**SAEC Board Meeting**

College of the Sequoias Board Room 1

Meeting 03/06/18, 8:00 - 10:00 am

Co-chairs: Stan Carrizosa & Drew Sorensen

**In Attendance:**

John Arriola, Corcoran Joint Unified School District; 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; Brian Griffin, Lindsay Unified School District; Heather Keran, Hanford Adult School; Ken Kurts, Proteus – WMSE; Lori McClintick, Visalia Adult School; Todd Oto, Visalia Unified School District; Don Rhyne, SAEC ABE Navigator; Tom Rooney, Lindsay Unified School District; 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; Edward William, Tulare County Library; Nicola Wissler, Visalia Chamber.

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|  | **Discussion Topic** | **Outcome** | **Action** |
| 1 | **Opening****Business** |  |  |
| 1.1 | **Call to Order** | * Stan Carrizosa called the meeting to order and welcomed all to the meeting at 8:04 am.
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| 1.2 | **Establish Quorum** | * Quorum Established
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| 1.3 | **Welcome and Introductions** | * All present introduced themselves and the school or place they represent.
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| 2 | **Review and approval of meeting minutes:** | * Minutes from February 6, 2018 SAEC Board Meeting reviewed.
 | * Motioned by Yolanda Valdez, Cutler-Orosi Joint Unified School District
* Seconded by Todd Oto, Visalia Unified School District
* Vote: All approved, None opposed, Motion Carried
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| 3 | **Public Comment** | * None
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| 4 | **Information Items** |  |  |
| 4.1 | **AEBG Technical Update – John Werner** | * AEBG Preliminary Allocations
	+ COLA for 2018-19 is $374,311.84
		- Distribution to each site is approximately 4.1 percent
	+ Total award for 2018-19 is $9,503,869.00
* Questions
	+ What is the allocation?
		- Original allocation based on maintenance of effort
		- $1.88 million based by strategy
			* prioritized by our plan
			* cost of living percentage on top of that
	+ Will we ever review to modify?
		- Fully implement what we have started before we change
		- Money has been guaranteed for each school. Will need a shift in state law before we change allocations
		- Possibility of incentive funding in the future by the state
		- Current funding strategy helped protect the smaller communities—some received service that swept adult ed. funds.
	+ It was suggested that we go back to the table as new dollars come in but we need to look at:
		- What are we doing to advance the consortium
		- Are we truly collaborating and supporting one another
		- Need to look at ourselves as a central hub
		- ADA will disburse the dollars to little amounts
* It was asked if we want to keep the current COLA % increases to member allocations or use a strategy based allocation method—keep the percentage increase and explore strategy based funding with future increases in funding.
* When we look at it next year we need to:
	+ Take a look at the key elements of our plan
	+ Prioritize strategies. Have some gone unfunded?
		- Revisit others for further budget allocations
	+ Explore centralized decision making body to prioritize resources
	+ Build a stronger connections region wide
 | * It was agreed that we will leave the plan the way it is
* We will set a couple of study type meetings for next fiscal year
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| 4.2 | **Lindsay Adult School Member Report – Dennis Doane** | * Brand New Logo
* Current Programs
	+ Diploma Completion Courses, GED/HiSET Preparation, Citizenship Prep Classes and Adult Basic Ed Classes
* Barriers
	+ Child Care
	+ Day Time Offerings
		- Students work schedule fluctuate that they need some options to get their courses done
	+ Career Technical Opportunities
		- Students want skill based courses
* Changes
	+ Lindsay Adult Education became a stand-alone school
	+ 3 part time instructors
	+ Pursuing WASC Accreditation this year
		- Meeting with them on May 22nd
* Successes
	+ Last year’s enrollment 26. This year’s enrollment 75.
		- HISET prep was the most helpful class for students
	+ Added Citizenship Prep class
	+ Collaboration with SAEC Consortium
	+ WASC Initial visitation confirmed for May 2018
	+ Lindsay Adult Education is aligned with Lindsay Unified District “Vision For Adult Education”
* Discussion
	+ Suggestion of having a class that is offered both in the day and evening (same class) and students could attend the one that works for their schedule that week
		- Currently we have curriculum that is that same at each adult school, using Aztec that will give flexibility to students
	+ Transportation has been an issue for students wanting CTE course from other schools
