



## SAEC BOARD MEETING AGENDA

February 7, 2023, 8:00am – 9:00am  
Virtual via Zoom

Co-Chairs: Brent Calvin and Yolanda Valdez

Join Zoom Meeting

<https://us02web.zoom.us/j/83749243907?pwd=YTZRUKlXRFNCTmYrNXNqS0hNQWJFdz09>

Meeting ID: 837 4924 3907

Passcode: 788712

One tap mobile

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### 1. Opening Business

Call to Order

Establish Quorum

Welcome and Introductions

### 2. Approval of Minutes –December 6, 2023

[SAEC Board Meeting Minutes 12.06.22.docx](#)

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. Please post any public comment using the chat function. Please begin your comments by posting your full name. Public comment will be read into the record by the Executive Director on behalf of the Board Chairs in the order they are entered into the chat window. Public comment shall be limited to 3 minutes per comment and 20 minutes for all comments.

### 4. Information items

- 4.1. Recognition of Awards receive at the CCAE Central Section Conference - Brent or Yolanda

4.1.1. [Board Agenda Item 4.1 SAEC Board Recognition of California Council for Adult Education State and Central Section 2022 Award Winners.docx](#)

- ★ CALCO Award
  - **Diane Townsend (VAS)**
  - **Christine Spencer (TAS)**
  
- ★ Caroline S. Casida Meritorious Leadership Award
  - **Larriann Torres (PAS)**
  
- ★ Charles O. Peterson Meritorious Service Award
  - **Carmen Becerra (SAEC)**
  - **Elizabeth Loza Best (TAS)**
  
- ★ David Eschelman Outstanding Contribution Award
  - **Christine Spencer (TAS)**
  
- ★ Partner in Adult Education Excellence Award
  - **Johnnie Walker - Westgate Gardens**
  - **Jesus Castro - USCIS**
  
- ★ Past President Award
  - **John Werner (SAEC)**
  
- ★ Retiree Recognition
  - **Dorothy R. Carrasco (TAS)**
  
- ★ Student Services Award
  - **Rosa Vargas (TAS)**

4.2. College of the Sequoias Member Effectiveness Report - Jonna Schengel, Dean CTE, COS

4.2.1. [Board Agenda Item 4.2 Member Effectiveness Report COS.docx](#)

4.3. Lindsay Adult School Member Effectiveness Report - Amalia Lopez, Principal of Alternative Education, Lindsay Unified School District

4.3.1. [Board Agenda Item 4.3 Member Effectiveness Report Lindsay.docx](#)

4.4. CAEP Technical Update - John Werner, Executive Director, SAEC

4.4.1. [Board Agenda Item 4.4 CAEP Technical Update.docx](#)

5. Action Items

5.1. Approval of SAEC Board Meeting calendar for 2022-2023 (revised) and 2023-2024 - Brent Calvin

5.1.1. [Board Agenda Item 5.1 SAEC Board Meeting Calendar 2022-2023 \(revised\) and 2023-2024.docx](#)

5.1.2. [Board Agenda Item 5.1 Supporting Doc 2022.23 SAEC Board Meeting Calendar Revision 12.06.2022 Black Lined.docx](#)

5.1.3. [Board Agenda Item 5.1 Supporting Doc 2023.24 SAEC Board Meeting Calendar 12.06.2022.docx](#)

5.2. Approval of Leadership Committee calendar for 2022-2023 (revised) and 2023-2024 - Brent Calvin

5.2.1. [Board Agenda Item 5.2 SAEC Leadership Committee Calendar 2022-2023 \(revised\) and 2023-2024.docx](#)

5.2.2. [Board Agenda Item 5.2 Supporting Document 2022.23 SAEC Leadership Committee Meeting Calendar Revision 12.06.2022 Black Lined.docx](#)

5.2.3. [Board Agenda Item 5.2 Supporting Document 2023.24 SAEC Leadership Committee Meeting Calendar.docx](#)

6. Adjournment

6.1. Next Meeting: 04/11/23, in person at COS, Sequoias Room 1  
(REMINDER: No meeting in March due to revised calendar.)

