



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

**State Center Adult Education Consortium (SCAEC)
Thursday, February 16, 2017 at 2:00 p.m.
Clovis Community College, Herndon Campus, 390 W. Fir, Building B, Room 308**

Minutes

Members Present:

Lee Brown - Clovis Community College; Raine Bumatay - Fresno Unified School District; Leticia Canales – Reedley College; Donna Cooper – Fresno City College; Pam Coronado – FCOE Adults in Corrections; Todd Davis – Reedley College; Amy Emrany - SCAEC; Rich Ishimaru - Kings Canyon Unified School District; Ara Keledjian - Sierra Unified School District; Kuljeet Mann – Golden Valley Unified School District; Deborah Marvin - Valley ROP; Stacy Nicol - Yosemite Unified School District; Nancy Penny - Sanger Unified School District; David Raygoza - Madera Unified School District; JoJo Reyes – Central Unified School District; Ed Schmalzel – Clovis Unified School District; Darren Sylvia - Chawanakee Unified School District; Barbara Thiesen - Dinuba Unified School District; Grant Thor – Washington Unified School District; Tod Tompkins - Caruthers Unified School District; Pang Vangyi – SCAEC; Valerie Vuicich – FCOE ROP/CalWORKS; Sherri Watkins – SCAEC; Allyson Adams - SCAEC

Members Absent: Drew Sylvia – Selma Unified School District (SCAEC was notified by email that Drew would not be attending).

Guests: David Boswell – Aztec Software

1.0 Call to Order

The meeting was called to order by Barbara Thiesen at 2:07 p.m.

2.0 Approval of Agenda and Minutes

A motion was made by Ed Schmalzel to approve the agenda as presented and seconded by Lee Brown. The motion was approved unanimously. A motion was made by Nancy Penny to approve the January 20, 2017 minutes. The motion was seconded by Deborah Marvin and approved unanimously. Barbara introduced new member Grant Thor – Washington Unified School District and guest speaker David Boswell. She also asked attendees to introduce themselves.

3.0 Meeting Norms

Barbara reminded all to silence cell phones during the meeting and to treat others respectfully.

4.0 Hearing of the Public/Unscheduled Oral Communications

There were no comments from the public.

5.0 Information Items

- **Aztec Software Presentation** – David Boswell

Aztec is an online adult education company with a single management information system currently being utilized by Fresno Adult School and Central Learning Adult School Site (CLASS). The software can be used on a number of devices, either on campus or at home. Students can take courses concurrently at different levels, i.e. low math level and high reading level. The AEBG office has approved Aztec as a vendor for curriculum alignment in large part due to their reporting tools. Aztec is also responsive to adding



specialized reports as needed. Their goal is to provide consistency within the consortium region.

CLASS's Aztec program has been very successful. It was important to have a system compatible with Flash and Adobe to alleviate connectivity issues. Aztec is an excellent system for supplementing instruction. JoJo Reyes stressed that Aztec is not a stand-alone system for ESL – it must be combined with another program. Consortium-wide, Aztec might best be utilized as a component of whatever system each district is using.

Fresno Adult School is using Aztec in three ways: as a math lab for students needing to increase skills; in combination with Workforce Connection to build confidence and brush up skills; and in their ABE program to supplement basic skills.

David clarified that the Aztec system will list all tests available to students, but will asterisk only the ones necessary for the student to take. Teachers will also have the ability to pull out sections on which they would like the student to focus.

Sherri shared that Data and Accountability dollars can be used for schools to purchase Aztec.

After David Boswell left the meeting, general discussion followed on the merits of Aztec and whether it could be used as a resource at the community college level.

