



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

State Center Adult Education Consortium (SCAEC)
Friday, June 17, 2016 at 2:00 p.m.
Clovis Community College, Herndon Campus, 390 W. Fir, Building B, Room 305

Minutes

Members Present:

Paul Birrell-Central 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, Kuljeet Mann-Golden Valley Unified School District, Ed Schmalzel - Clovis Unified School District, Drew Sylvia - Selma Unified School District, Barbara Thiesen - Dinuba Unified School District, Lorena Torres – SCAEC, Valerie Vuicich-FCOE ROP/Cal Works, Sherri Watkins – SCAEC.
(A. Keledjian left the meeting at 2:48 pm)

Members Absent: Pam Coronado-FCOE Adults in Corrections, Randy Haggard-Yosemite 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, Gary Talley-Chawanakee School District, Tod Tompkins-Caruthers Unified School District

Guests: Sally Fowler-FUSD/CCR, Stacy Nicol-Yosemite Unified School District, Janice Emerzian-Fresno City College, Raine Bumatay-Fresno Unified School District, Randy Erickson and Garth Neil - Literacy Pro Systems

1.0 Call to Order

The meeting was called to order by Sherri Watkins at 2:06 p.m. Sherri welcomed all attendees, and introductions followed.

Approval of Agenda and Minutes

A motion was made by Paul Birrell to approve the agenda as presented, and it was seconded by Barbara Thiesen. The motion was approved unanimously.
Valerie Vuicich made a motion to approve the May 20, 2016 minutes, and it was seconded by Ed Schmalzel. The motion was approved unanimously.

2.0 Meeting Norms-Sherri Watkins reminded Board members that cell phones should be turned off during the meeting as per meeting norms.

3.0 Hearing of the Public/Unscheduled Oral Communications-There were no comments from the the public.

4.0 Reports-

5.0 A. Director-The Board received the following information and reports from Executive Director, Sherri Watkins:

- Sherri reminded Board members that the Consortium office is keeping record of their attendance. If a Board member misses more than three Board meetings, a letter will be generated and sent out to their Superintendent.
- Sherri reported that worksheets are required by the state and will be due July 15, 2016. Copies of the worksheets submitted last year were handed out to Board members, electronic copies will be sent out at a later time.
- State Center Adult Education Consortium sponsored the DSP & S Conference. Approximately sixty DSP & S staff members and counselors from Adult Ed schools



attended this conference. The attendees thought this conference was very beneficial, they got a good sense of what is happening in the district.

- There were several subcommittee meetings that took place at State Center Community College on June 10, 2016. More subcommittee meetings have been scheduled in July and September.
- Sherri has been working with the Workforce Investment to get the MOU's created.
- The Financial/CBO meeting took place on Friday, June 10, 2016 at the Clovis Community College-HC. Board members commented that the meeting was very beneficial, and very informative.
- Amy and Sherri presented at Fresno Adult School, they were able to explain to FAS staff what is going on with the Consortium.
- Sherri and Amy will be attending the CASAS conference in San Diego, CA next week.

B. Coordinator

- Amy reminded Board members that the Consortium received the extra funding for data and accountability. She talked about the importance of data collection. Amy mentioned that the State is going to ask for students that are enrolled for at least one hour of class even though WIOA requirements are 12 hours. They also want us to collect age, date of birth, gender, ethnicity, disability status, highest school grade completed, whether student is an English learner or not. The Consortium has to provide the State with data from all seven areas even if they are not using any funding in those areas. The State wants to know the services we are providing not just where the funding is. The Webinar that talks about data collecting can be found at the AEBG webpage.
- Amy reported that information on the data and accountability funds has been released. Data and Accountability funds need to be tracked separately. A complete report with narrative that includes project objectives, with related activities, description with performance outcomes and a timeline and responsible person for this report needs to be submitted to the State. This report is due December 20, 2016. Budgets, a one-time final expenditure report, progress report and the final report are due February 17, 2018.

C. Board-There were no comments made by the members of the Board.

6.0 Information Items

6.1 Janice Emerzian-New online classes for adults in Education Aide

- Janice Emerzian shared information about new classes and certificates that will be offered in the area of early childhood education and special education aide at Fresno City College in the fall. These are shorter certificates, usually 14-18 units. Most of these classes are going to be offered online or be hybrid courses. The certificates to be offered are: General Ed, Bilingual Ed and Special Education. These are state approved certificates. This program prepares students to take the test required to work in the various districts throughout the valley.

6.2 Guest Speaker

- Sherri introduced Randy Erickson and Garth Neil; they gave a presentation on the Literacy Pro data system.

6.3 Hire Roving CASA/Data person-\$50,000 or less due to decrease in duty year and STE determination

- The maximum cost to hire the CASAS/DATA person is \$50,000 or less due to duty days or hours per day.
- The purpose of hiring a CASAS/DATA person is to help the smaller school districts that do not have CASAS in place. The funds to pay for this position will come out the consortium office operating budget. This is a classified position.



- There was a discussion on the possibility of using qualified staff members from adult schools to administer the CASAS assessments.

6.4 Hire Transitions Counselor for North and Central Valley Schools approx.. \$120,000 (incl. benefit pkg.)

- It is written in our plan to hire a transitions counselor to reach out to all adult sites and college counselors. Objective 3 and Objective 4, we have a huge region that we have to serve. Salary and benefits are based on Fresno Unified salary schedule. The position will be 10 or 11 months.

6.5 Roberts Rule of Order Quick Reference Guide

- Ed Schmalzel provided a Robert's Rule of Order quick reference guide. Copies were handed out to Board members for future reference.

7.0 Consent Agenda -There were no consent items

8.0 Action Items-The Board took the following action:

8.1 Yosemite Adult School Summer ESL Program

- Paul Birrell made a motion to approve the \$2,000 for the ESL summer program at Yosemite Adult School, the motion was seconded by Barbara Thiesen. The motion passed unanimously.

8.2 MOU between Workforce Investment Boards and SCAEC

- A motion to approve the Memorandum of Understanding between the Workforce Development Board of Madera County and State Center Adult Education Consortium was made by Valerie Vuicich, it was seconded by Ed Schmalzel. The motion was unanimously approved.
- A motion to approve the Memorandum of Understanding between the Fresno Regional workforce Development Board and State Center Adult Education Consortium was made by Valerie Vuicich, it was seconded by Paul Birrell. The motion passed unanimously.

9.0 Public comment regarding Closed Session items

No public comment.

10.0 Closed Session

The Board met in closed session to discuss the Executive Director's evaluation. Non-voting members were asked to step out the room.

11.0 Reconvene in Open Session

The Board reconvened in open session at 3:53 p.m.

12.0 Next Meeting: Friday August 12, 2016 at 2:00 p.m.

Clovis Community College, Herndon Campus

390 W. Fir, Building B, Room 305

13.0 Adjournment: A motion to adjourn the meeting was made by Paul Birrell and seconded by Barbara Thiesen. All members voted in favor. The meeting adjourned at 3:55 p.m.