

SAEC Consortium Board Meeting
 College of the Sequoias Board Room 1
 Meeting 09/06/16, 8:00 - 10:00 am
 Co-chairs: Stan Carrizosa and Sarah Koligian

In Attendance:

John Arriola, Corcoran Joint Unified School District; Laura Barba, Cutler-Orosi Joint Unified School District; Carmen Becerra, SAEC ESL Navigator; Stan Carrizosa, College of the Sequoias; Liset Caudillo, Proteus; Maribel Delgado, SAEC Healthcare Navigator; Dennis Doane, Lindsay Unified School District; Sue Gillison, Library Programs and Literacy Manager; Heather Keran, Hanford Adult School; Sarah Koligian, Tulare Joint Union High School District; Lori McClintick, Visalia Adult School; Todd Oto, Visalia Unified School District; Jennifer Reimer, Tulare County Office of Education; Don Rhyne, SAEC ABE Navigator; Tom Rooney, Lindsay Unified School District; Frank Silveira, Farmersville Unified School District; Drew Sorensen, Woodlake Unified School District; Mary Taylor, Corcoran Joint Unified School District; Larriann Torrez, Tulare Joint Unified School District; Yolanda Valdez, Cutler-Orosi Joint Unified School District; Jennifer Vega La Serna, College of the Sequoias; John Werner, Sequoias Adult Education Consortium Director.

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to Order	Sarah Koligian called the meeting to order, welcomed all to the meeting at 8:07 am.	
1.2	Establish Quorum	Quorum Established	
1.3	Welcome and Introductions	All present introduced themselves and the school or place they represent. It was noted that the SAEC Navigators were in attendance.	
2	Review and approval of meeting minutes: August 2, 2016	Minutes from August 2, 2016 SAEC Board meeting reviewed. No corrections.	<ul style="list-style-type: none"> • Motion moved by Drew Sorensen, Woodlake Unified School District • Seconded by Todd Oto, Visalia Unified School District • Vote: All approved, None opposed, Motion Carried.
3	Public Comment	No public comments were made.	
4	Information Items		

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4.1	Certificate of Recognition: Bill Edminster ACSA 2016 Career Technical Education Administrator of the Year	<ul style="list-style-type: none"> • Bill Edminster (retired) has been selected by ACSA as 2016 Career Technical Education Administrator of the Year. --Certificate was not presented to Bill as he was not able to attend the SAEC Board meeting. Bill was recognized by the SAEC Board for his work and contributions to SAEC. 	<ul style="list-style-type: none"> • Certificate will be delivered at later date.
4.2	SAEC Navigators – John Werner	<ul style="list-style-type: none"> • Navigators were introduced <ul style="list-style-type: none"> • Carmen Becerra, ESL Navigator <ul style="list-style-type: none"> --Covers Hanford, Corcoran and Alpaugh. • Donald Rhyne – ABE Navigator <ul style="list-style-type: none"> --Covers Tulare and Lindsay. • Maribel Delgado – CTE, Healthcare Navigator <ul style="list-style-type: none"> --Covers Visalia, Farmersville, Exeter, Cutler-Orosi, and Woodlake. 	<ul style="list-style-type: none"> • In process of going through orientation and training.
4.3	Central Mother Lode Regional Consortium – John Werner	<ul style="list-style-type: none"> • Collaboration of 14 community colleges and regional workforce and economic development organizations that serve the Central and Mother Lode region on behalf of the California Community colleges Chancellor Office (CCCCO), Doing What Matters for Jobs and the Economy Initiative, and the Strong Workforce Program. • Community college perspective. <ul style="list-style-type: none"> --Bring students into the college setting. --Help students get jobs. --Required to operate regionally. --COS will received approx.. \$1 million. --Have to show we put people to work with the money we use. --Will use WIOA model plus others for tracking. 	<ul style="list-style-type: none"> • Contact Karri Hammerstrom at (559) 324-6444, karri.Hammerstrom@reedleycollege.edu or Jennifer Vega La Serna for more information.
4.4	AEBG 2016 Annual Summit: Moving the Needle – John Werner	<ul style="list-style-type: none"> • Will be held in Sacramento, November 1 – 2, 2016. <ul style="list-style-type: none"> • We can have 4 representatives. • If you work at the summit it will not count as one of the 4 representatives. 	<ul style="list-style-type: none"> • May need to cancel or move November Board meeting because of conflict. • Need to start thinking about who will attend the 2017 COABE Conference in Florida. Travel plans need to be made.

