



SAEC Board Meeting Agenda

February 4, 2020 8:00 AM – 10:00 AM
College of the Sequoias: Sequoia Room 1
Co-Chairs: Brent Calvin and Yolanda Valdez

1. Opening Business
 - 1.1 Call to Order
 - 1.2 Establish Quorum
 - 1.3 Welcome and Introductions
2. Approval of Minutes – December 3, 2019
3. Public Comment – General public comment on any Consortium related topic may be heard at this time. The Board asks that any public comment on an item listed on today's agenda be addressed at the time the item comes up for discussion by the Board. Pursuant to SAEC Policy the Board may limit individual comments to no more than 3 minutes and individual topics to 20 minutes. Please begin your comments by stating your name.
4. Information Items
 - 4.1 Member Effectiveness Report, Visalia Adult – Tami Olson
 - 4.2 Member Effectiveness Report, Farmersville Adult – Erika De La Cruz
 - 4.3 SAEC 2019/20 Quarter 1 Fiscal Report Summary
 - 4.4 2020/21 & 2021/22 Preliminary CAEP Fiscal Allocation--John Werner
 - 4.5 SAEC 2020/21 Governance Documents Revision Process--John Werner
 - 4.6 WIOA II Update--John Werner
 - 4.7 SAEC Data Integrity Action Plan Update--John Werner
 - 4.8 California Adult Education Program Technical Update--John Werner
 - 4.9 Discussion of Cancellation of SAEC Board Meeting on April 7, 2020 -Brent/Yolanda
5. Action Items
N/A
6. Adjournment

2019/20 SAEC Board Meeting Schedule: 3/3/20, 4/7/20*, 5/5/20, 6/2/20*

SAEC Consortium Board Meeting
 College of the Sequoias Board Room 1
 Meeting 12/03/19, 8:00 – 10:00 am
 Co-chairs: Brent Calvin and Yolanda Valdez

In Attendance:

Seth Benevento, ABLE Industries; Brian Brazier, Corcoran Joint Unified School District; Brent Calvin, College of the Sequoias; Erika DeLaCruz, Farmersville Unified School District; Dennis Doane, Lindsay Unified School District; George Eddy, Exeter Unified School District; Robert Gonzales, Cutler-Orosi Joint Unified School District; Laura Gonzalez, Woodlake Unified School District; Heather Keran, Hanford Adult School; Ken Kurts, Proteus – WMSE; Barbara Marshall, Sequoias Adult Education Consortium; Gary, Mekeel, Alpaugh Unified School District; Rich Merlo, Corcoran Unified School District; Lori Morton, Tulare County Office of Education; Tami Olson, Visalia Adult School; Darin Pace, Exeter Unified School District; Adam Peck, Workforce Investment Board of Tulare County; Tony Rodriguez, Tulare Joint Union High School District; Tom Rooney, Lindsay Unified School District; Victor Rosa, Hanford Joint Union High School District; Thad Russell, College of the Sequoias; Paul Sevillano, Farmersville Unified School District; District; Paul Sevillano, Farmersville Unified School District; Larriann Torrez, Tulare Joint Unified School District; Yolanda Valdez, Cutler-Orosi Joint Unified School District; John Werner, Sequoias Adult Education Director:

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to Order	<ul style="list-style-type: none"> Called to order by 	
1.2	Establish Quorum	<ul style="list-style-type: none"> Quorum Established 	
1.3	Welcome and Introductions	<ul style="list-style-type: none"> All present introduced themselves and the school or place they represent. 	
2	Review and approval of meeting minutes:	<ul style="list-style-type: none"> Minutes from November 5, 2019 Board Meeting reviewed. 	<ul style="list-style-type: none"> Motioned by Tony Rodriguez, Tulare Joint Union High School District Seconded by Victor Rosa, Hanford Joint Union High School District Vote: All approved None opposed Motion Carried
3	Public Comment	<ul style="list-style-type: none"> No Comments 	
4	Information Items		

