

SAEC Consortium Board Meeting
College of the Sequoias Board Room 1
Meeting 04/05/16, 8:00 - 10:00 am
Co-chairs: Stan Carrizosa and Sarah Koligian

In Attendance: Keith Airheart, Corcoran Joint Unified School District; Melissa Calvero, Cutler-Orosi Joint Unified School District; Stan Carrizosa, College of the Sequoias; Liset Caudillo, Farmersville Unified School District; Dennis Doane, Lindsay Unified School District; Bill Edminster, Tulare Joint Unified School District; Sue Gillison, Library Programs and Literacy Manager; Keran Heather, Hanford Adult School; Sarah Koligian, Tulare Joint Union School District; Todd Oto, Visalia Unified School District; Darin Pace, Exeter Unified School District; Michelle Pengilly, Exeter Unified School District; Jennifer Reimer, Tulare Joint Unified School District; Tom Rooney, Lindsay Unified School District; Thad Russell, College of the Sequoias; Drew Sorensen, Woodlake Unified School District; Faith Price, Cutler-Orosi Joint Unified School District

1. Opening Business / Welcome and Introductions

- Called to order by Sarah Koligian at 8:08 am.
- Introductions were made.

2. Approval of Minutes - March 1, 2016

- Motion moved with changes to minutes by Stan Carrizosa, College of the Sequoias.
- Seconded by Tom Rooney, Lindsay Unified School District.
- Vote: All approved, None opposed, Motion Carried.

Changed woks to walks at bottom of page 1
Change DOCA to DACA at top of page 2

3. Public Comment

- None

4. Information Items:

4.1 Certificate of Completion for Adults with Disabilities - Jennifer Reimer

Transition Program

- There is a need for programs for 18 - 22 year olds with disabilities.
 - LEAs required to give services to them until age 22, unless they get a high

school diploma.

- Program high school program would need to offer diploma or certificate of completion and prepare students for either work force or post-secondary transition.
- 2 options currently available: 1) regular HSD, 2) Certificate of completion - modified course load.

Background

- Students with a High School Diploma still lack skills.
 - Not ready for college classes.
- Hesitate to offer Certificate of Completion because there are no programs in place.
 - Not enough students in each district for districts to offer individually, so it needs to be done county wide.
- Sanger has "Sanger Target Program."
 - 1 teacher and 2 full-time aides.
 - It started with 4 - 5 students and has grown.
 - Students are treated like college students.
- A program for 18 - 22 year olds for our county would have work experience, college class participation, vocational training, and community access activities.
We would need:
 - Site/Location.
 - Staff.
 - Students to commit to attend.
 - Anticipate a small population at start.
 - Transportation arrangements.
 - Instructional materials.

Steps that have already been completed

- Presentation to Tulare County Directors of Special Education and Superintendents Governance Committee.
- Visited Sanger and Clovis.
- Discussions with COS regarding disability related needs.
- Met with WIB to discuss career transitions.

Next Step

- Discuss COS housing a pilot class at Tulare campus.
- Return to Superintendents Governance Committee.
- Recruit students for Fall 2016.
- Hire Staff.
- Develop and share information materials.

QUESTIONS/DISCUSSION

- Does COS have a program on their site?
 - They have two. They are more severely handicapped students with a waiting list.
 - Ran by Tulare County Office of Education.
- Is it only for those with an IEP?
 - IEP helps to identify students.
 - District has a responsibility to identify them.
 - Reminder programs are only for students who get a Certificate of Completion. Obligation ends when they receive a High School Diploma.
 - More Certificates of Completions could be given out if we have a program for the students.
- Are we required to help with transportation costs?
 - Home district would probably have to take care of costs.
 - Would be helpful to have central services for students but other models of programs are around.
- Regarding having a class at the COS Tulare campus.
 - It is small with a college environment.
 - Would have to change it for developmental disabled adults.
 - Could give students an opportunity to try out classes in a college environment.
 - More space but no functioning cafeteria.
 - Hours at library limited.
 - Cannot audit classes if full, but some college course audit opportunity available
 - Classes on an educational campus with peers would be beneficial.
- Collectively we would have a bigger group of students to be able to offer alternative programs.

- We need to find out what the student population is like.
- VUSD is proposing a VUSD local model.
 - Has 10 to 12 students that will start in the fall.
 - Identified by IEP's that have been done over the past 3 years.

4.2 AEBG Technical Update - John Werner

- Visalia Adult School went to Leg Day.
- Senate passed resolution Declaring Adult Education Week of 4/4/2016
- Online 2015 -2016 budget process will not change.
 - All our activities are closely aligned.
- Online 2015 - 2016 expenses reporting.
 - Report subcontracts and pass through as set up.
- The state will add a detailed reporting requirement for July reporting.
 - Break out by member, by object code, budget and expense.
- Consortium funding application plan date has changed.
 - Funding and reporting details stay the same.
 - Reporting will have to come in by object code, and by program.

ALLOCATIONS

- MOE - consortium + base fund = 2016 - 2017 funds.
 - Once we allocate 2016 - 2017 to members that set bases for 2017 - 2018.
- Base fund has to stay in place unless it is changed by consensus.

