

SAEC Consortium Board Meeting  
 College of the Sequoias Board Room 1  
 Meeting 02/04/20, 8:00 – 10:00 am  
 Co-chairs: Brent Calvin and Yolanda Valdez

**In Attendance:**

Brian Brazier, Corcoran Joint Unified School District; Carla Calhoun, CSET; Brent Calvin, College of the Sequoias; Erika DeLaCruz, Farmersville Unified School District; Robert Gonzales, Cutler-Orosi Joint Unified School District; Laura Gonzalez, Woodlake Unified School District; Brett Grimm, Lindsay Unified School District; Heather Keran, Hanford Adult School; Ken Kurts, Proteus – WMSE; Barbara Marshall, Sequoias Adult Education Consortium; Gary, Mekeel, Alpaugh Unified School District; Rich Merlo, Corcoran Unified School District; Lori Morton, Tulare County Office of Education; Tami Olson, Visalia Adult School; Darin Pace, Exeter Unified School District; Adam Peck, Workforce Investment Board of Tulare County; Tamara Ravalín, Visalia Unified School District; Jennifer Reimer, Tulare County Office of Education; Victor Rosa, Hanford Joint Union High School District; Jonna Schengel, College of the Sequoias; Paul Sevillano, Farmersville Unified School District; District; Larriann Torrez, Tulare Joint Unified School District; Yolanda Valdez, Cutler-Orosi Joint Unified School District; John Werner, Sequoias Adult Education Director:

	<b>Discussion Topic</b>	<b>Outcome</b>	<b>Action</b>
1	<b>Opening Business</b>		
1.1	<b>Call to Order</b>	<ul style="list-style-type: none"> <li>Called to order by</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>Quorum Established</li> </ul>	
1.3	<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>All present introduced themselves and the school or place they represent.</li> </ul>	
2	<b>Review and approval of meeting minutes:</b>	<ul style="list-style-type: none"> <li>Minutes from December 3, 2019 Board Meeting reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>Motioned by Tamera Ravalín, Visalia Unified School District</li> <li>Seconded by Victor Rosa, Hanford Joint Union High School District</li> <li>Vote: All approved None opposed Motion Carried</li> </ul>
3	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>No Comments</li> </ul>	
4	<b>Information Items</b>		
4.1	<b>Member Effectiveness</b>	<ul style="list-style-type: none"> <li>Shared the following               <ul style="list-style-type: none"> <li>➤ Serving 2,525 students</li> </ul> </li> </ul>	

<p><b>Report, Visalia Adult School – Tami Olson</b></p>	<ul style="list-style-type: none"> <li>▪ ESL, Citizenship, Spanish GED, Adult Basic Education, High School Diploma/Equivalency, Career Technical Education, Adults with Disabilities, Tulare County Inmate Programs <ul style="list-style-type: none"> <li>• High School Diplomas/Equivalency: 127</li> <li>• Career Technical Education Certificate Completion: 494</li> </ul> </li> <li>➤ Locations: <ul style="list-style-type: none"> <li>▪ Visalia Adult School, Proteus, Ivanhoe Elementary, Houston Elementary, VCIS, Conyer Elementary, Veva Blunt Elementary, Tulare County Inmate Programs, Exeter, Farmersville, The Creative Center and ABLE Industries</li> <li>▪ Helping Farmersville to stand on their own</li> </ul> </li> <li>➤ New Courses <ul style="list-style-type: none"> <li>▪ Caregiver, Child Care and Census Enumerator</li> <li>▪ Coming soon – Custodial</li> </ul> </li> <li>➤ CTE Classes <ul style="list-style-type: none"> <li>▪ Office Skills – Microsoft Office, Excel, Google, Medical Billing and Coding, Medical Assistant, Nurse Assistant, Vocational Nursing and Welding</li> </ul> </li> <li>➤ Adults with Disabilities <ul style="list-style-type: none"> <li>▪ VUSD partner – Adult Transition Program, VAS Students on IEP – Ed. Specialist, ABLE Industries Partner – One Teacher, Creative Center partner – Two Teachers</li> </ul> </li> <li>➤ Data <ul style="list-style-type: none"> <li>▪ Compared to 17/18 they are showing gains in ESL and Civic participation</li> <li>▪ Slight dip in gains in ABE and higher levels of ESL</li> </ul> </li> <li>➤ Barriers <ul style="list-style-type: none"> <li>▪ Funding – reduction of one FTE</li> <li>▪ Childcare – added at two off site locations</li> <li>▪ Transportation – added three evening off site locations VCIS, Conyer and Veva Blunt Elementary</li> <li>▪ Inmate Education GED Completion – Move to HiSet</li> </ul> </li> <li>➤ Consortium Three Year Plan Progress (2019-2022) <ul style="list-style-type: none"> <li>▪ Goal #1: Students enrolled in the 7 CAEP programs increased from 2017/2018 to 2018/2019</li> <li>▪ Goal #3: IET programs implemented in 2019/2020</li> <li>▪ Goal #4: Has aligned academic areas</li> </ul> </li> </ul>	
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4.2	<b>Member Effectiveness Report, Farmersville – Erika De La Cruz</b>	<ul style="list-style-type: none"> <li>• Shared the following <ul style="list-style-type: none"> <li>➤ Community Demographics <ul style="list-style-type: none"> <li>▪ Deep Creek Academy</li> </ul> </li> <li>➤ Current Programs <ul style="list-style-type: none"> <li>▪ High School Diploma, General Education Development, English as a Second Language</li> </ul> </li> <li>➤ Funding <ul style="list-style-type: none"> <li>▪ 2018-2019 <ul style="list-style-type: none"> <li>○ LCAP - \$22,064, In Kind - \$8,000</li> </ul> </li> <li>▪ 2019-2020 <ul style="list-style-type: none"> <li>○ LCAP - \$54,000, Adult Ed - \$65,066</li> </ul> </li> </ul> </li> <li>➤ Barriers <ul style="list-style-type: none"> <li>▪ Funding</li> <li>▪ Employees have multiple positions</li> <li>▪ Employees all part-time</li> <li>▪ Poverty and education levels</li> <li>▪ Attendance due to seasonal work</li> <li>▪ Parents attending PIQE program in evening which conflicts with classes</li> </ul> </li> <li>➤ Changes <ul style="list-style-type: none"> <li>▪ Working to stand up without VUSD help</li> <li>▪ All new part-time staff</li> <li>▪ Transitioning from paper testing to E-testing</li> <li>▪ Ongoing refinement of enrollment procedures</li> <li>▪ Utilizing and learning new programs <ul style="list-style-type: none"> <li>○ TOPsPro, Enterprise, Edgenuity, Aztec GED, CASAS E-Testing and Standout</li> </ul> </li> </ul> </li> <li>➤ Successes <ul style="list-style-type: none"> <li>▪ Opening day enrollment: 31</li> <li>▪ Current enrollment: 78</li> <li>▪ 74% of students pretested</li> <li>▪ Current credit accrual to date: 31</li> <li>▪ 1 student has completed GED to date</li> <li>▪ 1 student has completed HSD to date</li> <li>▪ Daily attendance average: 52% (not counting online attendance distance learning)</li> </ul> </li> </ul> </li> </ul>	

