorts, 80-120 inmates annually, partnership between TCSO, VUSD, WDB, and Probation • Work-based learning incorporated into CTE courses <ul style="list-style-type: none"> ○ 2017/18 Work <ul style="list-style-type: none"> ▪ Advanced manufacturing navigator to support development of WBL opportunities ▪ Provide additional professional development to instructional staff ▪ Develop greater coordination between member activities • Employer input to incorporate appropriate technical skills into CTE curriculum <ul style="list-style-type: none"> ○ 2017/18 Work <ul style="list-style-type: none"> ▪ Engage adult school instructional staff in joint advisory committees – no new committees • Open Entry Skills Primer – “Bootcamp” <ul style="list-style-type: none"> ○ 2017/18 Work <ul style="list-style-type: none"> ▪ Finalize the course outline/description ▪ Schedule courses at adult schools ▪ Recruit students ▪ Evaluate implementation • Vocational ESL Classes <ul style="list-style-type: none"> ○ 2017/18 Work <ul style="list-style-type: none"> ▪ VESL Pathway development – Advanced Food Manufacturing <ul style="list-style-type: none"> • 2 new supporting courses • Make completed curriculum available to adult education programs ▪ 2nd VESL Pathway <ul style="list-style-type: none"> • Logistics • Begin design after VESL Food Manufacturing is completed 	

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6.1	SAEC Board 2017-18 Annual Plan – John Werner cont....	<ul style="list-style-type: none"> • PLCs: Professional Learning Communities <ul style="list-style-type: none"> ○ 2017/18 Work <ul style="list-style-type: none"> ▪ PLCs need to move towards data sharing based on locally created learning artifacts ▪ Continue with sharing of best practices ▪ Continue with shared professional development • Teacher and Faculty Training: How to Identify and Make Accommodations for Students with Disabilities <ul style="list-style-type: none"> ○ 2017/18 Work <ul style="list-style-type: none"> ▪ Continue to provide training • Next 3 year phase <ul style="list-style-type: none"> ○ Develop a new Regional Comprehensive Plan in 2017/18 ○ Plan will span the years 18/19 to 20/21 ○ Requires evaluation of needs and program ○ Similar process used to create current Regional Comprehensive Plan 	<ul style="list-style-type: none"> • It was suggested that we have Devon Jones come back and share what else is happening at the industrial park and what they have achieved
7	Adjournment	<ul style="list-style-type: none"> • Next meeting will be Tuesday, August 1, 2017 at 8:00 a.m. at COS, Board Room 1. Meeting adjourned at 9:23 a.m. 	