



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

State Center Adult Education Consortium (SCAEC)
Friday, August 7, 2020 at 2:00 p.m.
Online Meeting via Zoom

Minutes

Members Present:

Jose Bedolla – Selma Unified School District; Raine Bumatay – Fresno Unified School District; Leticia Canales – Madera Community College; Daniel Ching – Chawanakee Unified School District; Donna Cooper – Fresno City College; Shelly Conner – Madera Community College; Pam Coronado – Fresno County Superintendent of Schools; Manjeet Dail – Dinuba Unified School District; Todd Davis – Reedley College; Leslie Goston – Golden Valley Unified School District; Lori Hawkyard – Sanger Unified School District; Rich Ishimaru – Kings Canyon Unified School District; Fabrizio Lofaro – Valley ROP; Linda Monreal – Madera Unified School District; James Ortez – Clovis Community College; Stephanie Osowski – Yosemite Unified School District; David Raygoza – Madera Unified School District; Gary Schlueter – Fresno Unified School District; Ed Schmalzel – Clovis Unified School District; Leah Spate – Central Unified School District; Grant Thor - Washington Unified School District; Jonathan Torres – Dinuba Unified School District; Valerie Vuicich – Fresno County Superintendent of Schools; Heather Wheeler – Sierra Unified School District; Pamm Zierfuss-Hubbard – Clovis Community College

Members Absent: Tod Tompkins/Debra Haney – Caruthers Unified School District

Guests Present: Claudia Aguirre – Sanger Unified School District; Keda Buttles – Fresno Unified School District; Rozanne Hernandez – State Center Community College District; Tracie Scott-Contreras – Workforce Development Board, Madera County

SCAEC Staff Present: Allyson Adams, Oscar Hinojosa, Mary Lopez, Michelle Santesteban, Karina Vera, Sherri Watkins

1.0 Call to Order

Ed Schmalzel called the meeting to order at 2:03 p.m. All members were reminded that the meeting is being recorded.

2.0 Approval of Agenda and Minutes

A motion was made by Valerie Vuicich to approve the agenda as presented. The motion was seconded by Lori Hawkyard and approved via chat transcript.

A motion was made by Fabrizio Lofaro to approve the June 5, 2020 minutes as presented. The motion was seconded by Stephanie Osowski and approved via chat transcript.

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 The allocation amendment was approved in NOVA. Members will be receiving the same funding as received in 2019-2020.

- 6.2 Per Ed. Code, adult education funds cannot be appropriated by districts. Districts using adult education funds for other costs will be required to pay back double the amount taken.

7.0 Reports

7.1 SCAEC Office Report

- Transition Team Report
 - Oscar Hinojosa reported that in the 2019-2020 school year, the team met with 1,077 students individually. There were 1,567 duplicated student services contacts. Outreach activities reached 1,995 people.
 - Michelle Santesteban reported on Transition Team services provided since the school shutdown. The team continues to contact students via phone, email, or text to provide students with any help needed, including supportive services information. The team attends weekly Fresno County Education Team meetings and COVID-19 Agency CBO meetings to keep apprised of any new developments.
 - Mary Lopez reported on plans to move forward with the fall semester. The Transition Team will continue to meet with students virtually, with dedicated days at each site. Follow-up meetings with administrators will be conducted to discuss strategies for site re-openings and orientations. The team is planning to conduct workshops for ESL students.
- Karina Vera, Data and Accountability Specialist, explained how she works with schools to make certain their data is complete and submitted on time. She handles data for seven consortium members, and is in close contact with data managers at all other sites.
- A committee sign-up sheet for 2020-21 will be sent to members.
- 2020-21 is the last year that ASAP will be paid for with Data and Accountability funds. Sherri reminded schools to keep that in mind when planning for 2021-2022.
- 2019-20 Quarter 4 expenditure reports, along with 2019-2020 instructional hour and program area estimates, are due on September 1, 2020.
- 2020-21 Member Budget and Workplans are due in NOVA by September 30, 2020.
- The CAEP Annual Summit will be held October 26-29, 2020.
- The CAEP Regional Network Meeting for our area will be held on August 17, 2020.
- CVIIC (Central Valley Immigrant Integration Collaborative) was awarded a grant to help develop a project focused on promoting income generating opportunities and health access and awareness among DACA eligible immigrants.

7.2 Member Reports

Members were asked to address four questions in their reports via chat transcript:

1. How do you plan to open remotely?
 2. Which online programs will you be using?
 3. How do you plan to administer CASAS testing?
 4. Will your site be providing computers to your adult ed students to work remotely, and if not, why?
- Courses at Chawanakee Adult School are being held through Zoom and Schoology.
 - Clovis Community College is conducting most classes online through Canvas. Some science labs are set-up for hybrid learning, but may go back to strictly online. CCC is also providing loaner laptops and MiFis.
 - All programs at Clovis Adult Education are moving forward remotely, except for Community Education, which has only eight classes currently online. Online

programs are using Edgenuity, Zoom, Google Meet, Canvas, ATI, and Lexia. CASAS testing will be done onsite in small face-to-face groups. CAE currently has only 30 laptops for CTE students to check out.

