




SAEC Board Meeting Agenda

May 7, 2018 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 –March 5, 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 3 minutes and individual topics to 20 minutes. Please begin your comments by stating your name.
4. Information Items
 - 4.1 AB2098 Workgroup Update – John Werner
 - 4.2 CCAE State Conference 2019 Report – John Werner
 - 4.3 SAEC Fiscal Allocation Process Update – John Werner
 - 4.4 California Adult Education Program Technical Update—John Werner
5. Action Items
 - 5.1 SAEC Board Meeting Schedule 2019/20 – John Werner
 - 5.2 SAEC CFAD, 2019/20 Final - Brent/Yolanda
 - 5.3 SAEC Governance Document 2019/20 Approval – Brent/Yolanda
 - 5.4 SAEC Memorandum of Understanding, 2019-2022 Approval – Brent/Yolanda
 - 5.5 SAEC 3 Year Plan 2019-2021 – Brent/Yolanda
 - 5.6 SAEC June Board Meeting, Keep or Cancel – John Werner
6. Adjournment



Consortium Board Meeting

3.5.19

1.0 Opening Business

- 1.1 Call to Order
- 1.2 Establish Quorum
- 1.3 Welcome and Introductions

Agenda: Consortium Board Meeting

- 1.0 Opening Business
- 2.0 Approval of Minutes –March 5, 2019
- 3.0 Public Comment
- 4.0 Information Item:
 - 4.1 AB2098 Workgroup Update – John Werner
 - 4.2 CCAE State Conference 2019 Report – John Werner
 - 4.3 SAEF Fiscal Allocation Process Update – John Werner
 - 4.4 California Adult Education Program Technical Update—John Werner
- 5.0 Action Items:
 - 5.1 SAEF Board Meeting Schedule 2019/20 – John Werner
 - 5.2 SAEF CFAD, 2019/20 Final – Brent/Yolanda
 - 5.3 SAEF Governance Document 2019/20 Approval – Brent/Yolanda
 - 5.4 SAEF Memorandum of Understanding, 2019-2022 Approval – Brent/Yolanda
 - 5.5 SAEF 3 Year Plan 2019-2021 – Brent/Yolanda
 - 5.6 SAEF June Board Meeting, Keep or Cancel – John Werner
- 6.0 Adjournment

2.0 Approval Minutes: March 5, 2019

2.1 Review of Minutes

2.2 Discussion

2.3 Action

3.0 Public Comment



4.0 Information Items: Update

4.1 AB2098 Workgroup Update—John Werner

- Goals: Define immigrant integration, establish metrics, establish intake policy
- EL Civics and EL Civics co-apps provide both a data system and working metrics familiar to the field
- Desire to stretch metrics beyond EL Civics
- Group is developing process and product at the same time

Phases of Work


- Define Immigrant Integration Categories, Metrics and Best Practices
- Consortium/Agency Needs Assessment
- Consortium/Agency Immigrant Integration Plans and Programs
- Assess Metrics
- System Review

Statewide supports

- CAEP
- Professional Development and technical Assistance
- Grant-funded initiatives/pilot programs

*Board Packet Enclosure 4.1


4.0 Information Items:
4.2 CCAE State Conference 2019 Report – John Werner



*Board Packet Enclosure 4.3

7

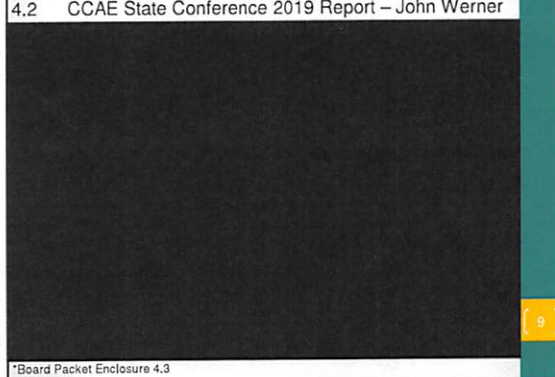
4.0 Information Items:
4.2 CCAE State Conference 2019 Report – John Werner



*Board Packet Enclosure 4.3

8

4.0 Information Items:
4.2 CCAE State Conference 2019 Report – John Werner




*Board Packet Enclosure 4.3

9

4.0 Information Items:

4.2 CCAE State Conference 2019 Report – John Werner



*Board Packet Enclosure 4.3

10

4.0 Information Items:

4.3 SAEC Fiscal Allocation Process Update – John Werner

August/October: Pick a process

November 1: Process triggered

December: Executive Director makes recommendation to Board

May: Board Action on CFAD

*Board Packet Enclosure 4.3

11

4.0 Information Items:

4.4 California Adult Education Program Technical Update—John Werner

*Board Packet Enclosure 4.4

12

4.0 Information Items: Technical Update

Due Dates

April 2019

- Apr 30: Student data due in TOPSPRO (Q3)

May 2019

- May: CFADs for 2019-20 due

June 2019

- Jun 1: 17/18 & 18/19 member expense report due in NOVA (Q3)
- Jun 7: Certified 3-year strategic plan due from consortia in NOVA
- Jun 17: Data and Accountability Budget Revisions are due
- Jun 30: (deadline extension): Data and Accountability funded activities end
- Jun 30: 17/18 & 18/19 member expense report certified by consortia in NOVA (Q3)
- Jun 30: End of Q4

July 2019

- Jul 31: Final Data and Accountability expense report due

*Board Packet Enclosure 4.4



13

4.0 Information Items: Technical Update

- WIOA II News

14

5.0 Information Items:

5.1 SAEC Board Meeting Schedule 2019/20 – John Werner

- July meeting removed permanently
- *option meetings

*Board Packet Enclosure 5.1

15

5.0 Information Items:

5.2 SAEC CFAD 2019/20 —John Werner

- Approve today
- John Loads it into NOVA
- Member Representatives Approve in NOVA

16

*Board Packet Enclosure 5.2

5.0 Action Items:

5.3 SAEC Governance Document 2019/20—John Werner

- No changes
- Approve in today
- Local LEA Approves in May and Signed by Member Representative
- Signed Copy to Barbara

17

*Board Packet Enclosure 5.3

5.0 Information Items:

5.4 SAEC Memorandum of Understanding 2019-2022 —John Werner

- Approve today
- Local LEAs approve in May and Signed by LEA Board President and Member Representative
- Signed Copy to Barbara

18

*Board Packet Enclosure 5.4

5.0 Information Items: Technical Update

5.5 SAEC 3 Year Plan 2019-2021 – Brent/Yolanda

Section 1: Consortium Information

Section 2: Comprehensive Regional Three-Year Plan

- 2.1 Executive Summary
- 2.2 Pre-Planning Assessment
 - Table 1. Regional Service Providers
 - Table 2. Funding for AE Programs and Services
- 2.3 Community Need and Customers
- 2.4 Identifying Goals and Strategies
 - Figure 1. Logic Model
 - Table 3. Progress Indicators
- 2.5 Piloting and Implementation

* Board Packet Enclosure 5.5

19

5.0 Information Items: Technical Update

5.6 SAEC June Board Meeting, Keep or Cancel – John Werner

*Board Packet Enclosure 5.6

20

Adjournment: Next Meeting _____

Thank you!