## SAEC Consortium Board Meeting Minutes

December 6, 2022, 8:00am – 9:00am

Virtual Meeting: Zoom

Co-Chairs: Brent Calvin and Yolanda Valdez

**In Attendance:**

Brian Brazier, Corcoran Joint Unified School District; Brent Calvin, College of the Sequoias; Dr. Sergio Chavez, Farmersville Unified School District; George Eddy, Exeter Unified School District; Laura Gonzales, Woodlake Unified School District; Victoria Guzman, Cutler-Orosi Education Center; Troy Hayes, Alpaugh Unified School District; Heather Keran, Hanford Adult School; Amalia Lopez, Lindsay Adult School; Barbara Marshall, Sequoias Adult Education Consortium; Lori Morton, Tulare Adult School; Eduardo Ochoa, Corcoran Joint Unified School District; Tami Olson, Visalia Adult School; Darin Pace, Exeter Unified School District; Tom Rooney, Lindsay Unified School District; Victor Rosa, Hanford Joint Unified High School District; Kirk Shrum, Visalia Unified School District; Yolanda Valdez, Cutler-Orosi Joint Unified School District; Lucy Van Scyoc, Tulare Joint Union High School District; J Valencia; Arturo Villarreal, Farmersville Adult School; John Werner, Sequoias Adult Education Consortium

	Discussion Topic	Outcome	Action
1	<b>Opening Business</b>		
1.1	<b>Call to Order</b>	<ul style="list-style-type: none"> <li>● Called to order by Brent Calvin at 8:01am</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>● Quorum Established</li> </ul>	
1.3	<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>●</li> </ul>	
2	<b>Review and approval of meeting minutes:</b>	<ul style="list-style-type: none"> <li>● Minutes from November 1, 2022 SAEC Board Meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve minutes by Tom Rooney, Lindsay Unified School District</li> <li>● Seconded by Eduardo Ochoa, Corcoran Joint Unified School District</li> <li>● Vote: All approved None opposed Motion Carried</li> </ul>
3	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>● No Comments</li> </ul>	
4	<b>Information Items</b>		

