



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

State Center Adult Education Consortium (SCAEC)
Friday, April 24, 2020 at 2:00 p.m.
Online Meeting via Google Meet

Minutes

Members Present:

Jose Bedolla – Selma Unified School District; Paul Birrell – Central Unified School District; Raine Bumatay – Fresno Unified School District; Shelly Conner – Madera Community College; Donna Cooper – Fresno City College; Pam Coronado – Fresno County Superintendent of Schools; Todd Davis – Reedley College; Leslie Goston – Golden Valley Unified School District (by phone); Lori Hawkyard – Sanger Unified School District; Micah Hiatt – Valley ROP; Rich Ishimaru – Kings Canyon Unified School District; Ara Keledjian - Sierra Unified School District; Robbie Kunkel – Clovis Community College; Fabrizio Lofaro – Valley ROP; Courtney McMahon – Clovis Unified School District; Stephanie Osowski – Yosemite Unified School District; David Raygoza – Madera Unified School District; Gary Schlueter – Fresno 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; Jonathan Torres – Dinuba Unified School District

Guests Present: Leigh Ann Bane – Fresno City College; Rozanne Hernandez – State Center Community College District

SCAEC Staff Present: Allyson Adams, Pang Vangyi, Sherri Watkins

1.0 Call to Order

Barbara Thiesen called the meeting to order at 2:06 p.m. All members signed into the chat transcript. Barbara welcomed Jose Bedolla, the new member representative for Selma Unified School District. Drew Sylvia has taken another position outside of the district.

2.0 Approval of Agenda and Minutes

A motion was made by Donna Cooper to approve the agenda as presented. The motion was seconded by Stephanie Osowski and approved.

| District | Yes | No | Absent | Abstain |
|-------------------|-----|----|--------|---------|
| Caruthers USD | | | X | |
| Central USD | X | | | |
| Chawanakee USD | X | | | |
| Clovis CC | | | X | |
| Clovis USD | X | | | |
| Dinuba USD | X | | | |
| Fresno USD | X | | | |
| Fresno CC | X | | | |
| FCSS | X | | | |
| Golden Valley USD | | | X | |

| District | Yes | No | Absent | Abstain |
|------------------|-----|----|--------|---------|
| Kings Canyon USD | X | | | |
| Madera CC | X | | | |
| Madera USD | X | | | |
| Reedley College | X | | | |
| Sanger USD | X | | | |
| Selma USD | X | | | |
| Sierra USD | X | | | |
| Valley ROP | X | | | |
| Washington USD | X | | | |
| Yosemite USD | X | | | |

A motion was made by Darren Sylvia to approve the minutes as presented. The motion was seconded by Paul Birrell and approved.

| District | Yes | No | Absent | Abstain |
|-------------------|-----|----|--------|---------|
| Caruthers USD | X | | | |
| Central USD | X | | | |
| Chawanakee USD | X | | | |
| Clovis CC | X | | | |
| Clovis USD | X | | | |
| Dinuba USD | X | | | |
| Fresno USD | X | | | |
| Fresno CC | X | | | |
| FCSS | X | | | |
| Golden Valley USD | X | | | |

| District | Yes | No | Absent | Abstain |
|------------------|-----|----|--------|---------|
| Kings Canyon USD | X | | | |
| Madera CC | | | | X |
| Madera USD | X | | | |
| Reedley College | X | | | |
| Sanger USD | X | | | |
| Selma USD | X | | | |
| Sierra USD | X | | | |
| Valley ROP | X | | | |
| Washington USD | X | | | |
| Yosemite USD | X | | | |

3.0 Meeting Norms

4.0 Hearing of the Public/Unscheduled Oral Communications

5.0 Consent Agenda – There were no consent agenda items.

6.0 Information Items

- 6.1** Members were reminded that the consortium-wide annual plan is due on August 15, 2020. Individual member plans are due to the consortium by June 30, 2020. Sherri will meet with each district beginning the last week of May to assist members with their plans. An appointment sign-up sheet will be sent within the next few days.
- 6.2** Members were reminded that spending targets might not be met in NOVA, resulting in red in the budget area. If that occurs, Sherri will unlock the budget and changes can then be made. A corrective action plan will also need to be addressed. Colleges will not be separated in NOVA until 2020-21 reporting begins.
- 6.3** Sherri sunshined the updated SCAEC bylaws. The bylaws will be voted on during the June 5, 2020 board meeting.