6.0 Reports

Director Report – The Board received the following information and reports from Executive Director Sherri Watkins:

- Sherri distributed a new member and alternate contact list.
- Sherri distributed the Annual Statement of Economic Interest (Form 700) for all members and alternates to fill out. Forms must be turned in to the SCAEC office by April 1, 2017. It was clarified that members should check 'Multi-county' in the second section of the form if they provide services throughout Fresno, Madera and Tulare counties. SCAEC will send out a form with some pre-populated sections.
- Copies of the office operations budget were made available to members. Sherri intends to distribute copies each quarter.
- Expenditure reports – most districts have issues. Sherri asked that each member speak to Allyson before leaving the meeting to see what information they are missing.
- Included in the meeting packet is a letter supporting Central Labor Council Partnership renewal. Some members stated that if this is an action item, they would have to abstain from voting. Barbara clarified that this was being presented for information only as something Sherri has done in her duties as director.
- Also included in the meeting packet was a letter from Congressman Jim Costa's office. Sherri met with the District Director who conveyed comments that their constituents would like to attend school, but do not know where to begin. Discussion will continue on how best to branch out and serve the area.
- Sherri met with Preston Prince from the Housing Authority. They are working on expanding services to Sanger and Orange Cove and would like to offer classes. Sherri provided him with pertinent contact information. She reported that during their meeting, she found it necessary to clarify more than once that SCAEC is not part of State



Center Community College District. She asked board members once again to consider the idea of rebranding. Board members agreed.

- Sherri visited the new Madera County Workforce Assistance Center. The site will house representatives from Madera WDB, Madera USD/Adult School, Madera County DSS, California EDD, California Dept. of Rehabilitation and others to provide a one-stop service to help residents of Madera County. A ribbon cutting ceremony will be held on February 27, 2017. In addition, Sherri has been asked to represent SCAEC on the Madera County Workforce Development Board.
- Sherri met with Phyllis Stogbauer from the Fresno WDB and has received an application to join their Adult Council.
- Donna Cooper shared that a statewide group for non-credit course offerings is having their first conference in May. A save-the-date flyer will be distributed next week. At a meeting last week, Donna reminded the statewide group that AEBG needs to be included.
- Sherri and Pang attended the Northern California AEBG Leads meeting which brings together California Council on Adult Education (CCAEE) and California Adult Education Administrator's Association (CAEAA) workgroups in order to learn more about what is going on in the field. The information is then relayed back to the state. One takeaway from the meeting - very few consortia are on track to spend their funding, making it difficult to ask for additional funds. The board will need to decide what will happen with 15/16 funds that remain unspent.

A comment was made on the necessity of spending money on infrastructure initially, which is not a quick process and may not show as an expense when reporting.

Discussion followed on the need to make district administrators aware of how AEBG is funded. Many are saying that funding will not continue. The belief is that AEBG is a grant when it is actually an ongoing allocation legislated by the state. Amy clarified that there is a letter on the AEBG website that explains the funding. Board members asked that this information be distributed to district superintendents.

A comment was made that it is difficult for board members to answer questions regarding how funds are being spent across the consortium. A list of goals and projects on the SCAEC website would be very helpful. SCAEC has contracted with a new company for website maintenance and will work with them to add that feature to the website.

- Six districts have not registered for the Board Retreat taking place in March. Discussions at the retreat will include allocations for next year, regional strategies, and curriculum alignment.
- Sherri reminded the board members that AEBG funds can be used to pay for staff release time to participate in workgroups to improve outcomes, such as upcoming sub-committee meetings and cross-trainings.
- Sherri mentioned that South Bay Consortium, which serves a smaller number of students, has hired 12 staff members to navigate and advise students within their consortium.

Coordinator Report – There was no coordinator report this month.

Counselor Report – There was no counselor report this month.

Board Report

- Nancy Penny is planning a Technology Training Day on April 1st for ESL instructors and media center assistants to help adult learners increase their knowledge of technology.



They are looking to incorporate Duolingo in their classes as well. ESL instructors from all districts are invited to attend.

- Outreach and Technical Assistance Network (OTAN) offers technical trainings. As list of trainings can be found on their website.

7.0 Consent Agenda - There were no consent agenda items.

8.0 Action Items

- **Sanger Adult School request for funds**

Sanger Adult School is requesting that 16/17 budget funds in the amount of \$197,000 be directed toward a new facility. Sanger Unified has already committed \$800,000 to the project. In addition, funds in the amount of \$197,000 from the 15/16 budget have already been set aside and approved by the state. Valerie Vuicich made a motion to approve the funding. The motion was seconded by Deborah Marvin, and approved unanimously.

