



**State Center  
Adult Education  
Consortium**  
*Connect • Collaborate • Create*

State Center Adult Education Consortium  
390 W. Fir Ave, Building A  
Clovis, CA 93611

**State Center Adult Education Consortia (SCAEC), Board Meeting**  
**Friday, January 15, 2016 at 11:00 a.m.**  
**Location: Hallowell River Parkway House**

## Minutes

### **Members Present:**

- Marilyn Behringer, State Center Community College District
- Paul Birrell, Central Unified School
- Pam Coronado, FCOE - Adults in Corrections
- Kim Cowgen, Golden Valley Unified School District
- Amy Emrany, SCAEC
- Barbara Hioco, State Center Community College District
- Rich Ishimaru, Kings Canyon Unified School District
- Ara Keledjian, Sierra Unified School District
- Deborah Marvin, Valley ROP
- Andre Pecina, Fresno Unified School District
- Nancy Penny, Sanger Unified School District
- David Raygoza, Madera Unified School District
- Ed Schmalzel, Clovis Unified School District
- Drew Sylvia, Selma Unified School District
- Gary Talley, Chawanakee Unified School District
- Barbara Thiesen, Dinuba Unified School District
- Tod Tompkins, Caruthers Unified School District
- Lorena Torres, SCAEC
- Sherri Watkins, SCAEC

**Members Absent:** Randy Haggard, Kuljeet Mann, Valerie Vuicich



## **1.0 Call to Order, Director**

- The meeting was called to order by SCAEC Director, Sherri Watkins at 11:15 a.m. She welcomed all Board members. She mentioned that Randy was out ill. Nancy Penny is the alternate and will be assisting Sherri today. Introductions were made by Board members.

## **2.0 Approval of Minutes**

- A minor change was made to the meeting minutes from the November 13, 2015 Board meeting to reflect Central Adult school as “Central Unified School District.” This change was requested by Paul Birrell.
- A motion was made to approve the November 13, 2015 meeting minutes by Deborah Marvin. This motion was seconded by Barbara Thiesen and unanimously approved by Board members.

## **3.0 Governance Norms**

- Nancy Penny reminded all to keep the governance norms in mind during the Board meeting.

## **4.0 Reports**

### **a. Director**

#### **1. Activity Report**

Sherri Watkins shared with Board members that she attended the Readers’ Conference in Sacramento, along with Amy Emrany and Andre Pecina. At the conference, they met with other consortia members within close proximity of SCAEC and had the opportunity to hear what other local consortia are doing.

- Sherri and Amy attended the WIOA Roadshow, which was a State led and organized event. It was discussed that they will be participating with the consortia throughout the State of California.
- Fresno City College is one of four pilot campuses that are working on a student tracking program. Sherri recently met with a Fresno City College counselor to discuss how adult education can be incorporated into FCC’s tracking program.
- Sherri and Amy met with the ESL department at Reedley College to discuss how their department can work with their neighboring adult



school programs to help adult school students transfer to Reedley College.

- Sherri submitted a letter to the City of Fresno regarding the collaborative work that SCEAC does in the community. This letter was included in the City of Fresno's recent bid proposal to try and bring an e-commerce distribution center to the city of Fresno.
- State Center Community College was awarded three grants; two Pre-Apprenticeship grants and one Apprenticeship grant. Marilyn Behringer shared additional information about the pre-apprenticeship grants with Board members. One of the Pre-Apprenticeship grants will be administered through the Madera Center and will focus on the manufacturing sector in Madera. The other grant is working with food quality safety and will be administered through Clovis Community College. The apprenticeship program has already started. Dan Sousa can be contacted for additional information about these programs.
- Sherri noted that SCAEC provided Dan Sousa with a letter of support for one of the grants, in the spirit of AB104. Board members were encouraged to contact Sherri or Marilyn Behringer for additional information about these and other grants.
- Sherri was selected to participate in the Leadership Training Institute with California Adult Literacy Professional Development Project (CALPRO). Sherri will attend three leadership trainings throughout the year at no cost to SCAEC.
- Sherri noted that Wil Schofield and Ed Eng met with Neil Kelly and together with the SCAEC office, an allocations MOU was created that will be used by the State to share with other consortia, as an example.

