

Sequoias Adult Ed Full Consortium Agenda
College of the Sequoias Board Room 1
Meeting 10/06/15, 8:00 - 10:00 am
Co-chairs: Stan Carrizosa and Sarah Koligian

In Attendance:

Keith Airheart, Corcoran Joint Unified School District; Stan Carrizosa, College of the Sequoias; Liset Caudillo, Proteus; Dennis Doane, Linday Unified School District; Bill Edminster, Tulare Joint Unified School District; Robert Hudson, Alpaugh Unified School District, Heather Keran, Hanford Adult School; Sarah Koligian, Tulare Joint Union School District; Drew Sorensen, Woodlake Unified School District; Mary Taylor Corcoran Joint Unified School District; John Werner, Visalia Adult School; Craig Wheaton, Visalia Unified School District.

1. Welcome and Introductions

- Called to order by Stan Carrizosa at 8:05 am
- Introductions

2. Approval of Minutes - September 15, 2015

- Motion to approve minutes made by Rob Hudson, Alpaugh Unified School District
- Seconded by Drew Sorensen, Woodlake Unified School District
- Vote: All approved, None opposed, Motion Carried

3. Public Comment: None

4. Information Items:

Report on AB86/104 Summit

- Report on Summit by John Werner, Visalia Adult School.
 - Mix of technical support and work we are currently doing
 - Had workshops from various consortiums
 - WIOA and its implication for the schools
 - Neil Kelly gave clarification on some funding issues.
 - Learned we that we do not want any carry over of funds*
 - Funds can be allocated to future service provision for services to be rendered beyond June 30 (e.g. summer school in July)

DISCUSSION:

- Concerns regarding having to spend all money by end of the month
 - Encourages expenditure
 - We want to spend wisely not just spend it
 - Communication channels back to CCCCCO
 - Neil Kelly—Direct Contact, John will follow-up
 - Stan Carrizosa, College of the Sequoias will contact Chancellor
 - Will email him and let us know what is said
 - Dawn Koepke through CCAE
 - Possibility that carry-over may be allowed
 - Mitch Rosin and John Werner stated that the current official position is no carry-over will be allowed
 - source—Neil Kelly of CCCCCO

AB86 State Guidance

- Our budget forecast is due to Sacramento by October 30, 2015
 - requires SAEC Board approval
- MOE & Regional allocations
- Governance Questions
- Membership - continues to clarify who is included.
- Decision Making - Open and transparent process
- Tool Kit - Just released.
- Amended 2 Year Consortium Plan - Instructions
- 3 Year Plan Amendment
 - drafting has already begun
- Annual Plan Template for 2015-16
 - Section One - Consortium/Member contact information
 - Section 2 - Plan summary for program year 2015-16
 - Section 3 - Workbooks need to be completed
- AB104 Member Allocation Forms - Tables
 - Money to be spent by June 30
 - Allotments to be scheduled by program area and objective

DISCUSSION:

- Allocation planning
 - Money was budgeted by strategy, not by member district
 - Do not want to decentralize the budget
 - Focus on strategy implementation and outcome measures
 - Projects assignment by best fit to member and member resources

- Fiscal gaps at service provider level will prevent an a service provider reimbursement model from consortium to member service providers. Service providers cannot deficit spend.
- Each district needs to fill out their apportionment of the report
 - Only few will process the money but everyone benefits from what the few do
- Reporting tables are not the budget, per say. They are documents reflecting the value of resources that are being provided.
- Review of timeline for deliverables submission to CCCCO/CDE
 - Issue is the time frame
 - All reports are due by October 30, 2015
 - Task Force has developed an aggressive schedule to gather input and collect data.
- Final SAEC Board Approval on submissions:
 - October 27th meeting at 8:00AM
 - Alpaugh cannot attend—proxy vote option
 - Documents drafts published to members for review as soon as possible for review,
- Allocations forms are on the web site
- Planning Sessions
 - Need representatives from the smaller districts aside from the task force
 - Planning sessions:
 - October 13, 2015 (Task Force)
 - October 15, 2015 (Members and Partners)
 - October 22, 2015 (Task Force)
 - October 23, 2015 (Task Force)
 - Recommend that a representative from members attend on the 15th
 - Start with needs assessment and target gaps first
 - Budget will eventually be adjusted
 - Get summary document out to everyone after October 22, 2015
- Adult Education Funding by Consortium region
 - Available on the AEBG CCCCO website for each district
- Annual Plan Template Section 4
 - Remediation of gaps in service
 - Collaborating on professional development opportunities
- Annual Plan Template Section 5
 - Estimated budged by objectives
- Annual Plan Template Section 6
 - Requires a roll up again. Target number of students served

- Levels of service and assessment of effectiveness
 - Task force will need to work on this
- Forms have gone out to the members
 - Need response from everyone
- Some districts will not be able to do 6.2 until some budget information is finalized
- How do community colleges get the reporting done?
 - Mitch Rosin will ask the State for more guidance
- Section 6.3
 - Self reflected piece
 - Approaches and measures we are using to evaluate our own effectiveness

MOU Status

- Need dates of Board of Education vote for each member of the consortium and when they were approved.
- Approved MOU but we are going back to re-ratification.
- Hard copies are needed with original signatures
 - College of the Sequoias still needs to take it to their Board

Update/Recommendation on Director Hiring

- Last conversation was to reevaluate the salary structure based on what we learned in the initial process and re-advertise.
- Fly position by November 1st
- Screen paperwork and interview by January 2016
 - Noted that November - January is a tough recruitment time
- Make decision at January's meeting as to who we hire
- Use current job description
- Change salary range
- Visalia Unified will take on responsibility for flying position
 - Move to salary schedule of VUSD Certificated Management Salary Schedule Division B
 - 225 work day
 - Use HRD protocols
 - Waive one restrictions. Allow administrators to call the references on the finalists.
 - Visalia Unified will waive the restriction
- At October 27th meeting we will adopt to re-advertise the job

5. Action Item

Governance Document

Motion - Second reading of the document and adoption

Motion second reading of document and adoption by Craig Wheaton, Visalia Unified School District

Seconded by Heather Keran, Hanford Adult School

Vote: All approved, None opposed, Motion carried

- Document now needs to be signed by all the voting members

6. Discussion Items

Member Budget Allocations

Partner Budget Allocations

- What type of process do we want to implement to help partners access funds
- Annual plan accounts for partners who request services
 - We need an internal process.
- Would like the form to be modified so that request is incorporated into our services
 - It is not if you apply to the consortium to get money, it is about getting services
 - Mitch will check out forms that others are using
 - Then we will create ours

Additional Back-Up Board Meeting to Vote on Budget October 27th

- Special Meeting at College of the Sequoias on October 27, 2105 at 8:00 a.m.
- Need to fill out data on budget sheets and get back to John Werner, Visalia Adult School.

Reminders:

All day Planning Meeting on October 15 meeting will be at College of the Sequoias

- Will determine agendas for October 22nd and 23rd

Meeting adjourned at 9:40am.