21

SAEC Consortium Board Meeting
College of the Sequoias Board Room 1
Meeting 03/05/19, 8:00 – 10:00 am
Co-chairs: Brent Calvin and Yolanda Valdez

In Attendance:

Brent Calvin, College of the Sequoias; Randy DeGraw, Farmersville Unified School District; George Eddy, Exeter Unified School District; William Fishbough, Hanford Joint Union School District; Alfonso Gamino, Woodlake Unified School District; Robert Gonzales, Cutler-Orosi Joint Unified School District; Brian Griffin, Lindsay Unified School District; Dennis Johnston, Proteus; Heather Keran, Hanford Adult School; Emily Koop, Farmersville Unified School District – DCLA; 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; Todd Oto, Visalia Unified School District; Darin Pace, Exeter Unified School District; Adam Peck, Workforce Investment Board of Tulare County; Thad Russell, College of the Sequoias; Yolanda Valdez, Cutler-Orosi Joint Unified School District; John Werner, Sequoias Adult Education Director; Nicola Wissler, Visalia Chamber; Craig Wheaton, Tulare County Office of Education:

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to Order	<ul style="list-style-type: none"> Brent Calvin called the meeting to order and welcomed all to the meeting at 8:00 am. 	
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 February 5, 2019 SAEC Board Meeting reviewed. 	<ul style="list-style-type: none"> Motioned by Todd Oto, Visalia Unified School District Seconded by Rich Merlo, Corcoran Joint Union 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	Visalia Adult School Member Effectiveness Report – Tami Olson	<ul style="list-style-type: none"> • Current Programs: Day and Evening <ul style="list-style-type: none"> ➤ ABE: Visalia, Exeter and Farmersville ➤ ASE: Visalia, Proteus, Exeter Farmersville and Tulare County Jail <ul style="list-style-type: none"> ▪ High School Diploma, General Education Development (GED) and Spanish GED Classes ➤ CTE: Visalia and Tulare County Jail <ul style="list-style-type: none"> ▪ Office Skills, Welding, medical Billing and Coding, Medical Assistant, Nurse Assistant, Vocational Nursing and at Tulare County Jail, Intro to Electronic Technology (AC/DC) ➤ ESL: Visalia, Exeter, Farmersville and Tulare County Jail <ul style="list-style-type: none"> ▪ EL Civics and Citizen Preparation and IEL Civics: Bank Teller and Office Skills ➤ AWD: Visalia Campus, ABLE Industries and Creative Center • Barriers <ul style="list-style-type: none"> ➤ Funding, Childcare and Transportation • Changes <ul style="list-style-type: none"> ➤ Funding – reduction of one full time teaching position, two part-time positions and one instruction aide position ➤ Collapsed preschool ➤ Addition of Medical Billing and Coding ➤ New English Literacy and Civics Education <ul style="list-style-type: none"> ▪ Banking Teller and Call Center and Office Skills ➤ Aligning with Tulare Adult in providing ATi curriculum for new LVN cohort ➤ Addition of Intro to Electronic Technology (AC/DC) program • Successes <ul style="list-style-type: none"> ➤ WASC Accreditation ➤ Evening CNA class ➤ Full time counselor ➤ Visalia Education Foundation Grant ➤ Read For Life Grant ➤ IEL Civics courses 	
4.2	AB 1658 (Carrillo) – John Werner	<ul style="list-style-type: none"> • Goal: Reciprocity between CCC and CDE systems for teachers • Adds a new path to K12 AE credentialing <ul style="list-style-type: none"> ➤ Preliminary Credential or 2 years successful teaching in college as an ESL instructor • This will go into a study phase for 1 year 	

4.3	Program Area Reporting Summary – John Werner	<ul style="list-style-type: none"> Submitted by all agencies on February 15, 2019 State is looking at making short term CTE affordable for everyone <ul style="list-style-type: none"> ➤ 2 parts in this report: Program Hours and Expenditures <ul style="list-style-type: none"> ▪ Total reported hours: 1,060,012 ▪ Total reported expenditures: \$14,928,910 	
4.4	SAEC Governance Document 2019/20 DRAFT – John Werner	<ul style="list-style-type: none"> Presenting draft today No changes Approve at SAEC Board Meeting in May 	
4.5	SAEC Memorandum of Understanding, 2019-2022 – John Werner	<ul style="list-style-type: none"> Presenting draft today Red shows the changes that have been made Approve at SAEC Board Meeting in May <ul style="list-style-type: none"> ➤ Then approval by school districts local board ➤ Signature from Board President and Member Representative Question: If an adult education program is receiving funds but program and classes are declining – Where are the check and balances? <ul style="list-style-type: none"> ➤ Decisions on what we do with funds are decided with the SAEC Board ➤ Would like a system for revisiting process because SAEC Board is not the same as it was 4 years ago <ul style="list-style-type: none"> ▪ Possibly every 2 years ▪ 	<ul style="list-style-type: none"> Leadership Committee will work on system for revisiting the process to present to the Board
4.6	SAEC CFAD, 2019/20 DRAFT – John Werner	<ul style="list-style-type: none"> Presenting draft today <ul style="list-style-type: none"> ➤ 2019-2020 <ul style="list-style-type: none"> ▪ Corcoran Joint Unified School District: \$20,958 ▪ Cutler-Orosi Joint Unified School District: \$234,570 ▪ Hanford Joint Union High School District: \$719,937 ▪ Lindsay Unified School District: \$63,789 ▪ Sequoias CCD: \$274,119 ▪ Tulare Joint Union High School District: \$2,985,896 ▪ Visalia Unified School District: \$5,353,477 Approve at SAEC Board Meeting in May <ul style="list-style-type: none"> ➤ John Werner will load it into NOVA ➤ Member Representative certify it in NOVA 	
4.7	California Adult Education Program Technical Update – John Werner	<ul style="list-style-type: none"> Due dates for March – July 2019 presented to SAEC Board Reminder of Adult Education Week April 8 – 12, 2019 <ul style="list-style-type: none"> ➤ Sample Board Resolution given to everyone Adult Education Leg Day is April 9, 2019 	

5	Action Items		
5.1	Edgenuity 2019/2022 Contract – Yolanda Valdez	<ul style="list-style-type: none"> • 3 year contract (by 2 years get one free) • SAEC negotiated price: \$199,950.00 <ul style="list-style-type: none"> ➢ Price negotiated as a consortium • Deferred cost model for those who cannot afford the contract <ul style="list-style-type: none"> ➢ RISDS has some reserved to help cover this <ul style="list-style-type: none"> ▪ RISDS will be paid back in years 2 and 4 ➢ Corcoran, Cutler-Orosi and Farmersville will be helped out 	<ul style="list-style-type: none"> • Motioned by William Fishbough, Hanford Joint Union High School District • Seconded by Alfonso Gamino, Woodlake Unified School District • Vote: All approved
5.2	SAEC Board Meeting April 2, 2019 Cancellation – Brent Calvin	<ul style="list-style-type: none"> • April 2, 2019 to be cancelled with SAEC Board approval • Next SAEC Board meeting will be May 7, 2019 	<ul style="list-style-type: none"> • Motioned by Todd Oto, Visalia Unified School District • Seconded by Rich Merlo, Corcoran Joint Union School District • Vote: All approved
6	Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 9:01am 	

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of May 7, 2019

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: AB2098 Immigrant Integration Workgroup 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:

Existing law creates the Adult Education Block Grant Program under the administration of the Chancellor of the California Community Colleges and the Superintendent of Public Instruction. Existing law requires the chancellor and the Superintendent to provide to the Director of Finance, the State Board of Education, and the Legislature preliminary reports each fiscal year about the use of specified funds and outcomes for adults statewide and in each adult education region. Existing law requires those reports to include, among other things, any recommendations related to delivery or education and workforce services for adults.

