

**SAEC Board Meeting**  
 College of the Sequoias Board Room 1  
 Meeting 02/06/18, 8:00 - 10:00 am  
 Co-chairs: Stan Carrizosa & Drew Sorensen

**In Attendance:**

John Arriola, Corcoran Joint Unified School District; Wende Ayers, ABLE Industries; Carmen Becerra, SAEC ESL Navigator; Carla Calhoun, CSET; Stan Carrizosa, College of the Sequoias; Maribel Delgado, SAEC Healthcare Navigator; Dennis Doan, Lindsay Unified School District; Robert Gonzales, Cutler-Orosi Joint Unified School District; Heather Keran, Hanford Adult School; Ken Kurts, Proteus – WMSE; Lori McClintick, Visalia Adult School; Lori Morton, Tulare County Office of Education; Todd Oto, Visalia Unified School District; Jennifer Reimer, Tulare County Office of Education; Thad Russell, College of the Sequoias; Drew Sorensen, Woodlake Unified School District; Larriann Torrez, Tulare Joint Unified School District; Yolanda Valdez, Cutler-Orosi Joint Unified School District; John Werner, Sequoias Adult Education Director.

	Discussion Topic	Outcome	Action
1	<b>Opening Business</b>		
1.1	<b>Call to Order</b>	<ul style="list-style-type: none"> <li>Stan Carrizosa called the meeting to order and welcomed all to the meeting at 8:04 am.</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 5, 2017 SAEC Board Meeting reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>Motioned by Todd Oto, Visalia Unified School District</li> <li>Seconded by John Arriola, Corcoran Joint Unified 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>None</li> </ul>	
4	<b>Information Items</b>		
4.1	<b>AEBG Technical Update – John Werner</b>	<ul style="list-style-type: none"> <li>Brown Act               <ul style="list-style-type: none"> <li>➤ State has determined that the Brown Act applies to the AEBG consortia.</li> <li>➤ Effective immediately</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>SAEC may need to make some adjustments in process and/or local policy</li> </ul>