4.1	Member Effectiveness Report, Cutler-Orosi – Robert Gonzales	<ul style="list-style-type: none"> • Shared the following <ul style="list-style-type: none"> ➤ Graduate Outcomes <ul style="list-style-type: none"> ▪ College, career, community ready and prepared to compete in a global economy <ul style="list-style-type: none"> • Productive Citizens, Scholars, Powerful Communicators, Leaders & Ethical Decision Makers, Creative & Quality Producers and Critical Thinkers & Collaborative Problem Solvers ➤ Locations <ul style="list-style-type: none"> ▪ Main Campus, Family Education Center Campus and Woodlake Campus ➤ Current Programs <ul style="list-style-type: none"> ▪ ABE, ASE, HSD, GED, ESL, EL Civics and Citizenship Preparation and Digital Literacy ➤ Demographics <ul style="list-style-type: none"> ▪ Are female dominate ▪ ESL has the majority of students ▪ Majority of students never make it to the 8th grade ➤ Total Leveraged Funds by Program Area <ul style="list-style-type: none"> ▪ CalWORKs, LCFF, WIOA II and Other Federal Grants ➤ Barriers <ul style="list-style-type: none"> ▪ Funding ▪ Every employee has multiple positions ▪ Poverty & educational levels ▪ 89% of students have not completed high school and attendance ➤ Changes <ul style="list-style-type: none"> ▪ Evening ABE classes, Job Fair & onboarding with Wawona and have all half time teachers ➤ Successes <ul style="list-style-type: none"> ▪ WASC 2019 ▪ Persisters: 54% in 2019 and 51% in 2018 ▪ ABE ESL Gain: 56% in 2019 and 25% in 2018 ▪ ESL Gain: 63% in 2019 and 54% in 2018 ▪ Grand Total Gain: 60% in 2019 and 48% in 2018 ▪ 30% Increase High School Graduation Rate 	
4.2	Member Effectiveness Report, Corcoran –	<ul style="list-style-type: none"> • Shared the following <ul style="list-style-type: none"> ➤ Current Programs <ul style="list-style-type: none"> ▪ ASE, ESL, Citizenship 	

Brian Brazier

➤ **Barriers**

- Child care
- Misconceptions
 - Do not see school as a way of making money
- Sense of Urgency
 - Students need money now, going to school gets in the way
- Load Management/Credits
 - Learning to be a student again
- High Mobility
 - Families move in and out (prison system)
 - Gang ties – not always interested
 - Seasonal work
- Inflexibility of Employers
- Incarceration
- Funding

➤ **Changes**

- Consistency
- Curriculum Integrity
 - Need same curriculum as the rest of the consortium
- Growth Based on Need
 - Looking to establish a Spanish GED class
- Data Integrity
 - Need to get everything into TOPSpro
- Seamless Partnership
- Technology
 - More computers

➤ **Successes**

- TOPSpro fully implemented
- Pre & post tests on all students
- Having a dependable teacher to service Alpaugh ESL and diploma class
- Securing Rosetta Stone for ESL to better serve all enrolled students at any level
- Alpaugh ESL = 10 students/Corcoran ESL = 19 students
- Citizenship = 8 students
- Corcoran
 - Morning Diploma = 41 students