- **Data and Accountability Plan**

Sherri presented a proposed Data and Accountability Plan, stating that although the plan must be approved and submitted, it can still be amended and revised up until December 20, 2017. All money must be spent by December 31, 2017.

Sherri gave an overview of background leading to the Data and Accountability Plan:

- New guidance released in December requires anyone receiving AEBG funds to report using TOPS Enterprise. If districts do not currently use TOPS, Data and Accountability funds will be used to get the system in place. SCAEC will take care of ordering TOPS and training staff if necessary.
- Schools are required to use an approved assessment tool such as CASAS or TABE.
- Data sharing is no longer required. All data will be uploaded through TOPS Enterprise so the state can see what is happening in each region. Sherri and Amy spoke with SCAEC grant monitor Neil Kelly regarding the future of Community Pro now that data sharing is not required. He stressed the importance of having clean, consistent data and suggested hiring more staff to achieve that goal. He approved of having a roving CASAS tester, as well as area navigators/educational advisors.
- The Data and Accountability Team recommends hiring two full-time Data and Accountability Specialists to cover SCAEC's large region.
- The Community Pro pilot program for collecting data was started well before the state mandated using TOPS, and is being extended until June 30, 2017. State agencies like Community Pro because they can limit the amount of information Community Pro can see and have access to. Sherri traveled to Washington, DC and met with a number of state and local agencies to see Community Pro in action where it is working very well. Community Pro may still be an effective tool in showing regional effectiveness.
- Sherri was approached by a local technology company, Shift 3, about their Connect data sharing system. The system connects the courts with housing and behavior health services. It works like Community Pro, but is not yet where it needs to be to provide services to SCAEC.
- Aztec has been approved by the state for Data and Accountability. If the board decides to utilize Aztec, Data and Accountability funds can be used to purchase partial licenses for the consortium.



Sherri gave an overview of the proposed budget:

- After SCCCD's indirect rate, the consortium has a remaining balance of \$739,076 for Data and Accountability.
- The budget includes costs to bring all schools up to the same level with CASAS, TOPS Enterprise, and ASAP (student attendance system).
- Part-time Data and Accountability Specialists were already approved in the SCAEC budget; they would now be full-time employees paid out of Data and Accountability funds. Data and Accountability Specialists will be visiting sites to administer tests and assist with ASAP, etc.
- A portion of Data and Accountability funds will be used to compensate the Regional Coordinator, Regional Transitions Counselor, and Director for oversight of the Data and Accountability plan and implementation, allowing SCAEC budget funds to be redirected to other areas. Sherri clarified that the Regional Coordinator, Regional Transitions Counselor, and Director positions are split-funded.
- Two, maybe three Navigator/Educational Advisors will take the place of the five part-time program specialists already approved in the regular budget. Regional enhanced services money from 16/17 will be used to sustain those positions after Data and Accountability funds are spent. In addition, Sherri proposes that in order to get work done, the consortium break into three sub-regions: North Valley, Central Valley, and South Valley. A comment was made that Sequoias Consortium uses Navigators very effectively.
- Sherri suggested retaining Community Pro for effectiveness evaluation services. There was a comment about the cost; she reminded all that it was a 3-year contract.
- Sherri again stressed that the proposed budget can still be amended and revised, however a vote is needed to submit the plan by February 20, 2017. JoJo Reyes made a motion to approve the Data and Accountability budget. The motion was seconded by David Raygoza, and approved unanimously.

9.0 Closed Session – No closed session.

10.0 Reconvene in Open Session

11.0 Public comment regarding Closed Session items

12.0 Next Meeting: Friday, March 17, 2017 at 2:00 p.m.
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13.0 Adjournment: Deborah Marvin made a motion to adjourn the meeting, and it was seconded by Pam Coronado. All voted in favor. The meeting adjourned at 4:00 p.m.