



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

**State Center Adult Education Consortium (SCAEC)
Friday, October 15, 2021 at 2:00 p.m.
Online Meeting via Zoom**

Minutes

Members Present:

Israel Almendarez – Parlier Unified School District; Jose Bedolla – Selma Unified School District; Keda Buttles – Fresno Unified School District; Daniel Ching – Chawanakee Unified School District; Shelly Conner – Madera Community College; Donna Cooper – Fresno City College; Todd Davis – Reedley College; Leslie Goston – Golden Valley Unified School District; Shirley Gregory – Madera Unified School District; Lori Hawkyard – Sanger Unified School District; Rich Ishimaru – Kings Canyon Unified School District; Fabrizio Lofaro – Valley ROP; Ladislao Lopez – Madera Unified School District; Maria Meraz – Valley ROP; Stephanie Osowski – Yosemite Unified School District; Ed Robinson – Central Unified School District; Gary Schlueter – Fresno Unified School District; Ed Schmalzel – Clovis Unified School District; Emilee Slater – Clovis Community College; Janet Sloan – Fresno County Superintendent of School; Grant Thor - Washington Unified School District; Tod Tompkins – Caruthers Unified School District; Heather Wheeler – Sierra Unified School District;

Members Absent: Jonathan Torres/Manjeet Dail – Dinuba Unified School District

Guests Present: Tracie Scott-Contreras – Workforce Development Board of Madera County

SCAEC Staff Present: Oscar Hinojosa, Mary Lopez, Michelle Santesteban, Pang Vangyi, Karina Vera, Sherri Watkins

1.0 Call to Order

Ed Schmalzel called the meeting to order at 2:02 p.m. All members were reminded that the meeting is being recorded.

2.0 Agenda and Minutes

A motion was made by Stephanie Osowski to approve the agenda. The motion was seconded by Lori Hawkyard and approved unanimously.

A motion was made by Shirley Gregory to approve the August 13, 2021 minutes as presented. The motion was seconded by Jose Bedolla and approved unanimously.

3.0 Meeting Norms

4.0 Hearing of the Public/Unscheduled Oral Communications

5.0 Consent Agenda

6.0 Information Items

SCAEC Transition Specialists Oscar Hinojosa, Michelle Santesteban and Mary Lopez, and Data & Accountability Specialist Karina Vera introduced themselves to the board.

- 6.1 Caruthers Adult School requests board approval to use funding to build a patio/shade structure so adult school students can attend class outdoors, allowing them to access the internet, socially distance, and bring their children to class if necessary. The project

will be joint funded by Caruthers Unified School District.

A motion was made by Grant Thor to move the request to Action Item 8.1. The motion was seconded by Stephanie Osowski and approved unanimously.

- 6.2 The three-year planning process is beginning soon. Board members were asked to complete an interest form and share it with their staff. A lead facilitator in each sub-region will be needed to help carry out tasks necessary to complete the plan.
- 6.3 Members were asked to update their prospectus sheet that was included in the previous three-year plan.
- 6.4 Per the Governor's office, virtual meetings are allowed until 2022.
- 6.5 Q1 Expenditure Reports and Program Hours & Leveraged Funds Actuals are due in NOVA by December 1, 2021. General ledgers are due to the SCAEC office by the same date.
- 6.6 Board members were reminded to register for upcoming conferences:
 - a. CAEP Summit – October 26-28
 - b. CCAE Central Section Fall Conference – November 19
 - c. COABE Conference – registration opens December 1
 - d. ACCE Fall 2021 Zoom-in Workshop – November 18
 - e. CAEAA and CCAE Joint Legislative Kick-off Event – October 21Ed Schmalzel gave an overview the event and new legislation that will be discussed:
 1. AB1491 – McCarty Bill on consortium carryover
 2. SB68 – adult students with 3 years or 420 hours at an adult school can claim resident status and be exempt from non-resident college fees.
 3. AB8406 – cleans up Ed Code for adult ed
 4. SB609 – CalFresh student access to financial support, childcare, transportation and employee training

7.0 Reports

7.1 SCAEC Office Report

- The SCAEC office is downsizing office space. As a majority of staff works in the field, a smaller office will suffice, allowing the savings on rent to be used for other programs.
- SCAEC Executive Director Sherri Watkins has been hired as a facilitator by the CAEP Leadership Institute to advise on adult education curriculum. The temporary position will not interfere with her regular consortium work.
- SCAEC, Fresno City College and the K-16 Collaborative presented at the Strengthening Student Success Conference on the Bookkeeping Fundamentals collaborative course.
- The SCCCD/SCAEC College Showcase is scheduled for October 19.
- Pang Vangyi reported that through Q1, the transitions team met with 228 unduplicated students. Many students were met with more than once, resulting in 305 duplicated service contacts. In total, outreach activities and service contacts reached over 900 people.