	Discussion Topic	Outcome	Action
4.5	Sequoias Adult Education Consortium Fall Report – John Werner	<ul style="list-style-type: none"> • Objective 3 – Seamless Transitions <ul style="list-style-type: none"> • Pathway Mapping Tool. • Regional Integrated Delivery Service System <ul style="list-style-type: none"> --Staffed; Cross training started; Co-location of services in process. • Translation of Assessments <ul style="list-style-type: none"> --Major assessments mapped to NRS levels; Correlations determined; Professional development media in production. • CTE Contextualized Basic Skills Course <ul style="list-style-type: none"> --CTE program identified; Staff identified; Curriculum planning and development in progress. • Expand COS Tours <ul style="list-style-type: none"> --Contacts identified. • Additional ESL Counselor <ul style="list-style-type: none"> --Hired. • AWD Program: Update Occupation Skills Curriculum <ul style="list-style-type: none"> --Gaps in curriculum identified; Occupational skills needed identified (professional skills and workplace behavior). • AWD Program: Transitions to work program – 18 to 22 year old students <ul style="list-style-type: none"> --Models have been explored with member and partner agencies; 2 pilot programs running at VAS (VUSD and TCOE). • Objective 4 – Fill Service Gaps <ul style="list-style-type: none"> • Offer additional Adult Basic Skills, High School Equivalency, English as a Second Language Courses through Adult School <ul style="list-style-type: none"> --Additional courses identified; Funds allocated; Curriculum adopted; Site determined; Staff hired; Courses implemented. 	<ul style="list-style-type: none"> • Next Steps: <ul style="list-style-type: none"> --Minor corrections, Professional development delivery to staff. --Begin service delivery. --Professional development delivery to staff. --Identify students; Pilot. --Identify students; Offer tours. Navigators will assist. --Retain, --Provide staff with professional develop-awareness training. --Continued exploration and feasibility study. --Offer more courses; Targets: ABE 265 new students; HSD 410 new students; ESL 565 new students. --Adopted new curriculum (Edgenuity) --Shortage of teachers for all schools

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4.5	Sequoias Adult Education Consortium Fall Report – John Werner (continued)	<p>Shared progress at each school:</p> <p>Corcoran – John Arriola:</p> <ul style="list-style-type: none"> * Night classes: Citizenship in Spanish, ABE and ESL. * Day classes: ABE and ESL * Brand new computers and furniture * Adding a software tracking program <p>Cutler-Orosi – Laura Barba</p> <ul style="list-style-type: none"> * High School Diploma classes * Citizenship classes in Cutler-Orosi * 2 ESL and 1 High School Diploma classes at Woodlake <p>Hanford – Heather Keran</p> <ul style="list-style-type: none"> * Hired ESL, HSD instructor and a Counselor * Trying to hire an instructor to work at jail program (2,700 inmates) * Independent Study added in High School Diploma * Day classes added * Evening classes: ESL with 20 students & 2 Math with 58 students <p>Tulare – Larriann Torrez</p> <ul style="list-style-type: none"> * Hired 3 instructors * Increased hours for 1 instructor * High School Diploma and ABE class in Lindsay * Instructors trained in Edgenuity and Aztec <p>Visalia – Lori McClintick</p> <ul style="list-style-type: none"> * 22 new classes; includes 1 in Farmersville, 1 in Exeter and 1 at Houston Elementary * Created a Transition class from ESL to ABE * Curriculum shift from Gateway to Edgenuity * Created a Transition class from ESL to ABE * Classes created: 5 ABE (1 day, 1 afternoon and 1 eve); 1 HSE, 4 HSD, 1 Forum at night, 4 CTE and 2 AWD. * Created a Transition class from ESL to ABE * Testing over 200 students this week, so running out of spaces 	<ul style="list-style-type: none"> • Next Steps