Existing law establishes the Statewide Director of Immigrant Integration in the Governor's Office of Planning and Research, for the purpose of developing a comprehensive statewide report on programs and services that serve immigrants and programs and services currently managed by a state agency or department to support California immigrants.

This bill requires the reports prepared by the chancellor and the Superintendent to be additionally provided to the director. The bill also requires those reports to also include any recommendations related to delivery of immigrant integration for adults.

Existing law requires the chancellor and the Superintendent to establish a menu of common assessments and policies regarding placement of adults seeking adult education programs to be used by each consortium (CASAS).

This bill requires the identification of common measures for meeting the needs of immigrant and refugee adults seeking integration, and, at a minimum, requires the definition of specific data each consortium may collect and establishes a menu of common assessments and policies regarding placement of adults seeking immigrant integration into adult education programs to be used by each consortium to measure educational needs of adults and the effectiveness of providers in addressing those needs.

This work must be completed by July 1 2019. John Werner, Executive Director of SAEC, is a participant of the state workgroup charged with establishing and defining the outcome described in the legislation.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC Objectives: Fill Gaps and Accelerate Student Transitions

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.2

Board Meeting Date of May 7, 2019

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: CCAE State Conference 2019 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 California Council for Adult Education hosts a statewide conference annually. Attendees participate in 2 days of professional development through strand specific topics related to adult education. This year's conference was in San Diego on April 25-27 and had over 800 attendees from across the nation. There were 100 breakout sessions for staff in instructional roles, classified roles, and administrative roles. Sessions addressed topics in all program areas.

This year, several members from SAEC presented sessions to the field. Instructor Alison Wahlen, ABE/GED Instructor at VAS, presented a session on using Pear Deck in the classroom. Tami Olson, Principal VAS, Tyler Hudson, CTE Instructor at VAS, Susanna Reyes, Inmate Programs Director at TCSO, Janine Medina, SAEC Advanced Manufacturing Navigator, and John Werner, SAEC Director, presented a session detailing the new AC/DC CTE jail education program.

SAEC was also represented by two staff members who won state level awards. Henrietta Bermudez, Visalia Adult School, was recognized for Excellence in Support Services, and Karyn Ruiz, Tulare Adult School was recognized for Excellence in Teaching. Both had been previously recognized by the CCAE Central Section and then nominated for the state level recognition. This year marks the second year in a row Henrietta has been recognized at the section and state levels.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC Objectives: Fill Gaps and Accelerate Student Transitions

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.3

Board Meeting Date of May 7, 2019

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: CCAE Fiscal Allocation Process 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:

At the regularly scheduled SAEC Board meeting on March 5, 2019, the SAEC Board requested that the SAEC Leadership Committee propose a recommendation for a consortium wide review of fiscal allocations and that this new process be implemented prior to the Consortium Fiscal Allocation Declaration for 2020/21 is drafted and brought before the board for approval.

The Leadership Committee has developed several process models for establishing a consortium wide distribution of funds. The SAEC Leadership Committee will review these models with the Board during the regularly scheduled board meeting in August 2019. A final decision on which funding model process or processes can be made at either the September or October 2019 Board meeting.

November 1, 2019 will be the date that triggers implementation of the new process if a new process is adopted. Using this potential new process, the SAEC Executive Director, with input from the SAEC Leadership Committee and the SAEC Fiscal Advisory Committee, created by and advisory to the SAEC Executive Director, will make a funding recommendation to Board for the following year at the regularly scheduled Board meeting in December. The SAEC Board will then have until May, 2020 to make a final funding decision.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

No new expenses. Potential to modify Consortium Fund Allocation Schedule and Declaration.

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC Objective: Leverage Regional Resources.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.4

Board Meeting Date of May 7, 2019

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 AEBG program compliance and policy changes. Specific topics will include: Statewide Student Identifier, Due Dates, and WIOA II.

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 May 7, 2019

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, College of the Sequoias
Yolanda Valdez, Superintendent, Corcoran-Orosi Joint Unified School District

AGENDA TITLE: **SAEC Board Meeting Schedule for 2019/20**

AGENDA SECTION:

_____ Public Comment

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

 X Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

The SAEC Board creates a calendar of board meetings for each fiscal year. A recommended schedule of meetings for 2019-2020 is attached. No meeting in July. See attached document for details. Dates with an asterisk are normally scheduled with the option to cancel.

The SAEC Leadership Committee will meet on these same dates following the SAEC Board meeting and then again on the afternoon of the third Thursday of each month.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

Approval

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

The SAEC Board will hold regular meetings in accordance with the SAEC Three Year Plan, Annual Plan, and Governance Document.

2019 - 2020
Sequoias Adult Education Consortium Board Meetings

Date	Time	Room	Comments
08/06/19	8:00 am - 10:00 am	COS, Sequoias Room 1	
09/03/19	8:00 am - 10:00 am	COS, Sequoias Room 1	Day after Holiday
10/01/19	8:00 am - 10:00 am	COS, Sequoias Room 1	
11/05/19	8:00 am - 10:00 am	COS, Sequoias Room 1	
12/03/19	8:00 am - 10:00 am	COS, Sequoias Room 1	
* 01/07/19	8:00 am - 10:00 am	COS, Sequoias Room 1	During Winter Break
02/04/19	8:00 am - 10:00 am	COS, Sequoias Room 1	
03/03/19	8:00 am - 10:00 am	COS, Sequoias Room 1	
04/07/19	8:00 am - 10:00 am	COS, Sequoias Room 1	Spring Break for some
05/05/19	8:00 am - 10:00 am	COS, Sequoias Room 1	
* 06/02/19	8:00 am - 10:00 am	COS, Sequoias Room 1	During Graduations

*Historically "As Needed Meetings".

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 5.2

Board Meeting Date of May 7, 2019

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, College of the Sequoias
Yolanda Valdez, Superintendent, Corcoran-Orosi Joint Unified School District

AGENDA TITLE: SAEC CFAD, 2019/20 Final

AGENDA SECTION:

_____ Public Comment

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

 X Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

The SAEC Consortium Fiscal Administration Declaration (CFAD) reporting enumerates and describes required elements for the Consortium Fiscal Administration Declaration. The CFAD is the process whereby the AEBG consortia members agree upon whether to designate a fiscal administrator or choose direct funding. Additionally, this is the process for members to agree upon their allocations for the 2019-20 fiscal year and make any adjustments from prior years. The California Adult Education Program received a COLA of approximately 3.46%. Each member's 2019-2020 allocation will reflect an increase in funds commensurate with the COLA.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

Approval

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

The SAEC CFAD aligns the distribution of funds to the SAEC Regional Comprehensive Plan and Annual Plan.

