



SAEC Consortium Board Meeting Agenda

July 11, 2017 8:00 AM – 10:00 AM

College of the Sequoias: Board Room 1

Co-Chairs: To be voted on today.

1. Opening Business
 - 1.1 Call to Order
 - 1.2 Establish Quorum
 - 1.3 Welcome and Introductions
2. Approval of Minutes – June 6, 2017
3. Public Comment – General public comment on any SAEC related topic may be heard at this time. The SAEC Board asks that any public comment on an item listed on today's agenda be addressed at the time the item comes up for discussion by the SAEC Board. Pursuant to SAEC Policy the SAEC Board may limit individual comments to no more 3 minutes and individual topics to 20 minutes. Please begin your comments by stating your name.
4. Information Items:
 - 4.1 Introduction of Gladys Nazario, Principal Visalia Adult School—John Werner
 - 4.2 The Employment Training Panel Grant—Larriann Torrez
 - 4.3 WIOA Title II Grant Update—John Werner
 - 4.4 SAEC Summer Velocity Tour '17—John Werner
5. Action Items:
 - 5.1 SAEC Board 2017/18 Co-Chair Election—Stan Carrizosa
6. Discussion Items
 - 6.1 SAEC 2017-18 Annual Plan—John Werner
7. Adjournment

SAEC Board Meeting Schedule: 08/01/17, 09/05/17, 10/03/17, 11/07/17, 12/05/17, 01/02/18*, 02/06/18, 03/06/18, 04/03/18, 05/01/18, 06/05/18*

SAEC Consortium Board Meeting
 College of the Sequoias Board Room 1
 Meeting 6/06/17, 8:00 - 10:00 am
 Co-chairs: Stan Carrizosa and Sarah Koligian

In Attendance:

Carmen Becerra, SAEC ESL Navigator; Carla Calhoun, CSET; Melissa Calvero, Visalia Adult School; Maribel Delgado, SAEC Healthcare Navigator; Robert Gonzales, Cutler-Orosi Joint Unified School District; Heather Keran, Hanford Adult School; Sarah Koligian, Tulare Joint Union High School District; Janine Medina, Proteus; Todd Oto, Visalia Unified School District; Adam Peck, Workforce Investment Board of Tulare County; Jennifer Reimer, Tulare County Office of Education; Don Rhyne, SAEC ABE Navigator; Tony Rodriguez, Tulare Joint Union Unified School District; Tom Rooney, Lindsay Unified School District; Thad Russell, College of the Sequoias; Joy Soares, TK Collaborative – TCOE; Drew Sorensen, Woodlake Unified School District; Amanda Timblin, Proteus-Education; Larriann Torres, Tulare Joint Unified School District; Yolanda Valdez, Cutler-Orosi Joint Unified School District; Darla Wegener, Tulare County Librarian; John Werner, Sequoias Adult Education Director; Edmund William, Tulare County Library

	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 8:03 am.	<ul style="list-style-type: none"> Noted that Stan Carrizosa would not be here today.
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 April 18, 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 	

	Discussion Topic	Outcome	Action
4	Information Items		
4.1	Carpenter's Local 1109 – Scott Lewis	<ul style="list-style-type: none"> • Apprenticeship provides a variety of training for the Construction Industry • Apprenticeship offers instruction in the industries current design needs • Union & Contractor Benefits <ul style="list-style-type: none"> • Journeyman Advancement courses held at time of contractors request • Training can be done off campus • Free training to all union members • Trained employee's • More work production • Key Benefits <ul style="list-style-type: none"> • Skilled work force contributes to faster work without costly call-backs • Trained personnel are knowledgeable in the systems & procedures. • General contractor will be more confident with your shop capabilities • Benefits to Community <ul style="list-style-type: none"> • Career opportunities • Skilled work force • Community members able to give back • Workers with benefits (They do not tax social services) • Benefits to the Apprentice <ul style="list-style-type: none"> • Paid on the job training • No cost for school • Regular pay raises • Union benefits • College credits • Opportunity for college degree • Becoming a productive member of the community 	
4.2	Technical Update – John Werner		
4.2.1	2017-18 & 2018-19 Intent to Award Letter	<ul style="list-style-type: none"> • Formal letter stating that consortia will be funded. 	