4.3	<b>SAEC 2019/20 Quarter 1 Fiscal Report Summary – John Werner</b>	<ul style="list-style-type: none"> <li>• Everyone has turned in their report summary</li> <li>• All data can be looked up in NOVA</li> </ul>	
4.4	<b>2020/21 &amp; 2021/22 Preliminary CAEP Fiscal Allocation – John Werner</b>	<ul style="list-style-type: none"> <li>• Preliminary CAEP fiscal allocation is 2.29% <ul style="list-style-type: none"> <li>➤ Will be applied according to last year's funding</li> <li>➤ If we do not want to follow a straight COLA we can come back in June and decide to do something different <ul style="list-style-type: none"> <li>▪ Would need to modify before the next school year</li> </ul> </li> </ul> </li> <li>• CFAD is due May 2<sup>nd</sup></li> </ul>	
4.5	<b>SAEC 2020/21 Governance Documents Revision Process – John Werner</b>	<ul style="list-style-type: none"> <li>• Due Prior to 07/01/20: Consortia report on Governance Compliance of Rules and Procedures 2020/21</li> <li>• Due prior to 07/01/20: Memorandum of Understanding for Sequoias Adult Education Consortium 2020/23</li> <li>• Due 05/02/20: Consortium Fiscal Allocation Document 2020/21</li> <li>• Due 08/11/20: Consortium Annual Plan</li> </ul>	
4.6	<b>WIOA II Update – John Werner</b>	<ul style="list-style-type: none"> <li>• Demonstration of Effectiveness submitted by all applying member districts <ul style="list-style-type: none"> <li>➤ All SAEC members who applied approved for Phase 2</li> </ul> </li> <li>• Draft applications in progress</li> <li>• Had on site meeting with consultant on January 28 and 29 <ul style="list-style-type: none"> <li>➤ Will have another on site meeting with consultant on February 10 and 11</li> </ul> </li> <li>• Final WIOA application due on February 28, 2020</li> <li>• CASAS Summer Institute in June <ul style="list-style-type: none"> <li>➤ This will help schools with WIOA Title II</li> </ul> </li> </ul>	
4.7	<b>SAEC Data Integrity Action Plan Update</b>	<ul style="list-style-type: none"> <li>• Goal is to increase the integrity of consortium data by supporting each member district</li> </ul>	

	<b>- John Werner</b>	<ul style="list-style-type: none"> <li>➤ Staff community of practice <ul style="list-style-type: none"> <li>▪ Quarterly meetings</li> <li>▪ Facility by consortium</li> </ul> </li> <li>➤ System clean up <ul style="list-style-type: none"> <li>▪ Exploring staff options</li> </ul> </li> </ul>	
4.8	<b>California Adult Education Program Technical Update – John Werner</b>	<ul style="list-style-type: none"> <li>• Reminder of due dates</li> </ul>	
4.9	<b>Discussion of Cancellation of SAEC Board Meeting on April 7, 2020</b>	<ul style="list-style-type: none"> <li>• John Werner and other staff will be out at COABE conference</li> <li>• Will vote on this at the March 3, 2020 meeting</li> </ul>	
5	<b>Action Items</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• Adjourned meeting at 9:00am</li> </ul>	