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4.5	Sequoias Adult Education Consortium Fall Report – John Werner (continued)	<ul style="list-style-type: none"> • Offer Courses on CDL <ul style="list-style-type: none"> --Integrated instructional modules into ESL as part of EL Civics. • Embed Computer Skills into all Program Areas (Year 3) <ul style="list-style-type: none"> -- Standards identified. • Employer Input on CTE Programs (Year 3) <ul style="list-style-type: none"> --LMI data incorporated into the Pathway Mapping Tool. • Pre-Apprenticeship Training <ul style="list-style-type: none"> --Professional development on pre-apprenticeship delivered. • Add CTE/Certificate Programs/Course (Year 3) <ul style="list-style-type: none"> --Courses added • Offer Compressed Basic Skills Courses <ul style="list-style-type: none"> --Curriculum in development. <p>• Objective 5 – Acceleration</p> <ul style="list-style-type: none"> • Open Entry Primer Courses <ul style="list-style-type: none"> --Curriculum in development. • Deliver Supportive Services at Regional Center <ul style="list-style-type: none"> --Refer to RISDS. • Offer Vocation English as a Second Language <ul style="list-style-type: none"> --Curriculum in development. • Professional Learning Communities (Year 3) <ul style="list-style-type: none"> --PLCs initiated in High School Equivalency and Adult Basic Education. <p>• Objective 6 – Professional Development</p> <ul style="list-style-type: none"> • Teacher and Faculty Training on How to Identify and Make Accommodations for Students with Disabilities <ul style="list-style-type: none"> --Professional development delivered and ongoing 	<ul style="list-style-type: none"> • Next Steps <ul style="list-style-type: none"> --Share curriculum to all sites (Target 8 locations) --Professional development on technology standards need: focus—develop awareness --Navigators host CTE panels to gather input; Leverage WIB for skills level input; Incorporated employer identified skills into CTE curriculum --Develop a regional definition for pre-apprenticeship; Identify courses for pre-apprenticeship development. --Work with WIB to identify additional needs; Develop relationships with employers for work based learning. --Identify students; Pilot course. --Identify students; Pilot course. --Refer to RISDS in Objective 3 (above). --Identify students/local business partner; Pilot course. --Leverage SAEC Sub Groups to expand PLCs to ESL and CTE. --Continued PD delivery.

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4.5	Sequoias Adult Education Consortium Fall Report – John Werner (continued)	<p>2015-16 Data:</p> <ul style="list-style-type: none"> • Total Adults Served – Instructional Programs and Services in 2015/16 --8,078 • Total Adult Served – Student Support and Career Services in 2015/16 --4,142 • Total Students Served – Instructional Programs in 2015/16 --5,506 • Total Enrollment and Participation in 2015/16 --Enrollment = 18,457 --Participants 12,161 • Total Courses Complete in 2015/16 --5,398 • Total Course Completion by program --ABE = 2,182; ASE = 900; ABE/ASE 48; ESL = 1,702; AWD = 0; CTE = 1,113. 	<ul style="list-style-type: none"> • Next Steps --Continue monitoring, work with AEBG and CDE to refine data collection systems. There will be greater alignment statewide in regards to data collection. SAEC will provide professional development and engage alignment.
5	Action Items	None	
6	Discussion Items		
6.1	Data and Accountability – SAEC Data and Accountability Committee	<p>Committee: John Werner, SAEC Director; Melissa Calvero, Principal Visalia Adult School; Andrew Carter, College of the Sequoias; Heather Keran, Principal Hanford Adult School; Thad Russell, Dean CTE College of the Sequoias; Larriann Torrez, Director Tulare Adult School.</p>	<ul style="list-style-type: none"> • Committee will get and share information with regional partners. • COS has people who would attend if agenda is topic specific. • Provide meeting dates with specific topics for each meeting to facilitate attendance.
7	Adjournment	Next meeting will be Tuesday, October 4, 2016 at 8:00 a.m. at COS, Board Room 1. Adjourned at 9:58 a.m.	