



WEST KERN ADULT EDUCATION NETWORK
UNADOPTED MINUTES

Wednesday, May 17, 2017 – 4:00 pm
915 N. 10th St, Taft, CA 93268

Welcome! Guest desiring to address the Board on any item on the agenda are asked to request to speak to the Board Director prior to the start of the meeting. When recognized by the Board Director, stand in place and state your name for the record. For items not on the agenda, audience members may address the Board during “public comments.” Each speaker will have three (3) minutes to address the Board during “public comments” and twenty total minutes per topic. Please understand that the Board does not take action on non-agendized items. Times listed on the agenda are approximate. Every effort will be made to adhere to the time allotted for each item. As per legal requirements any materials made available to the public prior to a meeting can be inspected at the WKEAN office during normal business hours. The Board fully complies with all American with Disabilities Act’s requirements. Anyone needing special accommodation may contact the WKAEN office, 661-745-4315, 48 hours prior to the meeting date. **Thank you for your interest.**

ITEM	ITEM DESCRIPTION
1. CALL TO ORDER:	Board director will call the meeting to order. Time: 4:00 PM
2. PRELIMINARY ITEMS:	
2.1 Roll Call	Dr. Blanca Cavazos, Board Member - Present Dr. Scott Meier, Board Member- Present Mark Williams, Board Member- Present Dr. Robert Arias – Present (conference call) Kathleen Johnson, WKAEN Director- Present Adeline Ramirez - Present Joe’ll Chaidez - Absent Lori Sundgren- Present Fernando Lara- Present Anthony Cordova - Present Lucille Holt- Present
2.2 Board Meeting Minutes	Approval of Board meeting minutes for Regular Board meeting on April 27, 2017
3. PUBLIC COMMENTS:	
4. REPORTS / PRESENTATIONS:	These items are informational reports or public presentations and in many cases will highlight successes. No public comment
4.1 Financial Report Enclosure	Kathleen Johnson will provide the Board with an updated report of financial activities.
4.2 Directors Report	Kathleen Johnson will provide an update on WKAEN events/ activities, classes, and personnel updates <ul style="list-style-type: none"> • <u>Training on CASAS is completed and data collection has been implemented.</u> • <u>Outreach – Personal Care Aide Orientation #1- May 18 @BVH and Personal Care Aide Orientation #2- May 19 @Fort</u> • <u>Summer office work schedule – 4 ten hour days</u>
4.3 Enrollment Report	Kathleen Johnson will provide an update on WKAEN classes: <ul style="list-style-type: none"> • 3rd quarter enrolled students (to date) • GED/HiSet 77 students • ESL 26 students • Citizenship 31 students (19 completed applications/1 obtained citizenship)

	<ul style="list-style-type: none"> • WESTEC students 30 students • Personal Care Aide – anticipated 30 students • Summer schedule: Classes will continue except for breaks June 1 – 9 and August 7 – 18. TUHS to approve use of BV school on May 15. Maricopa classes are pending notification.
4.4 Personnel Report	<p>Kathleen Johnson will provide an update on WKAEN personnel: Personnel remains the same. New hiring is pending implementation of JPA and designation of fiscal agent. Proposed positions</p> <ul style="list-style-type: none"> • Dean / GED instructor • Supplemental instructional aide – English GED • ESL instructor – community outreach
5. BOARD TOPICS AND ORGANIZATIONAL ITEMS:	These items are provided for Board information, discussion, and/or action.
5.1 CTE Programs	Personal Care Aide program to start June 5 TUHS to provide classroom at no fee. Supplies and equipment are ordered. WESTEC Passport class to be held monthly in Taft at TC Welding Shop WESTEC proposes holding monthly Forklift certification class at TC Welding Shop <ul style="list-style-type: none"> • Forklift (TC CTE) needs repairs. Tony Cordova will get estimate for repair WESTEC proposes holding monthly CPR class in Taft at the Fort classroom
5.2 Taft MCCF	Update of MCCF program MOU has been submitted to the City of Taft Council to be tentatively accepted on May 16 at City Council meeting. Ordering will proceed afterwards for computers and AZTEC.
5.3 Proposed Spending enclosures	<p>Kathleen Johnson will provide proposed projects for spending excess funds.</p> <ul style="list-style-type: none"> • Proposed class for fall – ESL 1 morning class <p>The Board discussed using HR Logic as a potential fiscal agent. Kathy discussed various human resource needs and potential solutions for WKAEN once JPA is in effect. Fernando proposed using QuickBooks for accounts payable. Dr. Scott proposed working backward by asking auditor what will be needed.</p>
5.4 Board Topics	<ul style="list-style-type: none"> • Election of Officers: To approve Mark Williams as President Dr. Blanca Cavazos moved, Dr. Scott Meier second, no abstentions, 2-0 To approve Dr. Scott Meier as Vice President Mark Williams moved, Dr. Blanca Cavazos second, no abstentions, 2-0 To approve Fernando Lara as treasurer Mark Williams moved, Dr. Blanca Cavazos second, no abstentions, 2-0 • Instructional Services Agreement between WKAEN and Taft College • Agreement between WKAEN and WESTEC <p>Dr. Scott asked Kathy to send annual resolution letter to present to Maricopa Board. The Board held Election of Officers. Kathy will e-mail the CFAD for signatures from the Board.</p>
6. BOARD REPORTS	This item is provided as an opportunity for Board members to give reports, request information from WKAEN Director and comment on Board member activities
6.1 Joint Powers Agreement	<p>The Board will provide an update on the status of the JPA. Attorney, Chris Burger, will provide updated JPA and Bylaws for board approval</p> <p>Kathy presented estimated costs of operating under JPA, which is now covered by Taft College.</p> <ul style="list-style-type: none"> • Annual Audit \$10,000

	<ul style="list-style-type: none"> • Payroll Service \$2,300 • HR Service \$6,000 - \$12,000 • Liability & Professional Insurance \$3,000 • Attorney • Accounts Payable \$ <p>Mark is finalizing JPA details with lawyer after TC graduation.</p> <p>ACTION NEEDED: Approve Bylaws</p>
6.2	
7. CLOSED SESSION (AS NEEDED)	<p>The Board may adjourn to closed session to discuss matters of personnel, security, negotiations, student discipline, litigation, or other matters as authorized by Government Code Sections 35157, 54956.6, 54956.8, 54956.9, 54957, 54957.6, 54957.10 and Education Code Sections 35136, 48912, and 48918.</p> <p>Time: No closed session was needed</p>
8. REPORT FROM CLOSED SESSION: (AS NEEDED)	<p>Board president will report any action taken in the closed session.</p> <p>Time:</p> <p>Reportable Action Taken:</p> <p>No closed session was needed</p>
9. ADJOURNMENT:	<p>The next regular Board meeting is scheduled on Tuesday, June 6 at 4:00 pm</p> <p>Adjournment Time: 4:46</p> <p>Kathleen Johnson moved, Mark Williams second; second, no abstentions, 2-0</p>