California Adult Education Program : CFAD : 2019-20 Produced: May 2, 2019, 7:52 PM UTC John Werner

57 Sequoias Adult Education Consortium (SAEC)

Fiscal Declaration - Draft

Consortium Name: 57 Sequoias Adult Education Consortium (SAEC)

Funding Channel: Direct Funded

Narrative: All allocations are aligned with our annual adult education plan based on our AEBG 3-year plan. Members evaluate and determine member funding each year by evaluating member need to engage the SAEC Annual Plan activities. Funding levels are determined in accordance with law and SAEC annual and 3 year plans.

Changes: No changes in fiscal structure, fiscal coordinator. Member funding amounts have been adjusted for COLA. No member will have a reduction of funding in 2019-2020.

Member Allocations

Member Name	(2019-20)	(2018-19)	(2017-18)
Corcoran Joint Unified	\$220,958	\$213,569	\$204,745
Cutler-Orosi Joint Unified	\$234,570	\$226,725	\$217,351
Hanford Joint Union High	\$719,937	\$695,860	\$667,093
Lindsay Unified	\$63,789	\$61,656	\$0
Sequoias CCD	\$274,119	\$264,952	\$253,998
Tulare Joint Union High	\$2,985,896	\$2,886,039	\$2,825,836
Visalia Unified	\$5,353,477	\$5,174,441	\$4,960,534
Total Allocated to Members	\$9,852,746	\$9,523,242	\$9,129,557
Total CAEP Funds	\$9,852,746	\$9,523,242	\$9,129,557
Total Remaining	\$0	\$0	\$0

Certification

No approver contacts.



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SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 5.3

Board Meeting Date of May 7, 2019

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, College of the Sequoias
Yolanda Valdez, Superintendent, Corcoran-Orosi Joint Unified School District

AGENDA TITLE: **SAEC Governance Document 2019/20 Approval**

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 fiscal allocation declaration as funding levels change. The SAEC Board will be review and take action on three documents during this process, the SAEC Governance Document, the SAEC MOU, and the SAEC CFAD.

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 AEBG law and policy.



Consortia Report on Governance Compliance of Rules and Procedures

Download and save this Word document, open it and fill in the various fields, print the completed form, sign, scan and email to the AEBG inbox: aebg@cccco.edu.

Consortium Name:

Sequoias Adult Education Regional Consortium (SAEC)

Fiscal Agent or Fiscal Coordinator:

Visalia Unified School District

Consortium Point Person (or person submitting this document):

Name:

John Werner

Consortium Role:

Consortium Director

E-Mail:

sequoiasadulthooddirector@gmail.com

1. Have all community college districts, school districts, or county offices of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region been allowed to join the consortium as a member?

In accordance with AB104, all eligible organizations within the boundaries of the region have been allowed to join the Sequoias Adult Education Consortium (SAEC) as members. The Consortium is comprised of the following members: Alpaugh Unified School District, Corcoran Unified School District, Cutler-Orosi Joint Unified School District, Exeter Unified School District, Farmersville Unified School District, Lindsay Unified School District, Hanford Joint Union High School District, Tulare Joint Union High School District, Visalia Unified School District, Woodlake Unified School District, and Sequoias Community College District.

2. Have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds? How will the available funds be reported and evaluated?

In accordance with AB104, all eligible organizations within the boundaries of the region have been allowed to join the Sequoias Adult Education Consortium (SAEC) as members. The Consortium is comprised of the following members: Alpaugh Unified School District, Corcoran Unified School District, Cutler-Orosi Joint Unified School District, Exeter Unified School District, Farmersville Unified School District, Lindsay Unified School District, Hanford Joint Union High School District, Tulare Joint Union High School District, Visalia Unified School District, Woodlake Unified School District, and Sequoias Community College District. All members have committed to reporting any funds available to that member for the purpose of education and workforce services for adults and the uses of those funds. Members annually declare fund availability and use to the SAEC Board.

3. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member?

The Consortium shall keep track of the date its members were officially designated by their local Boards of Education and keep copies of the local board minutes as evidence, which will be archived. If an official designation is a Consent Item that is voted on, a copy of the Board Agenda that shows the designation as a Consent Item, as well as the minutes, will be provided and kept on file by SAEC. Each member must have one official-designated member. The officially designated member representative will represent the interests of the member agency and vote in SAEC Board decisions on behalf of the member agency. SAEC Board meeting attendance and vote participation of the official designee will be recorded and archived by SAEC. Alternate or proxy designees may not be assigned.

4. How will you assure that all members of the consortium shall participate in any decision made by the consortium?

The Consortium recognizes the benefits from full and active participation by all members in the decision-making process and implementation of SAEC Plans. Therefore, a calendar of meetings and each meeting agenda will be sent to members in advance. Agendas will be posted on the Consortium website. Email notification and reminders will be sent to all members. Minutes from meetings will be distributed to members and posted to the Consortium website. Agencies participating in the SAEC have agreed to act in accordance with applicable AEBG law, the SAEC Annual Plans, and SAEC Three Year Plan. SAEC Members participate annually in shared, or peer-to-peer monitoring for member effectiveness, adherence to SAEC Plans, and AEBG performance measured outcomes.

5. What will be the relative voting power of each member?

e.g. 1 member = 1 vote

e.g. 1 institution = 1 vote (thus giving districts with multiple institutions multiple votes)

e.g. Other (e.g., votes proportionate to adult students served)

Each member Board of Education will designate a voting representative to the Consortium Board and ensure attendance at and participation at regular Consortium meetings. Each member district with fewer than 5,000 students will be allowed one vote. Each member district with more than 5,000 students will be allowed 2 votes. A simple majority of members present constitutes a quorum. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

6. How will decisions be approved?

e.g. by majority vote of 51%, or 50% +1 vote, or $\frac{2}{3}$ of votes

e.g. by consensus

All Consortium meetings shall be conducted in accordance with AB104 Adult Education Block Grant (AEBG), the SAEC Governance Plans, and all applicable laws. A simple majority of members of the Consortium constitutes a quorum. A simple majority will be needed for the passage of any motion. The vote of each official-designated member shall be recorded as cast. A roll call vote shall be taken in the event of a split vote on any decision. The names of the members making and seconding each motion shall be recorded in the Consortium minutes.

7. How did you arrive at that decision-making model?

SAEC decisions have been arrived at by those processes described in this governance document. The decision-making model described above was used to choose the model.

8. How will proposed decisions be considered in open, properly noticed public meetings of the consortium at which members of the public may comment?

The Consortium encourages all interested persons to attend monthly meetings and to address the Consortium concerning any item on the agenda or within the Consortium's jurisdiction.

The SAEC Board will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code.

The following rules are intended to facilitate a presentation to the Consortium:

A. For matters not listed on the agenda:

I. Any individual who wishes to address the Consortium on any item of interest to the public that is within

the subject matter jurisdiction of the Consortium and not listed on the agenda may do so under the item on the agenda entitled "Public Comments."

- II. Without taking action, Consortium members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda.
 - III. In keeping with its right to determine the length of time to be allotted to agenda items, the Consortium has determined that the overall time to be allowed for the agenda item entitled "Public Comments" shall not exceed three (3) minutes per person, and a total time of 20 minutes, unless there are extenuating circumstances, in which case the Consortium may extend the overall time limit.
- B. For matters listed on the agenda: a person who wishes to address the Consortium may do so by completing a brief form (including name, address, and agenda item). Upon recognition, the person should state his or her name and may address the Consortium. The order of public comments on the agenda item will be determined by the order received.
- C. Individuals shall be allowed up to three (3) minutes to address the Consortium on each agenda item or during the general public comments, unless there are extenuating circumstances, in which case the Consortium may extend the time limit for individual remarks.

9. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public?

The Sequoias Adult Education Consortium recognizes the benefits that are derived when input from the public is included as part of a transparent decision-making process, and will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code. The Members will include the public in Consortium activities and programs whenever appropriate. The Consortium will provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. Monthly meetings will include a designated time for public comment. Agendas will be posted on the Consortium website, and emailed in advance to Consortium members and partners. Consortium members are encouraged to post the agendas at their individual web sites.

10. Describe how comments submitted by members of the public will be distributed publicly.

A summary of comments submitted by members of the public will be recorded in the meeting minutes and distributed publicly on the Consortium website.

11. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. Such entities will include but not necessarily be limited to, local public agencies, departments, and offices, particularly those with responsibility for local public safety and social

services; workforce investment boards; libraries; and community-based organizations.

Community partners and other entities are invited and encouraged to participate in all Consortium meetings. SAEC's founding partners include Tulare County Workforce Investment Board, Tulare County Library, Tulare County Department of Health and Human Services, C-SET, Proteus, ABLE Industries, Kings County Department of Health and Human Services, Kings County Workforce Investment Board. Established partnerships will be considered "evergreen" partnerships without need for periodic renewal once established. Partnerships may be terminated at any time, by either party, as described below. Partnerships with SAEC shall exist at the sole discretion of the SAEC Board. New partners may join the SAEC through a partner application process and SAEC Board approval. SAEC opens the partnership application process every three years to coincide with the development and adoption of the SAEC Three Year Comprehensive Plan. This process established formal partnership with SAEC. Community agencies not benefiting from formal partnership with SAEC with an interest in adult education are encouraged to engage SAEC and its members to benefit the region as appropriate until formal partnership can be established. Partnership does not convey monetary, in-kind contribution, legal, or liability obligations between the Sequoias Adult Education Consortium, its Board, its members, or other Partners and nothing in the Partnership Agreement shall be construed to indicate such. Specifically, the Partnership relationship or a Partnership agreement does not express, imply, convey, inure, or otherwise establish an exclusive partnership agreement between SAEC, its members, partners, and/or any organization, entity, or agency. The SAEC Partners agree to indemnify, defend, and hold harmless the Sequoias Adult Education Consortium, its Board, and its members in any action arising against the Partner. The SAEC Board reserves the right to terminate any partnership(s) at any time without cause. Termination of partnership(s) will be effective immediately upon SAEC Board action. Partners reserve the right to terminate partnership without cause and such termination shall be effective immediately upon delivery of either written or verbal notice by the Partner to the SAEC Board at a regularly scheduled SAEC Board meeting.

12. How will you determine approval of a distribution schedule pursuant to Section 84913?

The Sequoias Adult Education Consortium will annually approve the distribution schedule pursuant to Section 84913 with a simple majority vote. In accordance with the Adult Education Block Grant (AEBG) and the SAEC Governance Plan, a simple majority vote will be needed for the passage of any motion. The vote(s) of each official designated member shall be recorded as cast. A roll call vote shall only be taken in the event of a split vote on any decision. The names of the members making and seconding each motion shall be recorded in the Consortium minutes. The distribution schedule will follow the funding priorities as specified in the SAEC Comprehensive Regional Plan ("3 Year Plan") and applicable law.

13. Has the consortium A) designated a member to serve as the fund administrator to receive and distribute funds from the program or B) chosen to have a funds flow directly to the member districts based upon the approved distribution schedule?

The Sequoias Adult Education Consortium has designated the Visalia Unified School District to serve as the fiscal coordinator and the role and responsibilities of the SAEC fiscal coordinator are described in the SAEC Memorandum of Understanding. SAEC follows a direct funding fiscal model.

14. How will members join, leave, or be dismissed from the consortium?

The Consortium will adhere to the membership guidelines as defined by AB104, education code, and the SAEC Memorandum of Understanding.

Considerations for dismissal from the Consortium include:

- The member no longer wishes to provide services consistent with the adult education plan;
- The member cannot provide services that address the needs identified in the adult education plan; or
- The member has been ineffective in providing services that address the needs identified in the adult education plan, and reasonable interventions have not resulted in improvement.

In addition to the considerations specified in AB104, and education code:

- Regular attendance is expected at monthly Consortium meetings. Each designated Member representative is expected to attend every SAEC Board meeting.

General SAEC Board Meeting Attendance:

A member may miss not more than five (5) meetings in a fiscal year. After a third (3rd) absence, the SAEC Executive Director shall notify the Member Designee, the AEBG Program Monitor, and the SAEC Board Co-Chairs shall prepare a written notice detailing the SAEC governance rule regarding attendance, a record of the designee's attendance, and corrective action. At a meeting of the fourth (4th) absence, the written notice shall be read into the official SAEC Board minutes as an information item and delivered via United States Postal Service to the Member Agency's Governing Board and the AEBG Program Monitor with a Domestic Return Receipt. At a meeting of the fifth (5th) absence, the SAEC Board shall take official action to dismiss the Member Agency from the Consortium for Member ineffectiveness and failure to attend. The terms and conditions described above shall pertain to general SAEC Board meeting attendance in a fiscal year regardless of absence sequence or absences in series.

Chronic or Consecutive Absenteeism:

In the event that a Member designee is absent four (4) or more consecutive SAEC Board meetings, the Member Agency will forfeit their participation and membership in the Consortium by default.

Four (4) or more consecutive absences from SAEC Board meetings demonstrates that the Member Agency is not effective. Member effectiveness shall not be limited solely to SAEC Board meeting attendance. After the second (2nd) consecutive absence, the SAEC Executive Director shall notify the Member Designee, the AEBG Program Monitor, and the SAEC Board Co-Chairs shall prepare a written notice detailing the SAEC governance rule regarding attendance, a record of the designee's attendance, and corrective action. At

the meeting of the third (3rd) consecutive absence, the written notice shall be read into the official SAEC Board minutes as an information item and delivered via United States Postal Service to the Member Agency's Governing Board and the AEBG Program Monitor with a Domestic Return Receipt. At the meeting of the fourth (4th) consecutive absence, the SAEC Board shall take official action to dismiss the Member Agency from the Consortium for Member ineffectiveness and failure to attend.

- Dismissal from or admission to the Consortium shall be accomplished with a simple majority vote from the Consortium.
- If the member initiates leaving the Consortium, SAEC will require the member's Governing Board approval.
- If the Consortium initiates dismissal, the Consortium will inform the member's Superintendent and Governing Board and follow due process.
- SAEC Members may be dismissed from SAEC for failure to demonstrate member effectiveness.
- If the Consortium dismisses a Member, the Consortium Executive Director shall notify the AEBG Project Monitor immediately.
- A record of intervention steps and dismissal actions shall be kept in the official minutes of Consortium Board Meetings.
- Dismissal from the Consortium is final and shall remain in effect for the remainder of the applicable or current 3 year planning period.

15. Does the consortium have a formal document detailing its working beyond the questionnaire?
(Please provide a link)

At this time, the Consortium relies on MOUs that outline basic governance rules and have been voted on by each member's Board of Education.