		- Research hiring contract service with other companies
 | * Transportation issues are something we need to continue to look at
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| 4.3 | **William M. Maguy School of Education, A Division of Proteus, Inc. Partner Report – Ken Kurts** | * Ken Kurts is currently the interim director
* Current Programs
	+ Career and Technical Education Trainings
		- Truck Driving, Office Automation, Photovoltaic “Solar” Design & Installation and Energy Efficiency & Renewable Energy Technician
		- Computer classes in Wasco and McFarland
	+ Academic Programs (Visalia, Porterville and Hanford)
		- English as a Second Language, Citizenship Classes, High School Equivalency Preparation and Adult Basic Education
* Barriers
	+ Funding
	+ Referrals
	+ Regulations
		- Limited on what they are able to do
	+ Ability to Benefit
		- Test they are required to give if they do not have HSD
		- If they do not pass they don’t come back even when they are able to retake it as many times as they want
	+ Transportation
* Changes
	+ New Staff and Title Changes
		- CEO and Executive Director, Interim Director, Student and Employer Outreach Specialist, Compliance and Records Office, Admissions and Registrar, Education Program Assistant, Office Automation Instructor, Employer Service Representative
	+ Programs
		- Moved Office Automation and Truck Driving classes, Closed Delano and Fresno Green Classes, only offer Forklift Recertification for now and Construction Energy Efficiency class in Visalia, Construction only is closed
* Successes
	+ 87% Placement for Truck Driving
	+ 70% Placement for Office Automation
	+ Successful 2017 State Inspection BPPE
	+ HEP Graduates
	+ Citizenship Graduates
	+ Receiving two vans through USDA
		- Will help with offsite class training
* Questions
	+ What do they need to be referred
		- They have income requirements
		- Farmworker or packing house background
			* By any member in the family for all family members to qualify
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| 4.4 | **Velocity Tour 2018 – Carmen Becerra (Presented by John Werner)** | * Kicks off Ault Education Week, April 9-13, 2018
	+ Reminder to everyone to have resolutions passed by their School Boards
	+ Mr. Werner wants to send a letter to Sacramento campaigning for more money
		- Will use everyone’s logos in the letter
* New Season
* New Locations
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| 5 | **Action Items** |  |  |
| 5.1 | **Professional Development, Aztec Teacher Training March 20th – John Werner** | * Aztec will provide training to Adult Education teachers – Motivating the Adult Learner and Using Aztec Software to Engage Students”
	+ March 20, 2018
	+ Will be held at Tulare District Office
	+ Will be able to take up to 30 participants
	+ Estimated Cost: $2,500.00
		- Will come out of the SAEC office budget
		- Schools will be responsible for teachers pay and travel expenses
 | * Motioned by Yolanda Valdez, Cutler-Orosi Joint Unified School District
* Seconded by Todd Oto, Visalia Unified School District
* Vote: All approved, None opposed, Motion Carried
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| 5.2 | **Full Capacity Consultant Contract, Public Service Pathway Map – John Werner** | * Update our SAEC website
	+ Add Public Service Pathway
		- Fireman
		- Police
		- EMT
		- Administration of Justice
	+ Came as a request from the CTE Committee
	+ Estimated Cost: $4,575.00
		- Will come out of the SAEC office budget
* Timeline for completing
	+ SME meeting in May
	+ Programing in May/June
	+ Will go live in June
 | * Motioned by Lori McClintick, Visalia Adult School
* Seconded by Drew Sorensen, Woodlake Unified School District
* Vote: All approved, None opposed, Motion Carried
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| 6 | **Discussion Items** |  |  |
| 6.1 | **SAEC 2018/19 Governance Document Draft Review – John Werner** | * Changes were made on Governance Document numbers 1-4, 6-9, and 11-15
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| 6.2 | **SAEC 2018/21 MOU Draft Review – John Werner** | * Changes were made to the 2018-19 MOU Draft numbers 2, 4, 8 and 12
	+ Remaining changes are dates
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| 6.3 | **SAEC 2018/19 CFAD Draft Review** | * Consortium Membership
	+ Representative name changes
* Member Allocations
	+ Adjusted for COLA= approximately increase of 4.1%
* Allocation Changes
	+ Lindsay allocation explained
 | * CFAD is due May 1st
	+ Action will be taken in April
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| 7 | **Adjournment** | * Next meeting will be April 3, 2018 at 8:00 a.m. at COS, in the Sequoias Room 1
* Meeting adjourned at 10:00 a.m.
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