



**State Center Adult Education Consortia (SCAEC)  
Special Board Meeting  
Wednesday, October 28, 2015 at 2:00 p.m.  
Location: State Center Community College District, Herndon Campus**

**Minutes**

**Members Present:**

- Paul Birrell, Central Unified School District
- Amy Emrany, Coordinator, SCAEC
- Randal Haggard, Yosemite Adult School
- Barbara Hioco, State Center Community College District
- Rich Ishimaru, Kings Canyon Adult School
- Ara Keledjian, Black Mountain Adult School
- Andre Pecina, Fresno Adult School
- Nancy Penny, Sanger Adult School
- David Raygoza, Madera Adult School
- Jose Reyes, Central Adult School
- Ed Schmalzel, Clovis Adult School
- Drew Sylvia, Selma Adult School
- Gary Talley, Chawanakee Unified School District
- Barbara Thiesen, Dinuba Adult School
- Tod Tompkins, Caruthers Unified School District
- Lorena Torres, Assistant, SCAEC
- Sherri Watkins, Director, SCAEC

**Guests:** John Quinto –CBO Kings Canyon Unified School District

**Absent Members:** Kuljeet Mann, Golden Valley Unified

## **Call to Order, Director**

The meeting was called to order by SCAEC Director, Sherri Watkins, at 2:12 p.m. Members and guests introduced themselves.

Board member, Barbara Thiesen, welcomed Amy Emrany as the new Coordinator.

## **Approval of Agenda/Minutes from October 9, 2015**

- A motion to approve the agenda as presented was made by Barbara Thiesen and seconded by Barbara Hioco. Motion was unanimously approved.
- SCAEC Boards members reviewed the minutes from the October 9, 2015 meeting.
- A motion to approve the minutes from October 9, 2015 as presented was made by Ed Schmalzel and seconded by Paul Birrell. Motion was approved unanimously.

## **Governance Norms**

Governance norms were adopted at the last meeting and a copy of the norms should be in each member's binder. These norms will serve as point of reference for future meetings.

## **Reports**

**Director**-Sherri Watkins welcomed new members Gary Talley from Chawanakee Unified School District and Ara Keledjian from Sierra Unified School District.

**Board** – Barbara Thiesen announced to the Board that there is an opening for a secretary at Dinuba Adult School. If members know of a good candidate please encourage them to apply.

**Allocations Sub-Committee:** The Allocations Sub-Committee met on Thursday, October 22<sup>nd</sup>. Randy Haggard thanked everyone who was part of the Allocations Sub-Committee for their hard work. The meeting was very productive.

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

John Quinto, CBO at Kings Canyon Unified School District, had some questions regarding the Block Grant and the distribution of consortium funding and what impact it will have on his school district. John stated that Kings Canyon is here as a partner and as a team member and he is hoping to learn more as we move forward.

## **Information Items**

There are no informational items to report.

## **Consent Agenda**

There are no consent items.

## **Action Items**

### **8.1 Consideration and action to approve SCAEC Budget including reserve (Allocations Sub-Committee Proposal)**

- Sherri Watkins distributed copies of the proposed SCAEC budget to all SCAEC Board members.
- Randy Haggard stated that in the original plan, the formula was 70% for K-12 and 30% for regional consortium support/SCAEC office.
- The total allocation for the Consortium is \$4,839,117. The breakdown of the funding is as follows:
  - 65% for K-12 adult education programs \$3,133,677
  - 25% for regional enhanced services including 4% indirect costs/SCAEC office \$750,000
  - Funding by application process \$471,528
  - 10% reserve \$483,912.
- Sherri reviewed the proposed SCAEC office operating budget which includes 4% indirect costs. The total operating expenses plus indirect cost is \$750,000.
- The proposed budget includes the pre-apprenticeship coordinator from State Center Community College District. Area 7 in the legislation says we

must create pre-apprenticeship programs. State Center Community College is applying for two different grants. If SCCCD is awarded a grant, then SCAEC will fund 10% of the coordinator's salary. The SCAEC operating budget also pays for: Budget Tech 20%, Program Director 100%, Coordinator 100% and Office Assistant III 100%.

- Board Member, Paul Birrell, stated that at the meeting where they discussed the fiscal agent, the SCCCD Vice Chancellor told board members that State Center will not charge any indirect costs to be the fiscal agent. Barbara Hioco stated that she talked to the former Vice Chancellor and he stated that he does not recall saying that. Paul Birrell said he did not imagine it. Barbara Thiesen stated that at a previous allocation meeting it was discussed that the fiscal agent would have not taken that responsibility without a cost. Indirect costs will only be charged on what is spent. Andre Pecina stated his concern is for next year. It's a greater year, what is the indirect cost on \$14 million? Barbara Thiesen stated that we do not know yet if State Center will be the fiscal agent next year. Randy Haggard stated that there may be a discussion/possibility of districts taking a smaller percentage in indirect costs for MOE amounts.
- Paul Birrell requested minutes from the allocation meeting.
- A motion was made by Andre Pecina to approve the budget with revisions to include removing the name tied to the apprenticeship program and stating \$10,000 for salaries for the apprenticeship program. The motion was seconded by Drew Sylvia. Motion was approved unanimously.