		<ul style="list-style-type: none"> • Evening Diploma = 15 students ▪ 2 diploma graduates and 11 within 40 credits ▪ First post testing will occur before Christmas break in the morning diploma classes 	
4.3	WIOA II Update – John Werner	<ul style="list-style-type: none"> • Currently working with consultant to help with applying for WIOA II funds <ul style="list-style-type: none"> ➢ Will visit sites in January and February ➢ Will be out here during the final phase • Application has 2 major portions that have changed <ul style="list-style-type: none"> ➢ First phase – demonstration of effectiveness ➢ Second phase – Write to 12 considerations if after approval of first phase • Worries – districts that are new and have not applied for WIOA do not have a lot of information in TOPspro 	
4.4	California Adult Education Program Technical Update – John Werner	<ul style="list-style-type: none"> • Reminder of all due dates <ul style="list-style-type: none"> ➢ Shown on power point • Professional development available state wide • Currently doing Q1 fiscal reporting 	
5	Action Items		
5.1	Cancel SAEC Board Meeting 01/07/20	<ul style="list-style-type: none"> • Cancel SAEC Board meeting on 01/07/20 	<ul style="list-style-type: none"> • Motioned by George Eddy, Exeter Unified School District • Seconded by Tony Rodriguez, Tulare Joint Union High School District • Vote: All approved None opposed Motion Carried
6	Adjournment	<ul style="list-style-type: none"> • Adjourned meeting at 8:41am 	

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of February 4, 2020

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: Tami Olson, Visalia Adult School
APPROVED BY: John Werner, Director
PRESENTED BY: Tami Olson, Visalia Adult School
AGENDA TITLE: Member Effectiveness Report, Visalia Adult School

AGENDA SECTION:

Public Comment
 Information Items: Public Interest Announcements/ Reports/Review/Status
Updates/Recognitions/Board Discussion
 Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

SAEC submitted a 2019/20 Annual Plan to the California Community College Chancellor's Office. That plan included a proposed SAEC budget for the 2019/20 performance year. SAEC member districts receiving CAEP funds have implemented plan strategies as they relate to the member. As part of ongoing monitoring and program evaluation, members will present the SAEC Board with an update detailing implementation, overall school progress, and member effectiveness. The individual member effectiveness reports will occur at regularly scheduled board meetings between November and May of this year.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

Individual member reports provide a status update on implementation of current SAEC 3 Year Comprehensive Plan and Annual Plan strategies.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.2

Board Meeting Date of February 4, 2020

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: Erika De La Cruz, Farmersville
APPROVED BY: John Werner, Director
PRESENTED BY: Erika De La Cruz, Farmersville
AGENDA TITLE: **Member Effectiveness Report, Farmersville**

AGENDA SECTION:

Public Comment
 Information Items: Public Interest Announcements/ Reports/Review/Status
Updates/Recognitions/Board Discussion
 Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

SAEC submitted a 2019/20 Annual Plan to the California Community College Chancellor's Office. That plan included a proposed SAEC budget for the 2019/20 performance year. SAEC member districts receiving CAEP funds have implemented plan strategies as they relate to the member. As part of ongoing monitoring and program evaluation, members will present the SAEC Board with an update detailing implementation, overall school progress, and member effectiveness. The individual member effectiveness reports will occur at regularly scheduled board meetings between November and May of this year.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

Individual member reports provide a status update on implementation of current SAEC 3 Year Comprehensive Plan and Annual Plan strategies.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.3

Board Meeting Date of February 4, 2020

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: John Werner, Director
APPROVED BY: John Werner, Director
PRESENTED BY: John Werner, Director
AGENDA TITLE: SAEC 2019/20 Quarter 1 Fiscal Report Summary

AGENDA SECTION:

Public Comment
 Information Items: Public Interest Announcements/ Reports/Review/Status
Updates/Recognitions/Board Discussion
 Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

SAEC members provide fiscal reports to the CCCCCO and the CDE via the NOVA online system. NOVA provides CAEP participants with both a reporting mechanism and a tool to monitor consortia data in an open and transparent manner. CAEP fund recipients provide work-plans and budgets annually. CAEP fund recipients provide expenditure reports quarterly. This informational report will recap the Quarter 1 2019/20 fiscal reports submitted by each CAEP funded SAEC member. Member representatives and contacts may access the NOVA system at <https://nova.cccco.edu/login?returnUrl=%2F>.

CONTRACT CHANGES:

None

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

Report will detail 2019/20 Budget and Expenditures. No new costs.