DISCUSSION

- Additional money will could provide additional services above and beyond our MOE.
 - AEBG funds will eventually not support programs.
 - Hopefully as inflation grows other monies will increase.
 - States vision is that local money (LCAP) would be used to support consortium work.
- Things to consider
 - Do we have commitment from our districts to protect adult education?
 - How we handle it if there is not enough funding?
 - Do not want regional to encroach on our district program but consortium does not want the district to encroach on funding we have increased.

- Providing support for our adults is important to local boards.
- We are making assumptions that there will be increases in adult education and we think our fixed costs will outweigh what we are earning.
 - Budget Development will be a time to make sure there are no surprises.
- Costs and programs will grow.
- December may become the time that the Consortium says here is what is available via AEBG so that LEAs can plan support during LCAP development.
- Do we adopt a resolution or commitment that is in place in an expense model that will benefit everyone?
 - Shared funding model.
- Keep an open dialogue.
- Think of future MOU's.
- Increased wages will become a concern.
- Add to agenda for future discussion.

5. Action Items

5.1 Approval of 2016-17 Consortium Fiscal Administration Declaration (Due 5.2.16)

- Overview: 4 sections
 - 1.1 Basic Consortium Information - general updates to consortium information for internal reference and public website.
 - 1.2. Consortium Membership: confirmation of member entities and member contacts.
 - 1.2 Fiscal management: Policies regarding use and reporting of funds, fiscal administration, and allocation schedule.
 - 1.4: Other Rules and Procedures.
- CFAD submission process.
 - Draft of document.
 - Consensus vote.
 - Signatures recorded.
 - Signed hard copy sent to state.
 - Due by May 2, 2016.

Discussion:

- Part II: Annual plan and report of expenditures – July, 2016.
- Part III: Demographics and performance measures – August, 2016.
- Detail 2 year time line available in the email that was sent.
- Final allocation schedule will be posted in July, 2016.
- Accountability metrics reporting in August, 2016.
- Funds apportioned/scheduled with controllers - August 15, 2016.
- On formally submitted document we removed Tulare City Schools so they know they are not a part of SAEC.
- This CFAD will shift us from a fiscal agent consortium funded to a direct funded consortium.
 - Direct fund model lets us get the money quicker.
 - RISDS is in our number 1 strategy.
 - Stays with Visalia Unified School District and we allocate the cost back into Visalia.
 - Direct funding accelerates the allocation process.
- Motion to approve 2016.17 Consortium Fiscal Administration Declaration by Drew Sorensen, Woodlake Unified School District.
- Seconded by Tom Rooney, Lindsay Unified School District.
- Vote: All approved not opposed. Motion carried.

6. Discussion Items

6.1 SAEC Spring Summit 4.29.16

- At the Visalia Convention Center.
- 8:00a.m. - 5:00p.m.
- Focus: Activities SAEC has engaged and coming work, professional development and the SAEC Pathway Mapping Tool.
 - Anyone involved with adult education provision or support provider should attend.
 - Morning session will be a general overview of what is happening.
 - Break out session will be more for instructors.
 - Pathway mapping in the afternoon.

6.2 2016-17 Annual Plan

- Waiting for templates from the state.

- John Werner presented target strategies.
 - Strategies in black, we stay on track.
 - Strategies in red we will no longer or can't do. Remove from annual plan.
 - Strategies in yellow are at risk.
 - They are unfunded activities.
 - Leadership Committee is working on how we can engage them.
 - Strategies in green: Strategies 21 and 22. Suggestions is to combined into a support strategy for 18 - 22 year old students.
 - Realized the need for support services.
 - Strategies 21 and 22 focused on workforce training for CTE and employer outreach for adults with disabilities.
 - Combined 21 and 22 into a new concept for work experience for adults disabilities.
 - We want to support certification programs and on the job training.
 - Talked with Tulare County WIB.
 - Invited Kings County to discussions.
 - Sets \$30,000.00 aside for this new strategy.

Questions:

- Regarding un-funded strategies, what is the expectation of what they will look like going forward.
 - Member receiving allocation could provide those strategies out of individual allocations.
 - How would we do it if we do not have funds?
- How can we show that activities are done and are not supported to allocation funds?
 - Can we have it written somewhere so we do not forget?
 - Keep the strategies in our 3 year plan. As other funds become available, we may be able to leverage those funds on these strategies—keep them in the plan and postpone implementation until we can engage.
- Do we need to take note of strategies in red?
 - No, we are not able to implement.
- **6.2 SAEC Board member requests for agenda items**
 - May 3rd Annual Plan templates from the state are filled out and we will open discussion for action
 - New Agenda Items: Agenda Request Form due 2 weeks prior to board

meeting.

- Available online at:

https://drive.google.com/drive/u/O/folders/OB5oUjTEN_u4cbkUONDR2NmI2ZUO

- Or email John Werner with the information.

Closing Comments:

- Would like to calendar times showing basic program overview.
 - So we can be more informed on what we have.
 - Program quality.
 - Share highlights of what has happened.
 - Look at trend data once or 2 times a year to see how things are going.
- What happened with the opportunity for member agencies to do application and request funding?
 - Library and Proteus received application
 - Leadership team processing requests
 - We have more time since the deadline got moved back.
- Next meeting May 3, 2016 at 8:00a.m.

7. Adjournment at 9:48 am.