



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

**State Center Adult Education Consortia (SCAEC)  
Friday, November 18, 2016 at 2:00 p.m.  
Clovis Community College, Herndon Campus, 390 W. Fir, Building B, Room 308**

**Minutes**

**Members Present:**

Paul Birrell - Central Unified School District; Raine Bumatay - Fresno Unified School District; Donna Cooper - Fresno City College; Pam Coronado - FCOE; 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; JoJo Reyes – Central Unified School District; Ed Schmalzel - Clovis Unified School District; Gary Talley – Chawanakee Unified School District; Tod Tompkins - Caruthers Unified School District; Valerie Vuicich – FCOE; Sherri Watkins – SCAEC; Xavier Martinez – SCAEC; Rich Ishimaru – Kings Canyon Unified School District; Allyson Adams - SCAEC

**Members Absent:** Lee Brown - Clovis Community College; Todd Davis – Reedley College; David Raygoza - Madera Unified School District; Drew Sylvia - Selma Unified School District; Barbara Thiesen - Dinuba Unified School District

**Guests:** Grant Thor - Washington Unified School District; Vicki Pontius – Fresno Pacific University

**1.0 Call to Order**

The meeting was called to order by Sherri Watkins at 2:09 p.m. Paul Birrell served as chair of the meeting in Barbara Thiesen’s absence. He welcomed all attendees and asked for introductions.

**2.0 Approval of Agenda and Minutes**

A motion was made by Gary Talley to approve the agenda and the October 21, 2016 minutes as presented, and it was seconded by Debbie Marvin. The motion was approved unanimously.

**3.0 Meeting Norms**

Paul reminded all to be at board meetings on time to ensure we have a quorum present.

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

No public comments

**5.0 Information Items**

**Guest Speaker** – Grant Thor, Washington Union School District.

Washington Union is providing the Jump into English program for parents to learn how to help their children better navigate the school system. With 30 hours of instruction, the program satisfies areas 2 and 4 of the seven AEBG areas. Two cohorts finished this week with excellent completion rates, and there is currently a waiting list of 60 students as well as 15 others deemed too advanced for the beginning class. A diploma completion component was approved and will be added to the classes. The current funding request is for \$32,700 which includes the instructor. Voting on the proposal, as well as Washington Union membership in the consortium, will take place at the next board meeting.



**Guest Speaker** – Vicki Pontius, Fresno Pacific University

Fresno Pacific offers a CTE credential. They had been authorized to offer the Adult Education Credential program, but the plan was not renewed. Recently, it appears there is great interest in reviving the program, however it is a 6-12 month process. The entire program will need to be rewritten and multi-level approval is required. Vicki said she will look into the process and requirements.

## 6.0 Reports

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

- The Central section of the CCAE Fall Conference will be held on December 9th at Fresno Adult School.
- A Doodle Poll was distributed to find workable dates for the Executive Board Strategic Planning Retreat.
- New Transitions Counselor, Pang Vangyi, will start on December 7, 2016.
- Sherri and Amy attended the AEBG Summit on November 1-2, 2016 and Sherri presented, along with JoJo Reyes, on the Community Pro Pilot.
- The Data and Accountability Plan due date has been changed to February 20, 2017.
- LACES Demonstration – Sherri mentioned that during the demonstration at Fresno Adult School, the system was unable to show transcripts in the demo mode. The issue has been fixed, and she asked if anyone was interested in attending another demonstration; no interest. General discussion followed regarding the pros and cons of LACES. Not all schools are interested in switching systems.
- WIOA Application –
  - Some consortia are applying as a group rather than as individual members.
  - Discussion followed regarding the pros and cons of applying for WIOA funds. Fresno Adult School receives 1.2M and will be reapplying; no drawback as it is a much easier grant to write than others. Reporting requirements include an application, tech plan, and quarterly expenditure reports. A small school might struggle with the reporting requirements. Amy clarified that the data must be supplied for AEBG anyway; the same information is used for WIOA.
- Sherri distributed job descriptions for Data and Accountability Specialist, Basic Skills Program Area Specialist, and Adults with Disabilities Program Area Specialist. She asked that members forward the information to anyone who may be interested.
- Sherri distributed a handout listing upcoming conferences. The SCAEC grant monitor has suggested a ‘divide and conquer’ approach to conference attendance.

### **Coordinator Report**

- Amy attended a session at the AEBG Summit that discussed a regional brochure developed by one of the consortia listing programs at all schools in their area.
- Sherri discussed the idea of rebranding the Consortium. Currently, the name focuses on State Center and does not seem to encompass everyone involved. She asked for name suggestions.
- Fiscal due dates
  - Consortium member expense and progress report is due on January 31st. School reports are due mid-January to ensure that the consortium is able to meet that deadline. Each school must report expenditures by object code and provide a narrative of progress through December 31st, tracking each allocation from Period 3 of 15-16 and Period 1 of 16-17 monies.
- AEBG has begun the process of establishing the adult education data and accountability system – aligning AEBG and WIOA common measures, establishing uniform data



collection requirements, and trying to minimize the burden of reporting performance data.

- Amy referenced an AEBG memo stating what types of data must be collected. Reporting must be submitted quarterly beginning March 2017, and annually beginning June 2017. A copy of the memo can be found at <http://aebg.cccco.edu/Portals/1/docs/For%20AEBG%20Grantees/11.16.16%20Letter%20to%20Consortia%20re%20WIOA%20Alignment.pdf>. Amy clarified that data shown on the memo with an asterisk does not need to be reported on as of yet. More guidance will be provided from the State at a future date.
- After the first of the year, the Governance Committee will be meeting to create a definition of what a member 'not in good standing' would look like.
- Program review meetings are continuing.
- Xavier Martinez reported on his activities:
  - Continuing to gather information on local CTE courses.
  - Continuing to facilitate collaboration between education and workforce. There is interest on the workforce side, but they do not know how to report data.
  - Working with CART, Patino, and Duncan to see if their facilities can be used after hours for adult education students.

#### **Board Report**

- There was a general board discussion regarding what core curriculum is being used for adults in high school diploma programs.

**7.0 Consent Agenda** - There were no consent agenda items.

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

**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, January 20, 2016 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 Ed Schmalzel. All voted in favor. The meeting adjourned at 3:38 p.m.