



State Center Adult Education Consortium  
642 Pollasky, Suite 110  
Clovis, CA 93612

**State Center Adult Education Consortium (SCAEC)  
Thursday, March 15, 2018 at 10:30 a.m.  
Wonder Valley Ranch Resort & Conference Center, Sanger, CA**

**Minutes**

**Members Present:**

Raine Bumatay – Fresno Unified School District; Daniel Ching – Chawanakee Unified School District; Donna Cooper – Fresno City College; Pam Coronado – FCSS Adults in Corrections; Ron Johnson – Yosemite Unified School District; Ara Keledjian - Sierra Unified School District; Robbie Kunkel – Clovis Community College; Deborah Marvin – Valley ROP; Ron Pack – Kings Canyon Unified School District; Nancy Penny – Sanger Unified School District; David Raygoza – Madera Unified School District; JoJo Reyes – Central Unified School District; Crystal Rodriguez – Clovis Unified School District; Suzanne Rodriguez – Sanger Adult School; Ed Schmalzel – Clovis Unified School District; Drew Sylvia – Selma Unified School District; Barbara Thiesen - Dinuba Unified School District; Grant Thor – Washington Unified School; Tod Tompkins – Caruthers Unified School District;

**Guests Present:** Barbara Blanchard – Fresno City College; Becky Castro – Fresno Unified School District; Lori Hawkyard – Sanger Unified School District; James Hayes – Sage Business & Education; Rozanne Hernandez – State Center Community College District

**Members Absent:** Avo Atoian/Kuljeet Mann – Golden Valley Unified School District; Todd David/Leticia Canales – Reedley College;

**SCAEC Staff Present:** Allyson Adams; Amy Emrany; Pang Vanygi; Sherri Watkins

**1.0 Call to Order**

The meeting was called to order by Barbara Thiesen at 10:29 a.m.

**2.0 Approval of Agenda and Minutes**

A motion was made by David Raygoza to approve the agenda as presented, and seconded by Donna Cooper. The motion was approved unanimously. A motion was made by Ed Schmalzel to approve the February 15, 2018 minutes. The motion was seconded by Debbe Marvin and approved unanimously.

**3.0 Meeting Norms**

**4.0 Hearing of the Public/Unscheduled Oral Communications**

**5.0 Consent Agenda**

- 5.1 Confirmation of total for Consortium-wide AZTEC software purchase - \$131,122.36
- 5.2 Confirmation of total for Consortium-wide ASAP student information system three-year purchase - \$196,770.00

State Center Community College District, as fiscal agent, is requiring minutes showing approval of the exact purchase price for each program, as they each exceed \$90,000. The purchases had previously been approved by the Board in the Data & Accountability plan.

***Donna Cooper made a motion to approve the consent agenda as presented. The motion was seconded by David Raygoza and approved unanimously.***

## **6.0 Information Items**

- **Consortium Fiscal Administration Declaration (CFAD) 2018 – with additional COLA of \$585,593.00**

The SCAEC Board must determine how additional COLA funds will be allocated before the next board meeting (April 20, 2018). The retreat will be used to determine the COLA funding structure which, along with the CFAD, will be voted on at the April 20, 2018 Board Meeting. The certified CFAD is due on May 2, 2018. If the CFAD is submitted after the due date, the current funding structure will be followed.

## **7.0 Reports**

- **SCAEC Office Report**

- Sherri Watkins thanked all members for getting their paperwork done. She is open to suggestions on how to streamline the process.
- The Evergreen District Representative form has been distributed by email.
- Sherri reminded members to turn in Form 700 to SCAEC office.
- Sherri reminded members that Community Pro training will take place on 3/21/18 and 3/22/18.
- State Center Community College District has agreed to act as fiscal agent for SCAEC.
- Sherri was selected to serve on the AEBG Regional Collaboration Field Team.
- Sherri distributed a budget update that includes staff salaries and benefits for 2017-18. The remaining balance of 2016-17 funds will be transferred to the 2017-18 budget to cover retroactive pay increases for the three FUSD employees (Sherri, Amy, and Pang).
- Amy Emrany reported that all schools are now using ASAP V3. Five schools are providing E-testing, with three more in the process. Karina Vera has been meeting with all schools to provide data gathering assistance. She is now the contact person for any data-related questions. Amy and Karina presented on data reporting at the AEBG Summit.
- Pang Vangyi reported that the Transitions team continues to collaborate with and outreach beyond the consortium members. The team is reaching out to non-profits such as county libraries and Reading & Beyond. Amy has been in contact with the sites gathering information for the reverse credit project, which allows college credits to be used to obtain a high school diploma at the adult schools.

- **Board Report** – there was no Board Report.

- **Sub-Region Reports – Highlights**

- South Region
  - Selma Adult School reported that their EMT program, as well as their Photography Business class, are both full.
  - Sanger Adult School just finished EMT, Security Guard and Welding classes. They are hoping to start another welding class in the spring.
  - Valley ROP has added precision exams for industry certification in CTE classes. They are speaking with Reedley College about partnering to provide automotive and welding classes.

- Kings Canyon Adult School continues to work on a purchasing agreement for their new facility.
  - Dinuba Adult School has partnered with their local Chamber of Commerce to offer a Small Business Computer course.
- North Region
  - Madera Adult School is offering CASAS E-testing.
- Central Region
  - Transition Specialist Oscar Hinojosa has been helpful with communication between the adult schools in the region.
  - CLASS is working on an Auto Body class with the Fresno City College Career Technology Center.
  - Fresno City College is offering an ESL course at Del Mar Elementary School. They are looking to partner with Valley PBS to offer courses at additional school sites.
- Clovis Region
  - Clovis Adult School thanked Pang for her work in their region. Clovis is also moving forward in partnership with Center for Advanced Research and Technology (CART) to provide classes.

**8.0 Action Items** – There were no action items to report.

**9.0 Closed Session**

Executive Director Evaluation Tool

**10.0 Reconvene in Open Session**

Open Session reconvened at 11:22 a.m.

***Nancy Penny made a motion to approve the new Executive Director Evaluation process, to take effect in June 2018. The motion was seconded by Ara Keledjian and approved unanimously.***

**11.0 Public comment regarding Closed Session items**

**12.0 Next Meeting:** Friday, April 20, 2018 at 3:00 p.m.

Fresno Adult School

2500 E. Stanislaus St., Fresno CA 93721

**13.0 Adjournment**

Donna Cooper made a motion to adjourn the meeting, and it was seconded by Nancy Penny. All voted in favor. The meeting adjourned at 11:23 a.m. to continue with the Executive Board Retreat.