Consortium Member Signature Block

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box:

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 5.4

Board Meeting Date of May 7, 2019

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, College of the Sequoias
Yolanda Valdez, Superintendent, Corcoran-Orosi Joint Unified School District

AGENDA TITLE: SAEC Memorandum of Understanding, 2019-2022 Approval

AGENDA SECTION:

☐ Public Comment

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

☒ Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

The Sequoias Adult Education Consortium has been formed, in accordance with AB86, Section 76, Article 3, to develop a regional plan to improve the delivery of adult education in the legislated program areas and to address existing gaps in programs and services. 2019/20 will be the fifth year the consortium will receive funding in accordance with California Adult Education Program. Each funding year requires the consortium to renew its MOU to reflect the agreed upon participation and principles for governance. The 2019/20 SAEC MOU will be in force from July 1, 2019 through June 30, 2022 and will supersede previous MOUs. Member LEA Boards will need to take action on the MOU, as separate Boards, to fully authorize participation in the agreement. The MOU requires the signature of both LOCAL LEA Board Presidents and the LEA Superintendents (or lead administrative officer from the LEA to SAEC) once local board action is taken.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

Approval

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

The MOU stands as evidence that the SAEC Members intent to work together toward the mutual goal of collaborating to form the Sequoias Adult Education Consortium and to implement the SAEC Regional Three Year Plan.

MEMORANDUM OF UNDERSTANDING
SEQUOIAS ADULT EDUCATION CONSORTIUM

This Memorandum of Understanding shall stand as evidence that the following districts intend to work together toward the mutual goal of collaborating to meet the goals of the Sequoias Adult Education Consortium, hereafter referred to as the Consortium, to improve the delivery of adult education in the Sequoias Adult Education Consortium Region. This agreement is entered into between the following School Districts, hereafter referred to as MEMBERS.

- Alpaugh Unified School District
 - College of the Sequoias
 - Corcoran Joint Unified School District
 - Cutler-Orosi Joint Unified School District
 - Exeter Unified School District
 - Farmersville Unified School District
 - Hanford Joint Union High School District
 - Lindsay Unified School District
 - Tulare Joint Union School District
 - Visalia Unified School District
 - Woodlake Unified School District
1. Visalia Unified School District shall serve as the Consortium Fiscal Coordinator, hereafter referred to as FISCAL COORDINATOR.
 2. Term: The term of this MOU shall become effective as of July 1, 2019 and shall expire June 30, 2022 and shall apply to the 2019-2020 fiscal year (California Adult Education Program Year 5).
 3. Cost of Services: The MEMBER shall be directly apportioned the sum declared in the SAEC Fiscal Administration Declaration as approved by the Sequoias Adult Education Consortium Board for the current program year and in accordance with Sections 84900-84920 of the California Education Code. Funds provided under this agreement shall be used in accordance with applicable laws and the provisions herein.
 4. Leveraging of Regional Resources: MEMBERS agree to disclose amounts received from other resources that may be used to address the Adult Education Block Grant program areas and objectives. Furthermore, MEMBERS agree to leverage resources, in addition to any AEBG funds they may receive, to enhance the region's adult education delivery system and to do so in a coordinated effort with the Consortium. Additionally, there are several small districts that at one time offered Adult Education programs, but due to decreases in funding, were eliminated. This left geographic gaps in the offerings of Adult Education. To address this gap in service provision, MEMBER districts without adult schools (BENEFICIARY MEMBER) will contract with MEMBER districts that have adult schools (PROVIDER MEMBER) to provide courses at school sites such as elementary, middle, and high schools for the adults in the BENEFICIARY MEMBER's community. This strategy leverages existing resources such as the administrative capacity of existing Adult Education programs and trained teachers from existing programs. Also, resources (e.g. classroom space, meeting space, computers, internet access, locally controlled funds, and support staff, other services such as after school programs that could provide

childcare) that BENEFICIARY MEMBER districts without adult schools have to offer will be leveraged to support the provision of Adult Education. Furthermore, PROVIDER MEMBERS with adult schools agree to guarantee a portion of their AEBG allocation and related portion of their WIOA Title II: AEFLA grant funds (supplemental funding and to be determined in accordance with WIOA Title II: AEFLA funding award timelines) to service delivery on behalf of the BENEFICIARY MEMBER(S). To date, the following resources have been and will continue to be leveraged and will continue at the levels of effort as described below:

PROVIDER MEMBER Cutler-Orosi Joint Unified School District will provide adult education services to BENEFICIARY MEMBER Woodlake Unified School District. Cutler-Orosi Joint Unified School District, in good faith, guarantees the use of \$52,032.00 in 2019-2020 of their total AEBG allocation to provide adult education services in Woodlake.

PROVIDER MEMBER Corcoran Joint Unified School District will provide adult education services to BENEFICIARY MEMBER Alpaugh Unified School District. Corcoran Joint Unified School District, in good faith, guarantees the use of \$15,519.00 in 2019-2020 of their total AEBG allocation to provide adult education services in Alpaugh.

PROVIDER MEMBER Visalia Unified School District will provide adult education services to BENEFICIARY MEMBER Exeter Unified School District. Visalia Unified School District, in good faith, guarantees the use of \$39,108.00 in 2019-2020 of their total AEBG allocation to provide adult education services in Exeter.

PROVIDER MEMBER Visalia Unified School District will provide adult education services to BENEFICIARY MEMBER Farmersville Unified School District. Visalia Unified School District, in good faith, guarantees the use of \$52,032.00 in 2019-2020 of their total AEBG allocation to provide adult education services in Farmersville.

Any portion of unspent funds held by a PROVIDER MEMBER for the provision of services to a BENEFICIARY MEMBER shall continue to be held until December of the following fiscal year for the benefit of the BENEFICIARY MEMBER. In the event that funds (effort) cannot be fully expended by December of the following fiscal year to the benefit of the BENEFICIARY MEMBER by a PROVIDER MEMBER, and after both MEMBERS have agreed upon a plan of action that will provide relief to the PROVIDER DISTRICT, with the guidance of the Consortium Director, and with full disclosure during a Consortium Board Meeting, the PROVIDER MEMBER may leverage those funds in another manner consistent to the goals of the AEBG, applicable laws, policies, and the SAEC plans.

5. Eligible Member: A MEMBER is a member in good standing, as defined by California Education Code Sections 84900-84920 and the SAEC Governance Document, of the Consortium and agrees to maintain its membership and participation in the Consortium. Failure to maintain its membership in the consortium and demonstrate effectiveness will result in a loss of funding and membership status. In signing this Memorandum of Understanding, the Member understands that member status in the Consortium and

funding may be terminated for failure to demonstrate effectiveness as described herein, in Education Code Section 84900-84920, and in the SAEC Governance Document. This MOU shall serve as first notice.