<p>4.1</p>	<p><b>Visalia Adult School Member Effectiveness Report – Tami Olson, Principal, Visalia Adult School</b></p>	<ul style="list-style-type: none"> <li>● PowerPoint presentation by Hanford Adult <ul style="list-style-type: none"> <li>➤ Current Programs <ul style="list-style-type: none"> <li>▪ ABE, HSE, HSD, ESL, EL Civics and Citizenship Prep</li> <li>▪ IET <ul style="list-style-type: none"> <li>○ Care Giver, Childcare and Nurse Assistant</li> <li>○ Provides EL support for ESL students</li> </ul> </li> <li>▪ Career Technical Education Programs <ul style="list-style-type: none"> <li>○ Clinical and Administrative Medical Assisting, Combination Welding, Basic Construction, Custodial Training, Electrical/PLCs, Medical Billing and Coding, Nurse Assistant, Office Skills, Paraprofessional training, Small Business Ownership, Vocational Nursing</li> </ul> </li> <li>▪ Adults with Disabilities <ul style="list-style-type: none"> <li>○ ATP (VUSD), Creative Center and ABLE</li> </ul> </li> <li>▪ Justice Involved <ul style="list-style-type: none"> <li>○ HiSet, Basic Electrical and Warehouse Logistics</li> </ul> </li> </ul> </li> <li>➤ Total leveraged funds by program area <ul style="list-style-type: none"> <li>▪ Programs they have received funding from</li> </ul> </li> <li>➤ Total enrollment by program year <ul style="list-style-type: none"> <li>▪ Saw a dip in 2019-20</li> <li>▪ Increase in 2020-21 <ul style="list-style-type: none"> <li>○ Due to parents in our school district that went through training of technology because of COVID (271 students)</li> <li>○ Mental Health workshops</li> </ul> </li> </ul> </li> <li>➤ Program enrollment comparison by year <ul style="list-style-type: none"> <li>▪ Currently they are back to 2018.2019 enrollments</li> <li>▪ CTE programs are growing</li> </ul> </li> <li>➤ ASE EFL Gains and HSD/HSE earned <ul style="list-style-type: none"> <li>▪ ASE EFL Gains - 2019.20 had a huge dip with another in 2021.225 but students are coming in now</li> <li>▪ HSD/HSE earned – 2021.22 high increase with lower graduation requirements that year</li> </ul> </li> <li>➤ ESL EFL Gains &amp; COAAP Completion <ul style="list-style-type: none"> <li>▪ EL Civics types of trainings they do with their students</li> <li>▪ Students pick what they want to learn and then offer ESL classes they can pick from</li> </ul> </li> <li>➤ ABE progress and transition to ASE</li> </ul> </li> </ul>	
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		<ul style="list-style-type: none"> <li>▪ Had a large transition during the pandemic</li> <li>➤ Students who became employed in the 2<sup>nd</sup> quarter after exit <ul style="list-style-type: none"> <li>▪ 2018.19 is the first-year data was collected so numbers are low as they try to figure out how to collect data</li> <li>▪ 2019.20 data went up</li> <li>▪ 202.21 data went down but hoping to see future gains</li> </ul> </li> <li>➤ Post-secondary education results <ul style="list-style-type: none"> <li>▪ Computer and tech skills have been a big focus, especially during the pandemic</li> </ul> </li> <li>➤ WASC Accredited and CIP Goals <ul style="list-style-type: none"> <li>▪ Short-term goal: increase enrollment in CTE programs by 20% and certificate pass rates by 10%</li> <li>▪ Intermediate goals: Continue to increase career interest in our EL Learners</li> <li>▪ Long-term goals: Focus on learner results and WIOA milestones, increase enrollment at off-site locations, program completers, and school to work employment by 15% over next 3 years, with year 1 increase of 5%, year 2 increase of 5%, and year 3 increase of 5%</li> </ul> </li> <li>➤ WIOA title II RFA <ul style="list-style-type: none"> <li>▪ Submitting this week</li> </ul> </li> <li>➤ All SAEC program areas will have implemented aligned curriculum <ul style="list-style-type: none"> <li>▪ Academic programs: ABE-Aztec, ESL-Burlington English and Stand Out, HSE-Edgenuity, HSE (GED/HiSET)</li> <li>▪ Career Technical Education: Combination Welding-AWS, Vocational Nursing-ATi</li> </ul> </li> <li>➤ What is new and coming to Visalia Adult School <ul style="list-style-type: none"> <li>▪ Modernization project, started March of 2022</li> <li>▪ COS course CHILD 43 offering on Visalia Adult School campus – Fall of 2022 (postponed to Spring of 2023)</li> <li>▪ COS courses counseling</li> <li>▪ SAECA membership – Smart Automation Certification Alliance (pre-apprenticeship and apprenticeships)</li> <li>▪ CAI Grant January 2023 – women in trades</li> <li>▪ Basic Pneumatics System and Electronic Sensors</li> <li>▪ ETP Grant – Medical assistant, VN and Medical Billing and Coding</li> <li>▪ CANVAS platform January 2023</li> </ul> </li> </ul>	
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		<ul style="list-style-type: none"> <li>➤ Questions <ul style="list-style-type: none"> <li>▪ Superintendent Shrum is appreciative of the work at Visalia Adult – Makes VUSD proud</li> </ul> </li> </ul>	
4.2	<b>Corcoran Adult School Member Effectiveness Report</b> – Brian Brazier, Administrator, CAS	<ul style="list-style-type: none"> <li>● PowerPoint presentation by Corcoran Adult School <ul style="list-style-type: none"> <li>➤ Locations – Corcoran and Alpaugh</li> <li>➤ Current Programs – HSD, GED, ESL, Citizenship, ABE</li> <li>➤ Changes 2022-2023 <ul style="list-style-type: none"> <li>▪ Designated testing day for new students</li> <li>▪ Hybrid ESL class in Alpaugh (paraprofessional support) <ul style="list-style-type: none"> <li>○ Currently has been shut down but hoping to start backup soon</li> </ul> </li> <li>▪ ABE Classes</li> <li>▪ Increasing enrollment</li> </ul> </li> <li>➤ Leveraged funds by program area <ul style="list-style-type: none"> <li>▪ Alpaugh has not had a teacher consistently the last 3 years so it has affected the dollars spend</li> </ul> </li> <li>➤ Total enrollment by program years <ul style="list-style-type: none"> <li>▪ Numbers were best when COVID kept people home</li> <li>▪ Now struggling without a teacher</li> </ul> </li> <li>➤ Demographics – by ages and race</li> <li>➤ Enrollment program <ul style="list-style-type: none"> <li>▪ 2020.21 most populace year</li> <li>▪ 2021.22 numbers dipped this year <ul style="list-style-type: none"> <li>○ Less technology</li> </ul> </li> </ul> </li> <li>➤ NRS performance <ul style="list-style-type: none"> <li>▪ Met state goals</li> <li>▪ ABE Level 5 fell below the numbers <ul style="list-style-type: none"> <li>○ Now have a system in place to get their data up</li> </ul> </li> </ul> </li> <li>➤ Payment points <ul style="list-style-type: none"> <li>▪ ESL had a gain</li> <li>▪ Will work on responding to surveys better</li> </ul> </li> </ul> </li> </ul>	
4.3	<b>WIOA Title II: AEFLA RFA Status Update</b> – Heather Keran, Principal HAS	<ul style="list-style-type: none"> <li>● All schools have been approved for the 2023-2027 reauthorization <ul style="list-style-type: none"> <li>➤ Funding is \$934,154.00</li> </ul> </li> <li>● Next Steps <ul style="list-style-type: none"> <li>➤ Grant is now open for submissions</li> <li>➤ All SAEC administrators are working with the consultant to</li> </ul> </li> </ul>	