ALIGNS TO SAEC IMPLEMENTATION PLAN:

All SAEC funds are spent in accordance with the SAEC Annual and Three-Year Comprehensive Plans.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.4

Board Meeting Date of February 4, 2020

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: John Werner, Director
APPROVED BY: John Werner, Director
PRESENTED BY: John Werner, Director
AGENDA TITLE: 2020/21 & 2021/22 Preliminary CAEP Fiscal Allocation—John Werner

AGENDA SECTION:

- Public Comment
 Information Items: Public Interest Announcements/ Reports/Review/Status
Updates/Recognitions/Board Discussion
 Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

Each year in late February the CCCCCO and the CDE jointly release the Preliminary CAEP Allocation Schedule. This document details anticipated allocations to each CAEP consortium for coming fiscal year and the year following that; it is a 2 year allocation schedule. The Preliminary Allocation Schedule is determined by previous year funding and any new funds provided to CAEP in the Governor's Budget. The Governor's Budget includes a 2.29% COLA for CAEP. The Preliminary CAEP Allocation has not yet been released and this informational report will provide an anticipatory view of what it may look like for SAEC. The information in this report will assist SAEC members in planning or the CFAD process. Once released, the 2020/21 and 2021/22 Preliminary Allocation Schedule will be available at <https://caladulthood.org/Administrators/14>. Previous Preliminary Allocation Schedules can also be found at that same web site.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

2019/20 Based Fund of \$9,833,702 + 2.29% COLA of \$225,192 = an estimated \$10,058,894 in 2020/21

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC fund allocation and expenditures align with the CAEP 2019/22 Three Year Plan and CAEP Annual Plans.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.5

Board Meeting Date of February 4, 2020

TO: Sequoias Adult Education Board
FROM: John Werner, Executive Director
PREPARED BY: John Werner, Executive Director
APPROVED BY: John Werner, Executive Director
PRESENTED BY: John Werner, Executive Director
AGENDA TITLE: SAEC 2020/21 Governance Documents Revision Process--John Werner

AGENDA SECTION:

- Public Comment
 Information Items: Public Interest Announcements/ Reports/Review/Status Updates/Recognitions/Board Discussion
 Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

SAEC must update the documents which describe how the consortium is structured and governed to maintain alignment with changing law and policy. SAEC annually updates its consortium CFAD as funding levels change, the SAEC Governance Document, and the SAEC MOU. The SAEC Executive Director will be review the process and timeline for updating these governance documents. All three are updated in the spring and govern SAEC beginning in the following fiscal year.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

Approval

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC governance and fiscal documents will maintain alignment with education code and CAEP policy.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.6

Board Meeting Date of February 4, 2020

TO: Sequoias Adult Education Board
FROM: John Werner, Executive Director
PREPARED BY: John Werner, Executive Director
APPROVED BY: John Werner, Executive Director
PRESENTED BY: John Werner, Executive Director
AGENDA TITLE: WIOA Title II Update Report

AGENDA SECTION:

_____ Public Comment

X Information Items: Public Interest Announcements/ Reports/Review/Status
Updates/Recognitions/Board Discussion

_____ Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

The Workforce Innovation and Opportunity Act, Title II (WIOA) was signed into law on July 22, 2014. The Act reauthorized the Adult Education and Family Literacy Act (AEFLA), commonly referred to as WIOA II. WIOA II provides grant funding to agencies with programs that provide educational training and supportive services to individuals with barriers to employment so that those individuals may succeed in the labor market. As such, those programs offered by grant recipients must align with regional economic development needs and priorities. Funds are primarily used for adult literacy, English Language fluency, EL civics, and adult secondary education. Funds may be used in jail education settings and for English Language programs that also teach specific career technical skills simultaneously. Funds may not be used for career technical training that does not also contain an adult literacy component. WIOA II grant dollars can be used to supplement existing programs and fill gaps in existing programs.