6. General: The Sequoias Adult Education Consortium has been formed, in accordance with AB86, Section 76, Article 3, in accordance with AB 104, and Sections 84900-84920 of the California Education Code to develop a regional plan to improve the delivery of adult education and address existing gaps in programs and services. Funds apportioned shall be used only for supporting the following adult education programs designed for adult education students in the following areas:
 - A. Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate.
 - B. Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation.
 - C. Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce.
 - D. Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
 - E. Programs for adults with disabilities.
 - F. Programs in career technical education that are short term in nature and have high employment potential.
 - G. Programs offering preapprenticeship training activities conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area.
7. Mutuality, Shared Leadership, and Collaboration: The Consortium's governance and decision-making processes are based on recognition of and respect for the interrelationships of the districts and their constituent groups. The commitment to this principle is demonstrated in the following ways:
 - Members of the Consortium publicly acknowledge the importance of participatory governance and the rewards to all for collaborative participation.
 - Members will vote to select co-chairs annually for the Consortium Board to ensure shared leadership between the Community College system and the K-12 Education system.
 - Members agree to participate and provide input throughout the implementation process to ensure shared leadership.
8. Member Role and Participation: This principle supports the use of democratic processes to ensure that the voices of all MEMBERS are included. Any MEMBER of the consortium can bring items and issues to the consortium as a whole. In order for this principle to be fully implemented, all members of the consortium are asked to fulfill the following responsibilities of Consortium membership:
 - Each MEMBER Board of Education will designate a voting representative to the Consortium Board and ensure attendance at and participation at regular Consortium meetings. Each MEMBER district with fewer than 5,000 students will be allowed one vote. Each MEMBER district with more than 5,000 students will be allowed 2 votes. A simple majority of MEMBERS present constitutes a quorum. All

issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

- Only the designated representative officially appointed by Member District Governing Board through action may represent the interests of that Member District. Proxy voting and alternate designees are not permissible. Member District designated representatives must be present to cast a vote in SAEC decisions. Member District designated representatives must act in accordance with the Brown Act and all applicable laws with regards to SAEC business and decisions.
 - MEMBERS will vote on items concerning fiscal and implementation decisions.
 - Each MEMBER will provide data and information relevant to adult education as needed for the implementation, assessment, and revision of a regional plan and annual plans.
 - Each MEMBER will agree to participate as necessary in the implementation process including participation as needed in sub-groups and or committees.
 - MEMBERS agree that in the interest of the Consortium and key stakeholders they will function as a team member with other MEMBERS of the group, follow through on tasks, report meeting outcomes back to key stakeholders within their organizations, work toward common understanding and consensus in an atmosphere of respect, support the implementation of recommendations once group consensus is reached, and welcome change and innovation.
9. Community Partnerships: Partner organizations identified by the Consortium through an application process will be invited to participate in Consortium meetings and activities. They are recognized as valuable stakeholders and partners in the implementation of educational services for Adults. Partnership does not convey monetary, in-kind contribution, legal, or liability obligations between the Sequoias Adult Education Consortium, its Board, its members, or other Partners and nothing in the Partnership Agreement shall be construed to indicate such. Specifically, the Partnership relationship or a Partnership agreement does not express, imply, convey, inure, or otherwise establish an exclusive partnership agreement between SAEC, its members, partners, and/or any organization, entity, or agency. The SAEC Partners agree to indemnify, defend, and hold harmless the Sequoias Adult Education Consortium, its Board, and its members in any action arising against the Partner. The SAEC Board reserves the right to terminate any partnership(s) at any time without cause. Termination of partnership(s) will be effective immediately upon SAEC Board action. Partners reserve the right to terminate partnership without cause and such termination shall be effective immediately upon delivery of either written or verbal notice by the Partner to the SAEC Board at a regularly scheduled SAEC Board meeting.
10. Committees: The Consortium Board may create committees as needed. In addition to the Leadership Committee, four additional committees based on current program areas and as part of the SAEC Governance Structure provide input, perspective, and guidance to the Consortium Board and Executive Director. The four committees are the Adults with Disabilities Committee, the Adult Basic Education/Adult Secondary Education ABE/ASE Committee, the Career Technical Education (CTE) Committee, and the English as a Second Language (ESL) Committee. These committees are comprised of and open to educators, industry experts, partner representatives, and other representatives from all stakeholders with an interest in promoting adult education efforts in the region.

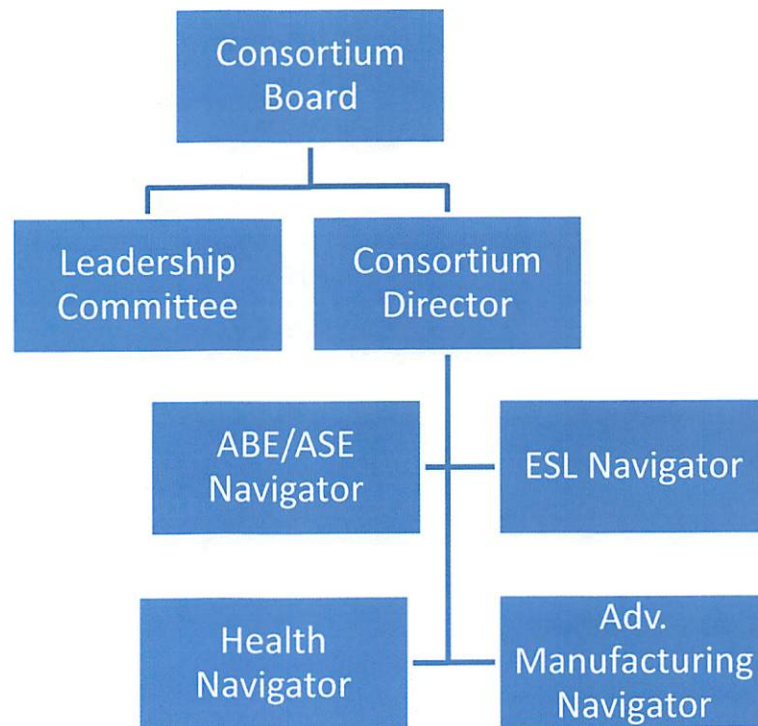
11. Transparency: The Consortium values transparency and strives to maintain an open and honest approach to decision-making, operations and communication. Everyone who will be impacted by a decision is encouraged to be involved in shaping the recommendation. The commitment to this principle is demonstrated by adherence to the Brown Act.
12. Fiscal Administration of Consortium: SAEC utilizes a direct funding model in accordance with Sections 84900-84920 of the California Education Code. Each year the SAEC Board takes public action to approve the Consortium Fiscal Administration Declaration which declares direct funding levels received by MEMBERS on a yearly basis.

Fiscal Coordinator Role and Responsibilities: The Fiscal Coordinator (FC) will be identified to the State as the fiscal coordinator on behalf of the Sequoias Adult Education Consortium for the Adult Education Block Grant. The Fiscal Coordinator shall be responsible for the submission of the Consortium Fiscal Administration Declaration (CFAD) to the California Community College Chancellor's Office according to an allocation schedule recommended by the Consortium Director and approved by the Consortium Board. The Fiscal Coordinator shall not amend the CFAD approved by the Consortium Board. The Fiscal Coordinator will be responsible for:

- Acting as the employer of record for all consortium staff which will implement the Regional Integrated Service Delivery System (RISDS).
- Contracting and coordinating with MEMBER districts to maintain the governance structure and systems of the Consortium through the RISDS strategy.
- Fiscal reporting to the State as required by the Adult Education Block Grant
- Compliance with State requirements for administration of the Adult Education Block Grant

The Fiscal Coordinator shall receive in its allocation and hold separate from its regular adult education program, and from other funds, \$602,689.00 for the implementation of the Regional Integrated Service Delivery System and the maintenance of Consortium staff. The Consortium Executive Director shall determine the annual budget for this amount in accordance with the SAEC Regional Plan, the SAEC Annual Plans and applicable laws.