		<p>finalize narrative submission</p> <ul style="list-style-type: none"> <li>➤ Final submission is due by Thursday, December 15<sup>th</sup></li> <li>➤ Traditionally, a plan approval email is sent to the Superintendent or CBO/CFO for approval</li> </ul>	
4.4	<b>CAEP Technical Update</b> – John Werner	<ul style="list-style-type: none"> <li>● December 2022 Due Dates <ul style="list-style-type: none"> <li>➤ <b>Dec 1:</b> July 1, 2021 to June 30, 2022 Program Area Report (Instructional Hours and Expenses by Program Area; actuals) in NOVA and Certified by Consortium*</li> <li>➤ <b>Dec 1:</b> 20/21, 21/22 &amp; 22/23 Member Expense Report Due in NOVA (Q1)</li> <li>➤ <b>Dec 31:</b> 20/21, 21/22 &amp; 22/23 Member Expense Report certified by Consortia in NOVA (Q1) *</li> <li>➤ <b>Dec 31:</b> End of Q2</li> </ul> </li> <li>● January 2023 Due Dates <ul style="list-style-type: none"> <li>➤ <b>Jan 31:</b> Student Data due in TOPSPro (Q2)</li> <li>➤ <b>Jan 31:</b> Employment and Earnings Follow-up Survey</li> </ul> </li> <li>● February 2023 Due Dates <ul style="list-style-type: none"> <li>➤ <b>Feb 28:</b> Preliminary allocations for 2022-23 and 2023-24 released by this date.</li> </ul> </li> </ul>	
5	<b>Action Items</b>		
5.1	<b>Virtual Meeting February 7, 2023</b> – Brent Calvin or Yolanda Valdez	<ul style="list-style-type: none"> <li>● Voting to continue SAEC Board meetings virtually in February 2023</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve by Yolanda Valdez, Cutler-Orosi Joint Unified School District</li> <li>● Seconded by Tom Rooney, Lindsay Unified School District</li> <li>● Vote: All approved None opposed Motion Carried</li> </ul>
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>● Next meeting 12/07/2022 at 8:00am <ul style="list-style-type: none"> <li>➤ No meeting in January</li> </ul> </li> <li>● Adjourned meeting at 8:52am</li> </ul>	



SEQUOIAS ADULT EDUCATION CONSORTIUM  
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of February 7, 2023

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 and  
Yolanda Valdez, Superintendent Cutler-Orosi Joint Unified School District

**AGENDA TITLE: SAEC Board Recognition of California Council for Adult Education  
State and Central Section 2023 Award Winners**