## **2. Update on Allocations MOU**

- Sherri directed Board members to find additional information enclosed in their packets about allocation arrival dates. She stressed the importance of making sure Board members sign their MOUs in a timely manner to ensure they receive their disbursement. Sherri noted that checks have been mailed out in good faith and asked



members to sign and return their MOU as soon as possible. The February allocation will be withheld by SCCCD if the MOU is not received.

### **3. Update from State**

- Amy reviewed the handout titled “Update from State Webinar January 8, 2016” with Board members. Please see document for details.
- Sherri added that the Legislative Analyst’s office has included an Adult Education Consortium tracker on their website. This link provides the public with additional information about the various adult education programs. The website is: [www.lao.ca.gov](http://www.lao.ca.gov).

### **b. Board**

- Dr. Hioco announced that they have a new chancellor at SCCCD, Dale Paul Parnell Jr.
- All Board members briefly shared how they plan on spending their allocations.
  - Nancy Penny, Sanger Unified School District, is planning on purchasing new materials for the ESL program, and would also like to hire a couple more people to run the independent study program.
  - Gary Talley, Chawanakee Unified School District, stated that they have a waiting list of adults wanting to get enrolled in the program, and there is a great need for teachers.
  - Pam Coronado, of FCOE, explained how FCOE runs a program in the county jail. This is a voluntary program that is available to all inmates in certain housing areas of the jail. Inmates in medium to maximum security units are not eligible for this program because of separation issues. The program has served about 350 to 400 students this year. Students in the program come and go because of the nature of the program.
  - Rich Ishimaru, from Kings Canyon Unified School District, would like to do this job full-time instead of only 3 hours a day. They have increased their ESL program by expanding to the high school. He is also hoping to get more curriculum for ESL.



- Barbara Thiesen, Dinuba Unified, has posted two full-time adult education jobs. The office has been without a secretary since the end of last year. They will be holding interviews next week. They have over 40 applicants. They have a huge waiting list. The applications from students have not been processed due to lack of clerical support. They are planning on hiring a full-time ESL teacher and are hoping to close this job Wednesday of next week. The district would like to adopt an ESL curriculum to assure a smooth transition to Reedley College. Also, there is a need for more space. Right now they are in one building with 6 teachers and a part-time secretary. They would like to be able to hire a counselor as well.
- Kim Cowgen, representative for Kuljeet Mann for Golden Valley Unified, stated that they are not on the list for disbursement. Golden Valley runs a very small program. They have six different schools: Valley Children's Hospital, Valley Team Ranch, Community Day School, Lincoln Community Day School, Independence Continuation High School, and Centennial Independent Study School. The adult independent study program is currently serving six students.
- Barbara Hioco: State Center Community College District, recognized the hard work of the SCAEC staff and what they have accomplished. The spring semester classes at State Center Community College just started and there is no shortage of students or shortage of needs. In the adult population there are so many needs: Pre-job trainings, ESL, soft skills, hard skills and there is a lot that we can do together in partnerships.
- Ed Schmalzel, Clovis Unified School District, is looking to expand the ESL program. They have students on the waiting list. CUSD is looking into hiring more office staff for testing in the high school and ESL programs. They are in last phase of remodeling one third of the campus. They are hoping to move back in mid-March. The front offices, nursing, and medical assistant classrooms were remodeled. They are planning on purchasing new equipment for the nursing and medical assistant classrooms with consortium money, and would like to offer online classes in the IT area.



- Drew Sylvia, Selma Unified, is looking into expanding the adult high school diploma program and to continue it through the summer. Right now the program only runs for two semesters. They would like to run the high school diploma program in the evenings and expand the independent study program. They have already started expanding the ESL Program. Currently, they are housed at two different schools and are hoping to use consortium money to move to a new facility.
- Paul Birrell, Central Unified, commented that they have space issues as do other districts. They are looking into renting a space for CNA theory classes. They would like to have satellite space for an ESL program, update technology, and implement co-teaching models to support student learning. They would also like to send teachers that have been teaching for a long time to exemplary schools.
- Deborah Marvin, Valley ROP, received a small CalWORKs allocation. They provide an adult summer nurse assistant program on three campuses.
- Ara Keledjian, Sierra Unified School District, stated that his school is very small. Their goal is to make the program more accessible to the community. At this time, they have one teacher during the school day, one day per week, and would like to build in some flexibility. Also, they would like to offer online courses, evening courses, parent trainings, evening courses on how parents can help their students, and possibly some job training.
- Andre Pecina, Fresno Adult School, stated that their major focus is CTE. Fresno Adult School will be partnering with K-12 to utilize some resources from the CPT grant to create a more robust program for the adults. They will be providing ESL, Spanish GED, GED, and ABE classes. Also, they would like to upgrade their technology.
- David Raygoza, Madera Unified School District, mentioned that they have restructured their ESL program. They have bought the Rosetta Stone program and this program has been fully implemented. They have purchased computers for satellite teachers and staff has been trained. High School students can now come in three days per week.