13. Organizational Structure and Staffing:



Consortium Executive Director: The Consortium Executive Director is hired and supervised by the Fiscal Coordinator based upon the recommendation of the Consortium Board. The Executive Director reports to Consortium Board and has day-to-day responsibilities for the organization, including carrying out the organization's goals and policies. The Executive Director will attend all board meetings, report on the progress of the organization, answer questions of the board members and carry out the duties described in the job description. The board can designate other duties as necessary.

Adult Education Navigators: The Adult Education Navigators are hired by the Fiscal Coordinator and supervised by the Consortium Executive Director. Each Navigator will have specialty knowledge in a Program Area. The Navigators will be well-trained and have a strong understanding of the Adult Education programs at both the SAEC Adult Schools and COS as well as the resources available at Partner organizations. These Navigators would be charged with representing the SAEC at regional locations and would be tasked with managing Program Area collaboration in all seven Program Areas as well as acting as liaisons between all agencies.

14. Allowable Expenses: Funds may only be expended on allowable costs as defined in AB86, AB104, Sections 84900-84920 of the California Education Code, and in accordance with the Sequoias Adult Education Consortium Regional Plan (Consortium Three Year Plan) and the Sequoias Adult Education Consortium Annual Plan for the 2018-2019 program year. Failure to comply with the provisions of this MOU, applicable laws, and the Consortium Plans may result in the reduction of funding to the MEMBER, loss of funding to the MEMBER, and/or the reallocation of a portion or all of the MEMBER'S funds to other SAEC MEMBERS. A reduction, loss, or reallocation of

funding shall affect only the current fiscal year unless a permanent reduction, loss, or reallocation is determined appropriate by the SAEC Board. All changes to MEMBER allocations and funding levels will be made in accordance with applicable law and the SAEC Governance policies and procedures. Indirect may not exceed 5% or the Member's approved indirect rate, or whichever is the lower of the two.

15. Records and Audit: In accordance with the Adult Education Block Grant, the SAEC Regional Plan, and the SAEC Annual Plan for the 2019-2020 program year, the MEMBER agrees to provide fiscal records and measures of effectiveness performance data to the FISCAL COORDINATOR on a quarterly basis. Both FISCAL COORDINATOR and MEMBERS shall maintain complete and accurate records with respect to the services rendered and the costs incurred under this agreement.
16. Compliance with Law: All parties shall provide services in accordance with applicable Federal, State, and local laws, regulations and directives. With respect to employees, parties shall comply with all laws and regulations pertaining to wages and hours, state and federal income tax, unemployment insurance, Social Security, disability insurance, worker's compensation insurance, and discrimination in employment.
17. Indemnification: FISCAL COORDINATOR and MEMBERS shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of the FISCAL COORDINATOR or MEMBERS or their agents, officers and employees under this agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer—employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts of omissions occurring under this Agreement or any extension of this Agreement.
18. Amendments: This agreement may be amended by mutual agreement in writing by the parties.
19. Termination: Either party may terminate the Agreement without cause by giving thirty (30) calendar days advanced written notice to the other party.

College of the Sequoias

**Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page**

The College of the Sequoias Board has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding.

Board of Trustees President

Date

Brent Calvin, President
College of the Sequoias

Date

Alpaugh Unified School District

**Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page**

The Alpaugh Unified School District Board has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding.

Board of Education President

Date

Gary Mekeel, Superintendent
Alpaugh Unified School District

Date

Corcoran Joint Unified School District

**Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page**

The Corcoran Joint Unified School District Board has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding.

Board of Education President

Date

Rich Merlo, Superintendent
Corcoran Joint Unified School District

Date

Cutler-Orosi Joint Unified School District

**Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page**

The Cutler-Orosi Joint Unified School District has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding: Apportionment Agreement.

Board of Education President

Date

Yolanda Valdez, Superintendent
Cutler-Orosi Joint Unified School District

Date

Exeter Unified School District

**Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page**

The Exeter Unified School District Board has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding.

Board of Education President

Date

George Eddy, Superintendent
Exeter Unified School District

Date

Farmersville Unified School District

**Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page**

The Farmersville Unified School District Board has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding.

Board of Education President

Date

Randy DeGraw, Superintendent
Farmersville Unified School District

Date

Hanford Joint Union High School District

**Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page**

The Hanford Joint Unified School District Board has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding: Apportionment Agreement.

Board of Education President

Date

William Fishbough, Superintendent
Hanford Joint Union High School District

Date

Lindsay Unified School District

**Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page**

The Lindsay Unified School District Board has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding.

Board of Education President

Date

Tom Rooney, Superintendent
Lindsay Unified School District

Date

Tulare Joint Union School District

**Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page**

The Tulare Joint Union School District has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding.

Board of Education President

Date

Tony Rodriguez, Superintendent
Tulare Joint Union School District

Date

Visalia Unified School District

**Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page**

The Visalia Unified School District has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding: Apportionment Agreement.

Board of Education President

Date

Todd Oto, Superintendent
Visalia Unified School District

Date

Woodlake Unified School District

**Sequoias Adult Education Consortium Memorandum of Understanding
Signature Page**

The Woodlake Unified School District Board has voted to approve the Sequoias Adult Education Consortium Memorandum of Understanding.

Board of Education President

Date

Alfonso Gamino, Superintendent
Woodlake Unified School District

Date

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 5.5

Board Meeting Date of May 7, 2019

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, College of the Sequoias
Yolanda Valdez, Superintendent, Corcoran-Orosi Joint Unified School District

AGENDA TITLE: SAEC 3 Year Plan 2019.2021

AGENDA SECTION:

☐ Public Comment

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

☒ Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

Every three years the Sequoias Adult Education Consortium must submit a comprehensive Three-Year Plan in accordance with CA Education Code 84830. The SAEC Three Year Plan (2019-2022) will be submitted to the AEBG Office by June 7, 2019. The SAEC Three Year Plan describes members and contains the following sections: an executive summary, a description of pre-planning assessment, a description of community needs and customers, a description of goals and strategies, and a description of pilots (new strategies, if any). SAEC has engaged in an ongoing program evaluation model through its existing governance structures to continually monitor regional needs and program implementation. The SAEC Board will review the final document for submission and take action on the SAEC Three Year Plan 2019-22.

All SAEC Members are bound to the implementation of the plan and the Program Assurances. The SAEC Executive Director will facilitate development and submission of the plan with contribution from members, partners, and community stakeholders and in accordance with the SAEC Governance Plan.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

Approval

FINANCIAL IMPACT:

SAEC members leverage approximately \$15 million from various fund sources to implement programs. Approximately \$15 million more is leveraged by regional partners through activities which support the delivery of adult education and services in our region.

ALIGNS TO SAEC IMPLEMENTATION PLAN:

Regional adult education consortia must create a comprehensive Three-Year Plan in accordance with California Education Code.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 5.6

Board Meeting Date of May 7, 2019

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, College of the Sequoias
Yolanda Valdez, Superintendent, Corcoran-Orosi Joint Unified School District

AGENDA TITLE: SAEC June Board Meeting, Keep or Cancel

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 meets the 1st Tuesday of each month. Historically, The SAEC Board has cancelled the June meeting as members are participating in local graduation ceremonies. The SAEC Board may take action to cancel the June 4, 2019.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

Approval

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

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