**AGENDA SECTION:**

\_\_\_\_\_ Public Comment

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

\_\_\_\_\_ Action Items: Board Discussion/Action

**BACKGROUND/SUMMARY:**

SAEC Member adult school staff and partners have received regional awards from the Central Section of the California Council for Adult Education (CCAIE). The CCAIE Central Section covers the region from Stockton to the Grapevine, north to south, and from the Nevada border to the Coastal Range, east to west. Awards range from annual administrative, instructional, and classified awards to select awards that are not given out on an annual basis. The awardees include: Diane Townsend (VAS) and Christine Spencer (TAS) for the CALCO Award; Larriann Torres (PAS) for the Caroline S. Casida Meritorious Leadership Award; Carmen Becerra (SAEC) and Elizabeth Loza Best (TAS) for the Charles O. Peterson Meritorious Service Award; Christine Spencer (TAS) for the David Eschelmann Outstanding Contribution Award; Johnnie Walker representing Westgate Gardens and Jesus Castro representing the USCIS for the Partner in Adult Education Excellence Award; John Werner (SAEC) for the Past President Award; Dorothy R. Carrasco (TAS) for the Retiree Recognition Award; and Rosa Vargas (TAS) for the Student Services Award

Certificated instructional staff and classified staff who received awards at the section/region level will be forwarded onto the CCAIE State Awards Committee as nominees for commensurate state level awards. State winners will be recognized at the CCAIE State Conference in Oakland, CA, April 13th-15th, 2023.

The SAEC Board recognizes the awardees and thanks them for their ongoing work, support, and excellence in serving our region's adult learners.

**CONTRACT CHANGES:**

N/A

**RECOMMENDED ACTION:**

N/A

**FINANCIAL IMPACT:**

N/A

**ALIGNS TO SAEC IMPLEMENTATION PLAN:**

Aligns to SAEC Three Year Comprehensive Plan. Member districts will recruit and maintain highly qualified staff.

SEQUOIAS ADULT EDUCATION CONSORTIUM  
OFFICE OF THE DIRECTOR

Encl. No. 4.2

Board Meeting Date of February 7, 2023

TO: Sequoias Adult Education Board  
FROM: John Werner, Executive Director  
PREPARED BY: Jonna Schengel, Dean CTE, COS  
APPROVED BY: John Werner, Executive Director  
PRESENTED BY: Jonna Schengel, Dean CTE, COS  
**AGENDA TITLE: Member Effectiveness Report, College of the Sequoias**

**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 2022/23 Annual Plan to the California Community College Chancellor's Office. That plan included a proposed SAEC budget for the 2022/23 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 April 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 7, 2023

TO: Sequoias Adult Education Board  
FROM: John Werner, Executive Director  
PREPARED BY: Amalia Lopez, Principal of Alternative Education, Lindsay USD  
APPROVED BY: John Werner, Executive Director  
PRESENTED BY: Amalia Lopez, Principal of Alternative Education, Lindsay USD

**AGENDA TITLE: Member Effectiveness Report, Lindsay Adult Education**

**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 2022/23 Annual Plan to the California Community College Chancellor's Office. That plan included a proposed SAEC budget for the 2022/23 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 March 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. 4.4

Board Meeting Date of February 7, 2023

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

X  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, Policy changes 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.

SEQUOIAS ADULT EDUCATION CONSORTIUM  
OFFICE OF THE DIRECTOR

Encl. No. 5.1

Board Meeting Date of February 7, 2023

TO: Sequoias Adult Education Board  
FROM: John Werner, Executive Director  
PREPARED BY: John Werner, Executive Director  
APPROVED BY: John Werner, Executive Director  
PRESENTED BY: Brent Calvin, Superintendent/President COS

**AGENDA TITLE: SAEC Board Meeting Calendar 2022-2023 (revised) and 2023-2024**

**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 creates a calendar of meetings for each fiscal year. The revised 2022/23 calendar reflects changes caused by the sunset of the CA Governor's Order which allowed virtual public meetings. The SAEC Board will begin meeting in person at its regularly scheduled April meeting. The March meeting is eliminated. The April and May meetings will be extended from one hour in length to one hour and a half. The 2023/24 Calendar reflects changes to the Board's historic meeting schedule to accommodate the return to in person meetings and a reduction in the number of meetings per year. Meetings in 2023/24 will be one and a half hour in length.