	Discussion Topic	Outcome	Action
4.2.2	2017-18 & 2019-19 Preliminary Allocation Schedule	<ul style="list-style-type: none"> • Shows allocation schedule for all consortia's <ul style="list-style-type: none"> • Sequoia Adult Education Consortium <ul style="list-style-type: none"> ▪ 2017 – 2018: \$9,129,557 ▪ 2018 – 2019: \$9,129,557 	
4.2.3	AEBG Field Teams	<ul style="list-style-type: none"> • Data and Accountability is made up of representatives from K-12 adult schools, community college credit programs, community college noncredit programs, CDE and the Chancellor's Office • There are 3 committees. We have someone in each committee which will help to give a voice in the valley <ul style="list-style-type: none"> • Data and Accountability Committee <ul style="list-style-type: none"> ▪ John Werner, Sequoia Adult Education Consortium is part of this committee • CTE Assessment Committee <ul style="list-style-type: none"> ▪ Andrew Carter, COS is part of this committee • ABE / ASE / ESL Committee <ul style="list-style-type: none"> ▪ Jodi Loeffler, Bakersfield Adult School is part of this committee 	<ul style="list-style-type: none"> • John Werner will have a Data & Accountability meeting this Thursday. He will then take what he learns and share it at the Data and Accountability Committee meeting in Sacramento.
4.2.4	Critical Dates	<ul style="list-style-type: none"> • Jun 20: 2016-17 AEBG budget revision (6/15 from members) • Jul 31: 2015-16 Period 4 – Activities January 1, 2017 – July 31, 2017 Expenses and Progress Report Due • Jul 31: 2016-17 Period 2 – Activities January 1, 2017 – July 31, 2017 Expenses and Progress Report Due • Aug 01: End-of-Year Data, TOPSpro Enterprise Due / DIR Postmarked • Aug 15: Annual Plan Due 	
5	Action Items		

	Discussion Topic	Outcome	Action
5.1	SAEC 2017-18 Memorandum of Understanding – John Werner	<ul style="list-style-type: none"> • Highlights <ul style="list-style-type: none"> • Combines visionary approach of the first MOU with administrative approach of the second MOU (Overall) • Defines Provider Member and Beneficiary Member relationship and roles (Section 4) • Names all SAEC Committees (Section 10) • Defines <ul style="list-style-type: none"> • RISDS 2017/18 Funding Level (Section 12) • Adds outcomes to Allowable Uses (Section 14) • Cleans up Education Code Citations • When approved, each member will need to take it to their USD Boards and have it approved. <ul style="list-style-type: none"> • John Werner needs a copy with original signatures 	<p>Motion to approve and take back to Board Meetings</p> <ul style="list-style-type: none"> • Motioned by Tom Rooney, Lindsay Unified School District • Seconded Yolanda Valdez, Cutler-Orosi Joint Unified School District • Vote: All approved, None opposed, Motion Carried.
6	Discussion Items		
6.1	SAEC Board 2017-18 Co-Chair Election – John Werner	<ul style="list-style-type: none"> • Recognition of 2016/17 Co-Chairs Sarah Koligian, Ed.D. and Stan Carrizosa 	<ul style="list-style-type: none"> • At the July SAEC Board Meeting we will elect co-chairs for the 2017/18 year
	SAEC 2017-18 Annual Plan – John Werner	<ul style="list-style-type: none"> • Expanded course offerings in adult education <ul style="list-style-type: none"> • Original plan asked for 107 new classes, we are at 55 with having only received half the needed funding. • Cutler-Orosi has an instructor for their class and is no longer using Proteus • We have a greater coordination of offsite ESL classes • Lindsay Adult School <ul style="list-style-type: none"> ▪ Lindsay would like to have an adult school in their area instead of depending on Tulare Adult School ▪ AEBG funds will be used for classroom activities. Administrative and support cost be provided by Lindsay. ▪ 2017/2018 <ul style="list-style-type: none"> ➤ Tulare Joint Unified School District allocates funds to Lindsay Unified School District as a subcontract ➤ Lindsay Unified School District implements AEBG Data Tracking and AEBG Compliance ➤ Lindsay Unified School District activities align to Consortium plans ➤ Lindsay Unified School District goes live by September 1, 2017 	