		<ul style="list-style-type: none"> <li>• AEBG Fees <ul style="list-style-type: none"> <li>➤ Fees are not allowed for community college noncredit, K12 adult ASE/ABE, ESL, AWD, and K12 Success</li> <li>➤ Fees are allowed for K12 CTE courses</li> </ul> </li>   <li>• Administrative Oversight <ul style="list-style-type: none"> <li>➤ We have language that a member will be an effective member <ul style="list-style-type: none"> <li>▪ We need to build a structure that will allow us to do that evaluate member effectiveness</li> <li>▪ We have board reviews and status updates as a start. We need to make it a formal structure of participation. <ul style="list-style-type: none"> <li>• Tell state this is how we do it</li> </ul> </li> <li>▪ We need to find the model that will work best for us</li> </ul> </li> <li>➤ Self-Assessment <ul style="list-style-type: none"> <li>▪ We need to keep control of our own self-assessment</li> <li>▪ We need to define our own accountability until the state gets something more to us</li> </ul> </li> </ul> </li>   <li>• Consortium Administrative Function <ul style="list-style-type: none"> <li>➤ How does the administrative oversight function, how does it access a consortium and its membership, and what does an evaluation look like?</li> <li>➤ Consortium oversight is not like federal program monitoring <ul style="list-style-type: none"> <li>▪ We do not audit</li> </ul> </li> <li>➤ Using the 3 year plan, annual plan, AEBG student data, and other resources available <ul style="list-style-type: none"> <li>▪ Evaluation of program needs as identified to meet the needs of the community</li> <li>▪ Evaluation of current levels &amp; types of services</li> <li>▪ Evaluation of funds provided to members</li> <li>▪ Evaluation of member effectiveness</li> </ul> </li> <li>➤ Role of consortium oversight <ul style="list-style-type: none"> <li>▪ Is the member contributing to the planning process of adult education</li> <li>▪ Are they participating in completion of our plan</li> <li>▪ Are they carrying through with their activities and is the data speaking to the activities</li> </ul> </li> <li>➤ If not an effective member <ul style="list-style-type: none"> <li>▪ Peer support between our members</li> <li>▪ Leadership team works well together in supporting each other and filling in gaps</li> <li>▪ AEBG Technical Assistant Program (TAP) also offers support for members</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• We are currently in compliance</li>   <li>• We are doing so well we should add more things to do. <ul style="list-style-type: none"> <li>➤ Insulate ourselves from anything the legislature thinks needs to happen</li> <li>➤ We have a little bit of control over our own destiny</li> </ul> </li> </ul>
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4.2	<b>SAEC Governance Participation Process – John Werner</b>	<ul style="list-style-type: none"> <li>• Activities we need to go through to maintain a consortium and then submit to the state <ul style="list-style-type: none"> <li>➤ LEA intent to participate, representative designation <ul style="list-style-type: none"> <li>▪ Go to local Board and confirm who may attend from each district</li> <li>▪ May be able to combine LEA intent to participate and MOU when presenting to each Board <ul style="list-style-type: none"> <li>• Would like to have MOU completed by June</li> </ul> </li> <li>▪ Leadership team will provide support for everyone so you will not have to do everything from scratch</li> </ul> </li> <li>➤ Consortia Fiscal Administration Declaration (CFAD) Due May 2<sup>nd</sup></li> <li>➤ Governance plan update <ul style="list-style-type: none"> <li>▪ Will review governance plan as submitted and make any updates to it</li> </ul> </li> <li>➤ Member Applications</li> <li>➤ Partner Applications</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Everything will need to be completed between now and June</li> <li>• Will need to come before the SAEC Board in April to meet deadline</li> </ul>
4.3	<b>Fiscal Data Reporting – John Werner</b>	<ul style="list-style-type: none"> <li>• PY1 2015-16 Fiscal Report, Period 5 – Submitted 1/31/18 <ul style="list-style-type: none"> <li>➤ Funds have been expended</li> <li>➤ Final report has been submitted and accepted by Chancellors office</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>• PY1 2015-16 Fiscal Report, Period 1 “Data Grant” – Submitted 1/31/18 <ul style="list-style-type: none"> <li>➤ Total expenditures: \$310,158 or 92.6%</li> <li>➤ Remaining amount belongs to Visalia Adult School and it will be expended shortly</li> <li>➤ Final report due a year from now</li> </ul> </li> <li>• Data and Accountability Member Reporting: AEBG Data Integrity Reports – Submitted 1/31/18 <ul style="list-style-type: none"> <li>➤ Each adult school had to submit a data report</li> <li>➤ Principals have to do it quarterly</li> <li>➤ Summary report only</li> <li>➤ Leadership team will take this information and look for trends and insights in several areas <ul style="list-style-type: none"> <li>▪ How can we improve</li> </ul> </li> </ul> </li> <li>• Question: Will it populate with age based data? <ul style="list-style-type: none"> <li>➤ Yes, but not to the extent that WIB gets it</li> <li>➤ We will get demographic level information down to the school level</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Leadership team will take this information and look for trends and insights in several area</li> <li>• Look at how we can improve our adult education delivery based on the information we are collecting</li> </ul>
4.4	<b>WIOA II – Larriann Torrez</b>	<ul style="list-style-type: none"> <li>• Should have received grant award notifications (GAN) in December <ul style="list-style-type: none"> <li>➤ In the future on GAN will come out in July with an estimation</li> <li>➤ An amended GAN will come out in October</li> </ul> </li> <li>• First and Second Quarter Expenditures Claims due February 16, 2018</li> <li>• New Grant Award Notification (GAN) process beginning 2018-19</li> </ul>	
4.5	<b>Velocity Tour 2018 – John Werner</b>	<ul style="list-style-type: none"> <li>• We have a calendar in place <ul style="list-style-type: none"> <li>➤ May have minor adjustments</li> <li>➤ Spans a two and a half week time period</li> </ul> </li> <li>• Moved it to April to influence enrollment in a better way</li> <li>• Not trying to generate crowd flow this time <ul style="list-style-type: none"> <li>➤ We are landing at events that are already going on</li> <li>➤ Trying to hit events that folks in adult education go to</li> <li>➤ Will use the Proteus bus if we are out for a full day</li> </ul> </li> </ul>	
5	<b>Action Items</b>		
5.1	<b>Conference Request: COABE 2018 – John Werner</b>	<ul style="list-style-type: none"> <li>• COABE Conference will be held in Phoenix Arizona on March 24 – 28, 2018 <ul style="list-style-type: none"> <li>➤ National organization holds a conference each year</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>▪ Professional development for the adult education crowd</li> <li>▪ Will be gathering information of new ideas that are going on nationally</li> <li>▪ Gathering ideas and ways to improve our integrated based education</li> <li>➤ Requesting approval to go to COABE <ul style="list-style-type: none"> <li>▪ Is in the annual plan but still needs Board approval</li> </ul> </li> <li>➤ Estimated cost: \$1972.00 <ul style="list-style-type: none"> <li>▪ Registration: \$495</li> <li>▪ Lodging: \$908</li> <li>▪ Travel: \$409</li> <li>▪ Meals: \$160</li> </ul> </li> </ul>	<p>Motion to approve to have John Werner attend the 2018 COABE Conference in Phoenix Arizona</p> <ul style="list-style-type: none"> <li>• Motioned by Yolanda Valdez, Cutler-Orosi Joint Unified School District</li> <li>• Seconded by Todd Oto, Visalia Unified School District</li> <li>• Vote: All approved, None opposed, Motion Carried</li> </ul>
6	<b>Discussion Items</b>	<ul style="list-style-type: none"> <li>• Do we have businesses that provide interpreters or transportation? Is this something that stops people from getting jobs? <ul style="list-style-type: none"> <li>➤ Industrial jobs will take a unit or shift and typically have a monolingual work force that work a certain shift so they can take advantage of bringing that workforce in</li> <li>➤ Some business like Ruiz foods is not a barrier. <ul style="list-style-type: none"> <li>▪ More of a barrier if you are not a Spanish speaker</li> </ul> </li> <li>➤ Do not have employers of the scale that the can provide transportation in this area <ul style="list-style-type: none"> <li>▪ There are some ride share in the region where they can rent a van and carpool but this is done on an individual bases</li> </ul> </li> </ul> </li> <li>• What role will robotics play into the workforce? <ul style="list-style-type: none"> <li>➤ Truck driving has remained study and does not require much education <ul style="list-style-type: none"> <li>▪ Next 20 years long haul jobs will disappear</li> <li>▪ TESLA is working on auto driving vehicles</li> </ul> </li> <li>➤ Joann Fabrics has automation and figures that in the next 15 years they will triple the output without expanding and adding more employees</li> <li>➤ They can build higher. Do not have to worry about work comp with robots.</li> </ul> </li> <li>• We have some candidates running for County Office of Superintendent positions <ul style="list-style-type: none"> <li>➤ Would like to have them come in and talk to us County Office of</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Trying to figure out how to get more people hired</li> </ul>