**CONTRACT CHANGES:**

N/A

**RECOMMENDED ACTION:**

N/A

**FINANCIAL IMPACT:**

N/A

**ALIGNS TO SAEC IMPLEMENTATION PLAN:**

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

**2022-2023**  
**Sequoias Adult Education Consortium Board Meetings**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Comments</b>
08/02/22	8:00 am – 9:00am	COS - In Person Sequoias Rm 1	
09/06/22	8:00 am – 9:00am	Zoom	Day after Labor Day
10/04/22	8:00 am – 9:00am	Zoom	
11/01/22	8:00 am – 9:00am	Zoom	
12/06/22	8:00 am – 9:00am	Zoom	
02/07/23	8:00 am – 9:00am	Zoom	<ul style="list-style-type: none"> <li>• Member Effectiveness Reports</li> <li>• Sunrise Governance Docs</li> </ul>
04/11/23	8:00am – 9:30am	In Person - COS Sequoias Rm 1	<ul style="list-style-type: none"> <li>• Day after Spring Break</li> <li>• Governance Docs Discussion</li> </ul>
05/02/23	8:00am – 9:30am	In Person - COS Sequoias Rm 1	<ul style="list-style-type: none"> <li>• CFAD Action</li> <li>• MOU Action</li> <li>• SAEC Rept. on Gov. Action</li> <li>• SAEC Calendars Action</li> </ul>

**Revised: 02/07/2023**

## 2023-2024 Sequoias Adult Education Consortium Board Meetings

Date	Time	Location	Comments
08/01/23	8:00 am – 9:30am	COS - In Person Sequoias Rm 1	<ul style="list-style-type: none"> <li>➤ Annual plan due 8/15</li> <li>➤ CFAD Amendment</li> </ul>
10/03/23	8:00 am – 9:30am	COS - In Person Sequoias Rm 1	<ul style="list-style-type: none"> <li>➤ Member effectiveness reports</li> <li>➤ State of the Consortium</li> <li>➤ RISDS Navigator Impact Report</li> </ul>
11/07/23	8:00 am – 9:30am	COS - In Person Sequoias Rm 1	<ul style="list-style-type: none"> <li>➤ Member effectiveness reports</li> </ul>
02/06/24	8:00 am – 9:30am	COS - In Person Sequoias Rm 1	<ul style="list-style-type: none"> <li>➤ Member effectiveness</li> <li>➤ Sunrise 2023.24 Governance Policy</li> <li>➤ Calendars</li> </ul>
04/02/24	8:00am – 9:30am	COS - In Person Sequoias Rm 1	<ul style="list-style-type: none"> <li>➤ Day After Spring Break</li> <li>➤ Governance Policy Discussion</li> </ul>
05/07/24	8:00am – 9:30am	COS - In Person Sequoias Rm 1	<ul style="list-style-type: none"> <li>➤ CFAD Action</li> <li>➤ MOU Action</li> <li>➤ SAEC Rept. on Gov. Action</li> <li>➤ SAEC: 2023.24 Calendars Action</li> </ul>

Revised: 02/07/2023



SEQUOIAS ADULT EDUCATION CONSORTIUM  
OFFICE OF THE DIRECTOR

Encl. No. 5.2

Board Meeting Date of February 7, 2023

TO: Sequoias Adult Education Board  
FROM: John Werner, Executive Director  
PREPARED BY: John Werner, Executive Director  
APPROVED BY: John Werner, Executive Director  
PRESENTED BY: Brent Calvin, Superintendent/President, COS

**AGENDA TITLE: SAEC Leadership Committee Calendar 2022-2023 (revised) and 2023-2024**

**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 creates a calendar of meetings for each fiscal year, which includes the meeting calendar for the SAEC Leadership Committee. The revised 2022/23 calendar reflects changes caused by the sunset of the CA Governor's Order which allowed virtual public meetings. The SAEC Leadership Committee will begin meeting in person after regularly scheduled Board meetings and virtually for its regularly scheduled meetings which occur on the third Thursday of each month. Leadership Committee meetings which follow Board meetings will be extended in length from one and a half hours to two hours. The length of their Thursday meeting are not changed. The April and May meetings will be extended from one hour in length to one hour and a half. The 2023/24 Calendar reflects changes to the Leadership Committees historic meeting schedule to adjust for changes to the Boards meeting schedule in 2023/24.

