



State Center Adult Education Consortium

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State Center AB86 Adult Education Consortia Executive/Voting Member Meeting Friday, March 27, 2015 – 8:30 a.m.

Attendees:

- Pat Flattley, *Central USD*
- Baljit Gill, *Caruthers USD*
- Randal Haggard, *Yosemite USD*
- Rich Ishimaru, *Kings Canyon USD*
- Sypher Lee, *State Center Consortium*
- Lori Morton, *State Center Consortium*
- Andre Pecina, *Fresno USD*
- Nancy Penny, *Sanger USD*
- Dr. George Railey, *SCCCD (phone)*
- Ed Schmalzel, *Clovis USD*
- Barbara Thiesen, *Dinuba USD*
- Pang Vangyi, *State Center Consortium*
- Sherri Watkins, *State Center Consortium*
- Shirley Woods, *Madera USD*
- Allyson Adams, *State Center Consortium*

Welcome

Lori Morton welcomed all attendees. She introduced Sypher Lee, new account technician for State Center Consortium and SCAEC.

Approval of 3/13/15 Meeting Minutes

Lori asked for approval of the minutes.

Motion: Ed Schmalzel motioned to approve the minutes, and Pat Flattley seconded. Motion was unanimously approved.

MOU Reimbursement

Lori reminded all member districts to submit invoices for reimbursement by March 31, 2015. She also requested that members estimate their expenditures between April 1 and June 30, 2015 in order to release unencumbered funds to other budget areas. Her recommendation is that estimated expenditures should not exceed 20% of the total district allocation, which would be \$2000.00.

CASAS Conference reimbursement paperwork must be received by July 3, 2015 in order to be processed by SCCCDC before the end of the fiscal year.

Question: Can the MOU money be used to upgrade to ASAP, the shared data system? As it is necessary for all Adult Schools to be on the same system, would that be an allowable use of MOU funds?

Motion: Randy Haggard motioned to allow district allocations to be used to establish or upgrade to ASAP Version 3, and Shirley Woods seconded. Motion was unanimously approved.

Amended Motion: Randy Haggard motioned to allow district allocations to be used to establish or upgrade to ASAP Version 3, or for training purposes related to ASAP Version 3 implementation. Shirley Woods seconded. Motion was unanimously approved.

Andre Pecina suggested asking Joel at ASAP for a quote on upgrading all members of the consortium as a bundle, rather than one by one.

Project Director Resignation

Lori shared that she has taken a position with the Fresno County Office of Education. Her last day with the consortium will be Friday, April 10, 2015. She has been working to update Sherri on budget issues, etc. to ensure a smooth transition.

Performance Period Extension

Update on extension requirements

The performance period can be extended until December 31, 2015. In order for the extension to be approved, a work plan and updated budget must be submitted to the state by April 17, 2015. Lori stated that whether or not SCAEC will need the extension depends on the amount of funds left over after the member districts have submitted their invoices and expected expenditures, due March 31, 2015.

Key points regarding the extension:

- The extension can be for any amount of time but must end by December 31, 2015.
- The fiscal agency cannot be changed during whatever extension period is requested.
- The work plan needs to include piloting programs that show transitions to implementation.
- The extension can run concurrently with the implementation grant.
- The extension does not allow software purchases.

Sherri mentioned that software purchases such as ASAP, may be reviewed on a case by case basis. Lori suggested using allocation money to purchase the ASAP software, but extension funds for training and professional development related to ASAP.

Fiscal Agency Discussion

Lori has spoken with Neil Kelly, our grant monitor, regarding a possible change in fiscal agent. He suggested considering the following when choosing a fiscal agency:

- The fiscal agency is not a decision maker.
- The fiscal agent should represent a neutral party.
- How often does the board of the agency meet?
- What is the dollar threshold on items that need board approval?
- What are the existing policies and procedures for hiring staff, purchasing, and payables?

No district other than Fresno Unified has shown interest in becoming fiscal agent. Andre has met with his fiscal department and Human Resources; both are open to moving forward. He still needs to present to his cabinet, and Fresno Unified's CFO needs to be notified as well. Fresno Unified has experience with charter school MOUs; this grant would be run much the same way. Andre also showed the proposed organizational chart to Human Resources. The district already has some of those positions in place for a lower cost than projected.

There was discussion regarding the pros and cons of a K-12 district becoming fiscal agent in terms of community college perception. Some felt that community college faculty was just beginning to see the importance of being involved in adult education. Would a K-12 fiscal agent be perceived as a step backwards? There are no funds allocated for community college, so how do we keep their involvement if there is no tie to SCCC?

Andre clarified that Fresno Unified board approval would not be necessary for consortium purchases. The consortium executive board would still retain spending approval.

Lori mentioned that MOE money for 2015-16 may not be distributed until September, even though the fiscal year begins July 1st. She suggested members speak directly with their districts regarding how to fund any potential gap.

It was decided to discuss the issue further at the April 8th meeting.

Staffing Discussion

The implementation grant phase begins July 1, 2015. If it is to run concurrently with the extension, other staff will be needed to run the new grant. Can the Project Coordinator and Transitions Counselor be one position in order to keep salary costs down? Lori's suggestion is that if the funds are available, two separate positions would be necessary to get the most work done. As the consortium moves from planning to implementation, the amount of work is expected to greatly increase.

Based on the fact that Lori is leaving in two weeks, she proposed that the group make a motion to appoint Sherri as interim director to manage and oversee the budget for the remainder of the year, and allocate funds to pay her for the extra time and work. She suggests a stipend or extended contract for \$3966.29, based on 11.4 weeks at 8 hours per week, at Sherri's hourly rate.

Motion: Pat Flattley motioned to appoint Sherri Watkins as interim director through June 30, 2015. Dr. George Railey seconded. Motion was unanimously approved.

Amended motion: Pat Flattley motioned to appoint Sherri Watkins as interim director through June 30, 2015, with a stipend in the amount of \$4000.00 to compensate her for extra time and work. Dr. George Railey seconded. Motion was unanimously approved.

Other

Lori reminded the members that the next General Consortia meeting was changed to May 13, 2015 based on expectations that the Governor's budget would be out by then. It no longer looks as if the budget will be released by that date. It was decided to keep the meeting on May 13, 2015.

Upcoming Meetings

Executive Member Meeting – Wednesday, April 8, 2015 at 8:30 a.m.

General Consortia Meeting – Wednesday, May 13, 2015 at 2:00 p.m.