	Discussion Topic	Outcome	Action
6.2	SAEC 2017-18 Annual Plan – John Werner cont...	<ul style="list-style-type: none"> ▪ 2018/2019 <ul style="list-style-type: none"> ➢ Lindsay direct funded by 18/19 ▪ Road Blocks <ul style="list-style-type: none"> ➢ WIOA Title II – 3 year loss of potential funds ➢ Accreditation – Not current accredited but it is an easy fix ➢ AEBG Technical Compliance – Requires monitoring and frequent communication • Online Pathway Mapping Tool <ul style="list-style-type: none"> • Add new pathways (Public Infrastructure, Public Safety) • Minor corrections and updates (EMT in Health) • Additional classroom demonstrations in ESL • Embed regional economic outlook data as a resource to LEAs • Regional Integrated Service Delivery System <ul style="list-style-type: none"> • Expanded coordination efforts between partners and members <ul style="list-style-type: none"> ▪ Partner with TCOE to connect AWD students to employment and employment referral services ▪ Additional Opportunity to support inter agency awareness • New Navigator • Expand COS tours all students & ESL Counseling @ COS <ul style="list-style-type: none"> • Coordinate COS ESL guidance with site visits • Coordinate general COS services for al site visits • Translation of Assessments <ul style="list-style-type: none"> • On hold pending CCCO Common Intake Assessment • Administer the CELSA (Combined English Lanugage Skills Assessment) to Adult Education Students and map ESL assessment alignment • Embed Computer Skills into all Program Areas <ul style="list-style-type: none"> • Adult schools identified ISTE standards in their 2017 TDLPs • Develop instructional practices to support standards listed in TDLPs • Leverage OTAN training resources for staff 	
7	Adjournment	<ul style="list-style-type: none"> • Next meeting will be Tuesday, July 11, 2017 at 8:00 a.m. at COS, Board Room 1. Meeting adjourned at 9:52 a.m. 	

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of July 11, 2017

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: John Werner, Director
APPROVED BY: John Werner, Director
PRESENTED BY: John Werner, Director
AGENDA TITLE: Introduction of Gladys Nazario, Principal Visalia Adult School

AGENDA SECTION:

- Public Recognition/Proclamations
 Public Comment/Public Interest Announcements/Status Reports
 General Agenda: Review/Public Hearing/Public Comment/Board Discussion/Action

BACKGROUND/SUMMARY:

Ms. Nazario previously served as the Principal of Fremont Adult and Continuing Education School and has 29 years of experience as an Adult School Educator. Prior to her appointment as principal, she was the vice-principal at Fremont Adult School. In addition to her experience in Fremont, CA, she held the positions of assistant principal of the Corona-Norco Adult School, and as the English as a second language coordinator and Workforce Investment Act coordinator for the Los Angeles Unified School District. Additionally, she was a career technical education instructor for 16 years.

Congratulations to Ms. Nazario as she joins the teams at Visalia Adult School and Sequoias Adult Education Consortium.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

VAS, through VUSD, is direct funded.

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC Regional Comprehensive Plan: Provision of Adult Education Services

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.2

Board Meeting Date of July 11, 2017

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: John Werner, Director
APPROVED BY: John Werner, Director
PRESENTED BY: Larriann Torrez, Tulare Adult School Principal
AGENDA TITLE: **Employment Training Panel Grant**

AGENDA SECTION:

- Public Recognition/Proclamations
 Public Comment/Public Interest Announcements/Status Reports
 General Agenda: Review/Public Hearing/Public Comment/Board Discussion/Action

BACKGROUND/SUMMARY:

On June 23, 2017, The State of California's Employment Training Panel (ETP) awarded 62 contracts worth more than \$17,000,000 million to train 18,187 workers. Tulare Adult School was named as a recipient for reimbursement of training funds used to support the training of Licensed Vocational Nurse candidates. The total reimbursable amount authorized for Tulare Adult School is \$182,894. The institute provides vocational skills and General Education Diploma (GED) prep classes to adult students throughout Tulare County. The Tulare Adult School developed their Licensed Vocational Nurse (LVN) program to address the Central Valley's nursing shortage and has graduated over 89 LVN's since the program's inception in 2006. This will be Tulare Adult School's second ETP agreement in the last five years.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

Tulare Adult School may be reimbursed up to \$182,894 by the ETP.