7.0 Reports

7.1 SCAEC Office Report

- The CAEP office will hold a Central Valley regional meeting on May 4, 2020. Sherri stressed the importance of all members attending. She will send the registration link via email.
- The SCAEC office is sheltering in place. Staff continue to attend webinars and online meetings, and provide support to members and students.
- The Central Valley Community Foundation is holding an education forum on May 6, 2020. The meeting is an opportunity to share what members are doing to serve adult students and promote adult education in our region. All members are encouraged to attend.
- Sherri encouraged members to sign up for the CAEP newsletter to keep abreast of adult education information, and to participate in weekly CAEP office hour webinars.
- Student data is due on April 30, 2020. The SCAEC Data & Accountability Specialist, Karina Vera, is available to help if needed. In addition, Karina will be facilitating a Data & Accountability workshop on May 13, 2020.
- CASAS is working on remote testing. The state will need to determine their policy on remote testing before it can be implemented.
- Members who do not anticipate spending all of their funds may relinquish funds from as far back as 2018-19 to their sub-region by contacting Sherri for an allocation amendment, which must be approved by the SCAEC board. If an allocation

amendment is approved, the affected budgets will need to be adjusted in NOVA. A relinquishment of funds does not affect a members' subsequent funding.

- Sherri discussed the importance of advocating for adult education using pre-written advocacy letters provided by CAEAA. Students in particular should advocate for their programs.
- The SCAEC office is considering offering online professional development meetings by program area. The meetings will not be mandatory, but will provide a collaboration opportunity for educators to share best practices. Sherri would like to begin with CNA programs. She asked members to provide teacher emails with program areas so that the SCAEC office can begin to contact teachers directly as meetings are planned.
- The CAEP office is emphasizing the need to show program hours, as this will affect future funding.
- Pang Vangyi reported that in Quarter 3, the transitions team served 848 unduplicated students. The majority of students were from High School and ESL programs. There were 1,153 duplicated student service contacts, with college interest and employment categories show the highest student outcomes. Outreach activities reached over 1,800 people. Moving forward, outreach activities will become more web-based. The SCAEC office is working to develop a student resource area of their website.
- The transitions team is working closely with college outreach staff, college counselors, and teachers at adult schools to remain updated on services offered, and whether they are accepting new students. While the transitions team continues to work with students on financial aid, college applications, and employment opportunities, much of the work has shifted to making students aware of supportive services in our region.

7.2 Member Reports

- Caruthers Adult School continues to offer their online high school program. Students can access internet through the Fresno County Library if they do not have internet at home. ESL courses are not being offered right now as those courses were on-on-one with the student, and many of them lack WiFi access at home. Sherri mentioned that all student/teacher communication can be counted toward distance learning hours, even if that communication takes place by phone.
- Central Adult School is offering as much distance learning as possible, but is hindered by internet access and a lack of Chromebooks for students. ESL teachers have been reaching out to students. Packets will also be available to those students without internet access.
- The Chawanakee Adult School teacher is working with students through Zoom. Ponderosa Telephone Company is providing internet access points for students without access at home. The preschool program is struggling to provide a lab setting for the program. The adult school welding lab continues, with no more than four students in the facility at a time to follow social distancing guidelines.
- Clovis Community College has moved all courses online. They are working with Clovis Adult Education to assist with the cost of moving CAE's programs online. Non-credit courses at the college are currently on hold.
- Clovis Adult Education is continuing classes using through packets and online courses. ESL classes are being taught using Lexia and Zoom. CTE and Health programs continue.
- Dinuba Adult School is operating via packets. Approximately 45% of packets have been completed. Faculty continues to contact students by phone.
- Fresno Adult School is in the process of contacting HSD and GED students. ESL teachers created a guide of classes and activities that is posted on their website

and was distributed to various agencies. Teachers are using Ventures and Presentation Plus to connect with students, or sending packets through the mail. The nursing program continues but the clinical portion is an issue. The custodian program is not happening at the moment. All students in the district have the opportunity to receive a laptop or a tablet.