The application cycle to apply for WIOA II funds opens to new applicants every three years. The 2020 application portal opened on 11/22. The application consists of two primary components: a preliminary demonstration of effectiveness followed by the actual main application. The demonstration of effectiveness was due on or before 12/23/19. All SAEC adult schools successfully completed that step. All have been accepted to apply. The SAEC Leadership Committee and Executive Director have been working with consultant Mitch Rosin to engage the SAEC WIOA strategic plan to complete the final WIOA II applications for each member district. This report from SAEC Executive Director John Werner will provide the Board with a status update on that work.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A: Status Report

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

Four SAEC adult schools have historically participated in the WIOA Title II. This application will support those four and add Corcoran Adult School, Farmersville Adult School, and Lindsay Adult School as new WIOA II applicants. Adult schools will apply individually, but in a coordinated effort and alignment.

Board Meeting Date of February 4, 2020

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: John Werner, Director
APPROVED BY: John Werner, Director
PRESENTED BY: John Werner, Director
AGENDA TITLE: SAEC Data Integrity Action Plan Update--John Werner

AGENDA SECTION:

- Public Comment
- Information Items: Public Interest Announcements/ Reports/Review/Status Updates/Recognitions/Board Discussion
- Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

SAEC members with an adult school, not a community college, must maintain and submit student data utilizing TopsPRO Enterprise software. The SAEC Leadership Committee has implemented focused data chats during their regularly scheduled meetings to better evaluate programs, make programmatic decisions, and support professional development for this administrative team. During the course of these data reviews, gaps in data integrity have become apparent. The SAEC Board took previous action to approve the retention of a consultant to support the development of a data community of practice (or PLC) and help SAEC adult schools rectify their data systems. The consultant has since declined to participate. The SAEC Leadership Committee, along with key data staff (classified positions), did meet with the consultant to identify gaps in data and data maintenance processes. They created an action plan to fill those gaps with sustainable practices that would eliminate the need for future data consulting support from outside the consortium. The SAEC Data Integrity COP has been established and already held one quarterly meeting. The SAEC Leadership Committee is currently evaluating options to provide the capacity needed to support schools with ongoing data clean-up supports.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

Regional adult education consortium members must submit student data on a quarterly basis.

Board Meeting Date of February 4, 2020

TO: Sequoias Adult Education Board
FROM: John Werner, Executive Director
PREPARED BY: John Werner, Executive Director
APPROVED BY: John Werner, Executive Director
PRESENTED BY: John Werner, Executive Director
AGENDA TITLE: California Adult Education Program Technical Update

AGENDA SECTION:

- Public Comment
- Information Items: Public Interest Announcements/ Reports/Review/Status Updates/Recognitions/Board Discussion
- Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

Periodic technical updates provide the SAEC Board and Partners with information regarding overall CAEP program compliance and policy changes. Specific topics will include: Due Dates, Professional Development Resources, and Events.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

Periodic technical updates provide the SAEC Board information for successful management and implementation of the SAEC Annual Plans.

Board Meeting Date of February 4, 2020

TO: Sequoias Adult Education Board
FROM: John Werner, Executive Director
PREPARED BY: Brent Calvin, Superintendent/President, College of the Sequoias
APPROVED BY: John Werner, Executive Director
PRESENTED BY: Brent Calvin, Superintendent/President, College of the Sequoias
AGENDA TITLE: **Discussion of Cancellation of SAEC Board Meeting on April 7, 2020**

AGENDA SECTION:

Public Comment
 Information Items: Public Interest Announcements/ Reports/Review/Status
Updates/Recognitions/**Board Discussion**
 Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

The SAEC Board meeting scheduled for April 7, 2020 will occur during Spring Break. Many key leadership staff will be out of the state attending a professional development conference during that same week. This meeting also occurs prior to a CAEP due date for certain compliance documents. The SAEC Board will discuss the implications of cancelling this meeting. Action to cancel does not need to be taken during the February meeting. Action, if appropriate, may be taken at the regularly scheduled March 3, 2020 SAEC Board Meeting.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

The SAEC Board will hold regular meeting in accordance with the SAEC Regional Comprehensive Plan, Annual Plans, and SAEC Governance Document.