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC Regional Comprehensive Plan: Offer short term career technical education in high demand/growth sectors. Seek and obtain supplemental funding.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.3

Board Meeting Date of July 11, 2017

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: John Werner, Director
APPROVED BY: John Werner, Director
PRESENTED BY: John Werner, Director
AGENDA TITLE: **WIOA Title II Grant Update**

AGENDA SECTION:

- Public Recognition/Proclamations
 Public Comment/Public Interest Announcements/Status Reports
 General Agenda: Review/Public Hearing/Information/Board Discussion/Action

BACKGROUND/SUMMARY:

The Workforce Innovation and Opportunity Act was authorized by President Obama in 2014. Since its authorization the application process for WIOA Title II has been closed to new agencies and non-competitive. The 2016/17 RFA for the WIOA Title II Grant opened in November and was a competitive application process. SAEC organized a collaborative application process to support applying members with developing and submitting applications. On June 30, 2017 preliminary results were released. All SAEC members who applied where successful. Grant award amounts will be posted at a later date.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

TBD (all WIOA Title II funds are supplemental)

ALIGNS TO SAEC IMPLEMENTATION PLAN:

WIOA Title II provides supplemental funds to adult education providers for adult basic education, adult secondary education, English as a second language, EL Civics, and adult literacy.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 5.1

Board Meeting Date of July 11 2017

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: John Werner, Director
APPROVED BY: John Werner, Director
PRESENTED BY: John Werner, Director
AGENDA TITLE: **SAEC Board 2017/18 Co-Chair Election**

AGENDA SECTION:

Public Recognition/Proclamations
 Public Comment/Public Interest Announcements/Status Reports
 General Agenda: Review/Public Hearing/Public Comment/Board Discussion/Action

BACKGROUND/SUMMARY:

Each program year the Sequoias Adult Education Consortium must elect Co-Chairs. SAEC has two Board Co-Chairs. Members vote annually to select Co-Chairs to ensure shared leadership between the Community College and the K-12 Education System. SAEC will select Co-Chairs at the July 11, 2017 meeting.

CONTRACT CHANGES:

None

RECOMMENDED ACTION:

Election of 2017-18 Co-Chairs

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC Governance.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 6.1

Board Meeting Date of July 11 2017

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: John Werner, Director
APPROVED BY: John Werner, Director
PRESENTED BY: John Werner, Director
AGENDA TITLE: SAEC Annual Plan 2017/18 (Program Year 3)

AGENDA SECTION:

Public Recognition/Proclamations
 Public Comment/Public Interest Announcements/Status Reports
 General Agenda: Review/Public Hearing/Public Comment/Board Discussion/Action

BACKGROUND/SUMMARY:

Each program year the Sequoias Adult Education Consortium must submit an annual plan in accordance with CA Education Code 84830. The SAEC Annual Plan 2017/18 (Program Year 3) will be submitted to the AEBG Office on or before August 15, 2017. The SAEC Annual Plan 2017/18 will articulate consortium participants (members and partners) and funding allocations. It will describe the actions SAEC and its members will take in 2017/18 to enhance the delivery of adult education services in the region. It will be aligned to the SAEC Regional Comprehensive (Three Year) Plan and applicable state law. All member districts are bound to the implementation of the plan and the Program Assurances. The SAEC Executive Director will facilitate development and submission of the plan with contribution from members, partners, and community stakeholders and in accordance with the SAEC Governance Plan. To date SAEC Program Committees, Leadership Committee, and subcommittees have participate in providing guidance to the SAEC Director for the 2017.18 Annual Plan. During the Board presentation, the SAEC Director will review input from these groups. By strategy, we will review key accomplishments and goals for the coming year. A full text draft will be provided at the August meeting. The 2017.18 Annual Plan is due 8.15.17.

CONTRACT CHANGES:

None

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

\$9,129,557.00

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC Annual Plan 2017/18 (Program Year 3) will align to the SAEC Regional Comprehensive Plan.