## **8.2 Consideration and action to approve State Center Adult Education**

### **Allocation Formula (Allocation Sub-Committee Proposal)**

- The allocation subcommittee met on Thursday, October 22, 2015. Three possible funding models were discussed and the one that was chosen seemed the fairest and represents our best intent to better serve our region.
- Allocations were based on an average of two-year enrollments - school years 12/13 and 13/14. The allocation sheet with amounts each district will be receiving was distributed to all members. The proposal brought to the table is based on MOE and district enrollment.

- A motion to approve the proposed allocation formula was made by Barbara Thiesen and seconded by David Raygoza. Motion was unanimously approved.

### **8.3 Consideration and action to approve Funding Application and Scoring Guide**

- Barbara Thiesen presented a template that was formatted as a Google form. SCAEC Board Members reviewed the application and scoring form.
- Applicants will need to work together with a member. Barbara Thiesen stated that if any partner would like to partner with the State Center Adult Education Consortium, they would need to fill out an application and submit it to the Board. SCAEC Board Members will review it.
- Organizations applying for funds need to have a history of an effective program. The applicant will need to present some type of a timeline. Drew Sylvia stated that all applications submitted may not be approved. Applications will be prioritized.
- A scoring guide will be used to score the applicants and Board members will give final approval.
- Districts members will not be responsible for overseeing an applicant's program.
- A motion to approve the funding application and scoring guide templates was made by Drew Sylvia and it was seconded by Paul Birrell. Motion was approved unanimously.

### **8.4 Consideration and action to approve Memorandum of Understanding between Members and State Center Adult Education Consortium (SCAEC)**

- SCAEC Board Members would like to add a table to the MOU with each member listed. The table would include each member's MOE allocation, consortium allocation and total amount.
- A motion to approve the MOU and to add a table with MOE allocations and consortium allocations was made by Andre Pecina and it was seconded by Nancy Penny. Motion was unanimously approved.

- No allocation was given to State Center Community College. Randy stated, as a district member, and not in official board chair capacity, that SCCCDC represents our region and as far as he was concerned, for an application submitted by SCCCDC, “It wouldn’t be a slam dunk, but it would be a slam dunk”.

### **8.5 Consideration and action to approve SCAEC reports due November 2, 2015**

- Copies of the three year plan and annual plan were distributed to all Board Members. Sherri asked Board Members to review the three year plan.
- The plans are due November 2, 2015 but they can be amended after submitting. The plans will be reviewed at the Reader’s Conference in Sacramento on December 1 and 2.
- A motion to approve the three year plan was made by Drew Sylvia and seconded by David Raygoza. Motion was approved unanimously.
- A question was raised regarding the counselor position listed in the annual plan section 1.9. Member Andre Pecina stated that Amy Emrany’s position was condensed with the counselor position. The counselor position was not written into the proposed budget approved earlier at this meeting.
- The annual plan will be updated once the worksheets are received from the Board Members.
- Barbara Hioco is concerned that State Center Community College did not receive any allocations. She is not sure how to support activities listed in the annual plan if SCCCDC will not receive any funds from the consortium. SCAEC Board Members suggested that SCCCDC apply for funding through the application process.
- A motion was made by Barbara Thiesen to accept both the three year plan and annual plan with the change to reflect one consolidated position of liaison/coordinator and to add a sentence at the end of section 1.10 that reads “per governance bylaws, annual review of fiscal agent”. The motion was seconded by Drew Sylvia. Motion was unanimously approved.
- Board Members were asked to sign both the annual and three year plan.

## **8.6 Consideration and action to approve categorization of “large,” “medium and “small” districts**

- Sherri Watkins created a talking point table that divides districts into five categories: extra small, small, medium, large, and extra-large based on 12/13 enrollment and presented it to SCAEC Board Members. The purpose of defining into these categories is to have a fair representation when sub committees are established. Sherri asked SCAEC Board Members for suggestions.
- SCAEC members decided it is best to keep districts into three categories of small, medium and large.
- A motion to divide districts into three categories: small, medium and large based on 12/13 MOE enrollment was made by Barbara Thiesen and seconded by Andre Pecina. Motion was unanimously approved.

### **Next Meeting**

- It was decided by all SCAEC Board members to meet on Friday, November 13, 2015 at 9:00 a.m. The location of the meeting will be decided at later time.

### **Adjournment**

- A motion to adjourn the meeting was made by Barbara Thiesen and seconded by Paul Birrell. The meeting was adjourned at 4:42 p.m.