		<p>Education, their vision for it and the role of adult education specifically to us</p> <ul style="list-style-type: none"> <li>➤ Would like to have them come to one of our Board meetings during the day <ul style="list-style-type: none"> <li>▪ Tulare County Hispanic Leadership Network is looking at hosting some type of forum and having it later</li> </ul> </li> <li>➤ We will invite all candidates</li> <li>➤ Candidates need to file by March 9<sup>th</sup> so forum could be planned for after that date</li> </ul> <ul style="list-style-type: none"> <li>• Catch up process for COS Superintendent <ul style="list-style-type: none"> <li>➤ District wide committee for both screening and interviewing have been established</li> <li>➤ First round candidates have been identified and interviews scheduled for the middle of February 2018</li> <li>➤ Finalist will be interviewed at the end of February 2018</li> <li>➤ Superintendent will be named in March 2018 <ul style="list-style-type: none"> <li>▪ For July start date</li> <li>▪ Hopefully some overlap and communication will occur</li> </ul> </li> <li>➤ Expectations that candidate will be familiar with consortium</li> </ul> </li> <li>• Drew Sorenson will be retiring <ul style="list-style-type: none"> <li>➤ We will need another member as a co-chair</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Can put it on the agenda for April or May <ul style="list-style-type: none"> <li>➤ Vocally everyone felt it would be a good idea</li> </ul> </li> <li>• Election for co-chair will be put on the agenda in April or May</li> </ul>
7	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• Next meeting will be March 6, 2018 at 8:00 a.m. at COS, in the Sequoias Room 1</li> <li>• Meeting adjourned at 9:01 a.m.</li> </ul>	