The enrollment has grown from 460 to 780 students this last December. Their site is small so they are partnering with workforce to expand into the old JC Penny site.

- Tod Tompkins: Caruthers Adult School, has facility issues as do other districts. Their continuation school, adult ed, ESL, independent study programs were all housed on a portable community located at the end of the high school campus. Caruthers Unified School District passed a bond for the high school and now they have a new building. They have a teacher that comes mornings and evenings but they are getting more students from surrounding communities such as Riverdale, Laton and Kerman. They may look into using the consortium money to provide day care.
- Andre Pecina reported that there will be a California Council for Adult Education meeting on January 29, 2015. He also stated that he is working with the state on the data component. One of the issues is attendance. If anyone has any enrollment/attendance feedback, please email him. They are also looking at service providers and would like to collect data on how the consortium members work with partners and service providers.
- Legislative day is April 5<sup>th</sup>, 2016.

#### **5.0 Hearing of the Public/Unscheduled Oral Communications**

There were no members of the public present at the meeting.

#### **6.0 Information Items**

- Lunch & Board Retreat  
Lunch will be provided at the end of the meeting and the retreat will start immediately following.

#### **7.0 Consent Agenda**

There were no consent items.

#### **8.0 Action Items**

- a. Bylaws amendment - Board meeting dates/times  
Enclosed in the packet is a document that shows the change that was proposed to the bylaws regarding meeting dates and time.  
A motion to approve these changes was made by Drew Sylvia and seconded by Barbara Thiesen. The motion was unanimously approved.
- b. Application for Funding – review applications



A folder with all applications, scoring sheets, a list of applicants with their contact information, and the seven program areas was handed out to each Board member. Amy reviewed the contents of the folder.

The suggested date for review will not work for most members. Sherri will follow up with a poll. Nancy Penny made a motion stating that members who show up for the grant reading session will have the authorization to make final decision. Drew Sylvia seconded the motion. It was approved unanimously. It was determined later in the meeting that the review process will be tabled until further clarification from the state is received regarding member allocations and the RFA process.

c. Reserve

- Sherri gave an update from the State regarding the disallowance of a reserve, all members receiving allocations, and the RFA process. Board members had a preliminary discussion regarding the reserve. Barbara Thiesen asked for information from the SCAEC office regarding what the numbers would look like if all members received a reserve. SCAEC staff will work on this data and bring information to the February 19 meeting.

d. COABE attendance – amend annual plan

- AB86 planning required approval for out-of-state travel. Our grant monitor wants our amended plan to state that the Board allows out-of-state travel. Sherri asked members for approval to amend the annual plan. The amended plan would read “attend local and out-of-state conferences that are relevant to the seven program areas and performance outcomes”. (Refer to handout.)
- Nancy Penny made a motion to amend the annual plan and Drew Sylvia seconded the motion. The motion was approved unanimously.

**9.0 Public comment regarding Closed Session items**

**10.0 Closed Session**

a. Staff evaluations

- Lorena’s evaluation will occur in February.
- Amy’s evaluation is in progress and will be completed by June 1<sup>st</sup>.



- In the last hour of the retreat, the facilitator will lead the group on setting up goals and objectives for the Director's evaluation.

**11.0 Reconvene in Open Session**

**12.0 Next Meeting**

The next Board meeting will be February 19, 2016 – 390 W. Fir, Building B, Room 305. Time: 2:00 p.m.

**13.0 Adjournment**

- Drew Sylvia made a motion to adjourn the meeting. David Raygoza seconded the motion. The meeting adjourned at 12:45 p.m.