7.2 Member Reports

Members were asked to respond to the following question via chat transcript:

- a. What are you doing to keep up the morale at your campus?
 - b. How are you marketing your program?
- Central Adult School emphasizes student engagement, classroom visits, and staff meetings to help increase morale. Advertising is done on the district Facebook

page and Peach Jar. A community survey of CTE course interest is being developed.

- Clovis Adult School staff is participating in a professional development module on mental health. For Family Literacy Week, ESL students filmed themselves reading and the school posted videos on social media.
- Clovis Community College works with campus marketing to push short-term classes via social media and webpages. CCC is currently working on an adult ed webpage. Site Services held an art talking circle for students. Town halls allow staff to connect and have been good for morale. Currently, vaccine mandate requirements are taking up much of staff time.
- Chawanakee Adult School has been in person for a while so morale is good. Facebook, the district website, and Parent Square are used for advertising.
- FCC is getting ready to market spring classes using social media, their website, and flyers. Site Services held talking circles for students and faculty to increase morale. Social Science interns will be holding a series on stress reduction. Currently, vaccine mandate requirements are taking up much of staff time. FCC and SCAEC have been contacted by WestEd to provide information on transitions from adult ed to community college.
- FCSS students are excited to attend CTE classes at Central USD and Kerman USD, which in turn increases staff morale. Flyers and social media are used for promotion.
- Fresno Adult School met with teachers weekly for input in planning for the current school year. Professional learning is focusing on social and emotional learning for both staff and students. The district is holding monthly virtual staff meetings. Advertising is done through the adult school website, social media, district website, and Peach Jar.
- Golden Valley Adult School holds 'fun days' for students and staff. A campus beautification effort is taking place to make the campus more inviting. Staff focus on contacting students by personal phone calls or emails rather than automated systems. Marketing is taking place via pamphlets and district-wide notifications.
- Kings Canyon Adult School markets through Parent Square, which goes out to the entire district, and participates in VROP flyers highlighting the South Region. Meet-and-greets were held for ESL students in Orange Cove and Reedley. KC is currently working on WASC accreditation.
- Madera Adult School provides snacks for students and allows them to register and CASAS test on the same day so the students do not need to make multiple trips. Marketing is done through Facebook and Instagram, and the newspaper. An additional HSD teacher was hired to help alleviate the HSD waitlist.
- Madera Community College is working with outreach staff to offer in-person promotions in various community locations. Classes remain primarily online. Currently, vaccine mandate requirements are taking up the bulk of staff time.
- Parlier Adult School students register and test at the same time, saving them an extra trip. ESL classes will be starting soon with about 30 students. Social media and Parent Square are being used for advertising. An online store is open to purchase merchandise with the new Parlier Adult School logo.
- Reedley College has hired two part-time adult ed counselors. Currently, vaccine mandate requirements are taking up much of staff time.
- Sanger Adult School participates in their quarterly district newsletter. They are now also advertising on billboards. An extra effort is made to greet students and thank them for attending class. Students are also entered into gift card drawings based on their attendance, credits and other factors.

- Selma Adult School markets with Parent Square, Facebook, Instagram, and participates in the South Region flyer. Morale has increased now that classes are in-person. A student recognition event is planned for the end of the semester.
- Sierra Adult School morale is helped by flexibility for staff regarding family time and self-care. Advertisement is by word of mouth, social media, Parent Square, and the new adult school website.
- Valley ROP uses Facebook, flyers, and videos for marketing. Strong instructor support has contributed to good morale.
- Washington Adult School advertises through their district student data system. The district is not currently sending newsletters, but WAS will participate when that begins again. A new mailer is being developed.
- Yosemite Adult School held a 'Next Step Fair' showcasing the adult school and community partners. Social media, flyers, and the website are used for marketing.
- Madera Workforce offers an Employee Assistance Program as well as potlucks and other events to increase morale. Social media, YouTube, and community events are used to advertise.

8.0 Action Items

8.1 Caruthers Adult School Use of Funds Request

A motion was made by Grant Thor to approve the Caruthers Adult School capital outlay funding request as presented. The motion was seconded by Lori Hawkyard and approved unanimously.

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, January 21, 2021 at 2:00 p.m.

Location: TBD

13.0 Adjournment

Stephanie Osowski made a motion to adjourn the meeting. The motion was seconded by Gary Schlueter and approved unanimously. The meeting adjourned at 3:31 p.m.