**CONTRACT CHANGES:**

N/A

**RECOMMENDED ACTION:**

N/A

**FINANCIAL IMPACT:**

N/A

**ALIGNS TO SAEC IMPLEMENTATION PLAN:**

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

## 2022-2023

### Sequoias Adult Education Consortium Leadership Committee Meetings

Date	Time	Location	Comments
07/21/22	3:00pm – 4:30pm	Zoom	
08/02/22	9:15am – 10:15am	COS – In Person	Sequoias Rm 1
08/25/22	3:00pm – 4:30pm	Zoom	
09/06/22	9:15am – 10:15am	Zoom	Day after Labor Day
09/22/22	3:00pm – 4:30pm	Zoom	
10/04/22	9:15am – 10:15am	Zoom	
10/27/22	3:00pm – 4:30pm	Zoom	
11/01/22	9:15am – 10:15am	Zoom	
11/28/22	3:00pm – 4:30pm	Zoom	
12/06/22	9:15am – 10:15am	Zoom	
12/15/22	3:00pm – 4:30pm	Zoom	
01/26/23	3:00pm – 4:30pm	Zoom	
02/07/23	9:15am – 10:15am	Zoom	
02/23/23	3:00pm – 4:30pm	Zoom	
03/23/23	3:00pm – 4:30pm	Zoom	
04/11/23	9:45am – 11:45am	COS – In Person	After Spring Break Sequoias Rm 1
04/20/23	3:00pm – 4:30pm	Zoom	
05/02/23	9:45am – 11:45am	In Person	
05/25/23	3:00pm – 4:30pm	Zoom	

REVISED: 02/07/2023

## 2023-2024

### Sequoias Adult Education Consortium Leadership Committee Meetings

Date	Time	Location	Comments
07/20/23	3:00pm – 4:30pm	Zoom	➤ 2023.24 SAEC Annual Plan Draft
08/01/23	9:45am – 11:45am	In Person	➤ 2023.24 Member Budgets and Workplans
08/24/23	3:00pm – 4:30pm	Zoom	<ul style="list-style-type: none"> <li>➤ 2023.24 Member Budgets and Workplans</li> <li>➤ Member Effectiveness Report Discussion - Data Outcomes</li> <li>➤ 2022.23 Program Area Report</li> </ul>
09/21/23	3:00pm – 4:30pm	Zoom	<ul style="list-style-type: none"> <li>➤ 2023.24 Member Workplans and Budgets</li> <li>➤ Member Effectiveness Report Discussion - Data Outcomes</li> <li>➤ 2022.23 Program Area Report Loaded</li> </ul>
10/03/23	9:45am – 11:45am	In Person	
10/26/23	3:00pm – 4:30pm	Zoom	
11/07/23	9:45am – 11:45am	In Person	
11/16/23	3:00pm – 4:30pm	Zoom	
12/14/23	3:00pm – 4:30pm	Zoom	➤ 2024.25 Governance Policy Discussion
01/25/24	3:00pm – 4:30pm	Zoom	➤ 2024.25 Governance Policy Discussion
02/06/24	9:45am – 11:45am	In Person	➤ 2024.25 Governance Policy Discussion
02/22/24	3:00pm – 4:30pm	Zoom	➤ 2024.25 Governance Policy Discussion
03/21/24	3:00pm – 4:30pm	Zoom	➤ 2024.25 Governance Policy Discussion
04/02/24	9:45am – 11:45am	In Person	<ul style="list-style-type: none"> <li>➤ Day After Spring Break</li> <li>➤ 2024.25 Governance Policy Discussion</li> </ul>
04/25/24	3:00pm – 4:30pm	Zoom	➤ 2024.25 Governance Policy Final Drafts
05/07/24	9:45am – 11:45am	In Person	
05/23/24	3:00pm – 4:30pm	Zoom	
06/20/24	3:00pm – 4:30pm	Zoom	➤ Held as a meeting time, but may be cancelled.

Thursday's meetings are held before Co-chair meetings. This means it will change between the 3<sup>rd</sup> and 4<sup>th</sup> Thursday of each month unless it is near a holiday, then it may be the 2<sup>nd</sup> Thursday.

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