- Fresno City College GED programs at Catholic Charities and the Fresno Rescue Mission are on hold. ESL classes at the Sikh Institute are moving forward.
- FCSS County Jail Program has begun to reach out to students via packets. Faculty and administration are unable to go into the facility and there is no technology access. Distance learning at the Juvenile Justice Campus is in place, with the exception of Welding and Environmental Science.
- All HSD students at Golden Valley Adult School have Chromebooks and the teacher is in contact with each student through text messages, phone calls, and Zoom meetings. They are not currently offering ESL or computer classes.
- Kings Canyon Adult School continues to offer HSD classes. CTE and ESL courses are on hold, however the ESL teacher is reaching out to students weekly by phone. Kings Canyon has not yet received approval from their district to hold summer classes.
- Madera Community College is holding ESL classes online via Zoom. Laptops and hotspots are available for ESL students to check out. MCC is working on a way to track attendance, and preparing for online classes to continue into the fall.
- Madera Adult School ESL, HSD, and ABE courses are all being offered online through Edgenuity, Aztec, and Lexia. Teachers are working Tuesday, Wednesday and Thursday mornings and evenings, and conduct weekly wellness calls to all students.
- All courses at Reedley College have moved online. Laptops and MiFis are available to students. Valley ROP classes are on hold for the next three or four months. A welding class was completed earlier in the semester. ESL credit and non-credit courses are continuing online. RC is trying to develop a way for students to come back to campus for Aviation Maintenance Technology classes or Flight Science classes.
- Sanger Adult School is taking new HSD students if transcripts are available. Districts processing transcript requests include Kings Canyon, Madera, Yosemite, Clovis, Golden Valley, and Washington. As CASAS testing is not available right now, new students will be assessed using a predictive test through Edgenuity. Lori Hawkyard also reported that Fresno State Connect is offering Chromebooks and free/reduced internet to students through Fresno State Connect, 855-456-9995. Sanger Adult School is also working with ASAP to develop an online registration process. Teachers are contacting students on the phone or online. ESL students are also being contacted through Remind.
- Selma Adult School staff is reaching out to students by phone and offering courses through homework packets, which include work for ESL students. They are also conducting course credit verifications for graduates.
- Sierra Adult School's diploma program is just getting started. The teacher is reaching out to students by phone. The welding program is on hold as no students are allowed in the facility. The Preschool/Parenting program continues.

The Los Angeles Division of Adult Career Education is creating a Family Success Bootcamp where children and parents are learning together. Sherri mentioned looking at their website for ideas and best practices at www.wearedace.org.

- Valley ROP courses in the South Region as well as Reedley College are on hold.

Clinical rounds are on hold as convalescent homes are not open. In addition, Red Cross (CNA) and Pearson (EMT) are not testing for certifications right now. VROP hopes to open an EMT course on May 4th.

- Washington Adult School ESL and Basic Computer Skills courses are on hold. High School Diploma courses continue online through Edgenuity.
- Teachers at Yosemite Adult School are using Google Classroom and Hangout to connect with students. Chromebooks, laptops, and Kajeet hotspots are available to all students, however internet access continues to be an issue. Sierra Tel is working to provide internet service either for free or at a reduced rate. YAS continues to work on a Hospitality pathway.

Sherri emphasized that adult school funding is tied to the consortium Three-year Plan. Districts need to be aware that adult schools must follow the plan and continue to offer services such as distance learning and outreach to all students in order to maintain funding.

Darren Sylvia mentioned that while funding still continues for adult education, there is talk of flexing the funding so that it can be redistributed to each district’s general fund. He and Sherri both stressed the importance of advocating for adult education by having conversations with superintendents and CBOs, and contacting legislators.

8.0 Action Items

8.1 CFAD Approval

Sherri reminded all members to go into NOVA and check the member representatives listed for their district. Only the first person listed may be an approver/certifier in NOVA.

CFAD allocations were distributed in the document packet. The amounts include a COLA, but there is a possibility that it will not be given to districts. After board approval, Sherri will submit the CFAD into NOVA. Each district will receive a notification to certify the CFAD in NOVA.

A motion was made by David Raygoza to approve the CFAD as presented. The motion was seconded by Paul Birrell and approved unanimously.

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| Valley ROP | X | | | |
| Washington USD | X | | | |
| Yosemite USD | X | | | |

9.0 Closed Session – there was no closed session.

10.0 Reconvene in Open Session

11.0 Public comment regarding Closed Session items

12.0 Next Meeting: Friday, June 5, 2020 at 2:00 p.m.
Potential video meeting - TBD

Sherri mentioned that Barbara Thiesen 's last meeting will be June 5, 2020. She asked anyone interested in assuming the Board Co-chair position to contact her.

13.0 Adjournment

Paul Birrell made a motion to adjourn the meeting. The motion was seconded by Darren Sylvia and approved unanimously. The meeting adjourned at 3:39 p.m.

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| Valley ROP | X | | | |
| Washington USD | X | | | |
| Yosemite USD | X | | | |