- Dinuba Adult School is utilizing packets that have been scanned electronically with Google Classroom. Tests will be generated via Google Forms to assess student learning and will be aligned to their packets. Students will have access to check out a Chromebook if needed.
- Fresno Adult School will be starting online with all programs. FAS is in the process of submitting a waiver to the district to allow LVN, CNA, and Custodial program students to meet in person for lab work. CASAS testing will be held remotely for now, but moving toward small groups in person. Technology is not being provided to students due to funding. FAS is encouraged to use Microsoft Teams since this is the supported platform for FUSD. Some instructors are looking to use Google Classroom as most of CA adult ed uses Google and it is the OTAN preference.
- Fresno City College is completely online except for first responder courses (nursing, fire tech, and police academy). Laptops and MiFis are available for student check-out.
- FCSS ROP has provided Chromebooks to adults enrolled in apprenticeship.

FCSS Adults in Corrections program is planning to continue delivering instructional materials to the jail weekly for students as they have no internet connectivity. CASAS testing would need to be done via this method as well. Adults at the Juvenile Justice Campus will meet with staff virtually using Microsoft Teams. CASAS is not required for this population as they are all graduates working toward workforce development opportunities and/or Fresno City College coursework.

- Golden Valley Adult School will be opening with distance learning, using Edgenuity for HSD. GVAS is working to determine the best way to handle CASAS testing. All students will be provided with Chromebooks and hotspots as needed.
- Kings Canyon Adult School is open with distance education, offering ESL, HSD and limited CTE courses. All classes will meet via Zoom, with teachers on site. Chromebooks and hotspots are available. Clerical staff handles CASAS testing via appointment using proper social distancing. KCAS is also utilizing pop-up canopies outside for testing.
- Madera Community College will be offering all classes remotely. Computers and hotspots are available to anyone who needs them. Online programs include MyEnglishLab, Canvas, and Zoom. MCC does not use CASAS testing; however, a new system for guided self-placement is being used per community college guidelines. MCC counselor appointments are being conducted via Zoom, phone and email. MCC is also providing Zoom workshops/ESL orientations.
- Madera Adult School plans to open remotely on a modified schedule. Staff will report to the site each day. ELL courses are using Lexia, Power-Up and Aztec; ABE courses are using Aztec, Power-Up and Khan Academy; HSD uses Edgenuity, Khan Academy and Aztec. MAS will be testing remotely as soon as approval is received from the CDE. Technology will not be issued to students due to funding.
- Reedley College courses will be mostly online through Canvas with the exception of CTE and science labs. Laptops and MiFi are available if requested. ESL students are using a self-placement system.
- Sanger Adult School staff will work from campus delivering instruction via Zoom. HSD will use Edgenuity; ESL will use Burlington English. SAS is not providing tech for students but referring them to Fresno State Connect. Registration for HSD program is online and phone assistance is available to help complete registration.

Students are placed on an orientation list per teacher and scheduled with the same teacher for virtual weekly meetings.

- Selma Adult School plans to open with online courses for ISP and ESL via Google Hangout/Classroom. ESL students will also utilize online curriculum via National Geographic. Testing will take place in small groups of 2-4 students.
- Black Mountain Adult School (Sierra) programs will be starting remotely and through distance education practices, such as phone calls and one-on-one meetings following health guidelines. Courses will utilize packets as well as Edgenuity and Shmoop. Testing will be conducted one-on-one, following health guidelines. Laptops will be provided if needed.
- Valley ROP received approval from the Fresno County Department of Public Health to offer CNA and EMT courses face-to-face.
- Washington Adult School will continue HS Diploma completion using Edgenuity. Students are not currently able to check out technology items due to potential loss.
- Yosemite Adult School is supporting students through Google apps, Zoom and other online tools.
- Madera Workforce Assistance Center can help with funding for tech devices for students enrolled in Workforce programs.
- Schools providing CASAS testing in-person, individually or in small groups: Clovis, Black Mountain, Kings Canyon, Madera, and Selma.
- The CDE has approved remote CASAS testing. More information can be found on the CASAS website.

8.0 Action Items

8.1 2020-2021 Annual Plan Approval

A motion was made by David Raygoza to approve the 2020-2021 annual plan as presented. The motion was seconded by Stephanie Osowski and approved via chat transcript.

District	Yes	No	Absent	Abstain	District	Yes	No	Absent	Abstain
Caruthers USD			X		Kings Canyon USD	X			
Central USD	X				Madera CC	X			
Chawanakee USD	X				Madera USD	X			
Clovis CC	X				Reedley College	X			
Clovis USD	X				Sanger USD	X			
Dinuba USD	X				Selma USD	X			
Fresno USD	X				Sierra USD	X			
Fresno CC	X				Valley ROP	X			
FCSS	X				Washington USD	X			
Golden Valley USD	X				Yosemite USD	X			

9.0 Closed Session – SCAEC Executive Director Goals for 2020-2021

The Board moved into closed session at 2:42 pm.

10.0 Reconvene in Open Session

The Board reconvened in open session at 2:48 pm.

11.0 Public comment regarding Closed Session items

Ed Schmalzel reported that the board reviewed and discussed the SCAEC Executive Director goals for 2020-21. No action was taken.

12.0 Next Meeting: Friday, October 16, 2020 at 2:00 p.m.

Zoom meeting – details to follow

13.0 Adjournment

Donna Cooper made a motion to adjourn the meeting. The motion was seconded by Pamm Zierfuss-Hubbard and approved unanimously via chat transcript. The meeting adjourned at 2:56 p.m.

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