



SAEC BOARD MEETING AGENDA

August 3, 2021, 8:00am – 9:00am
College of the Sequoias: Sequoia Room 1
915 South Mooney Blvd. Visalia, CA 93277

Voting Members and Leadership Committee in person.
Public and partners join via Zoom

Co-Chairs: Brent Calvin and Yolanda Valdez

Partner and public access via Zoom:

<https://us02web.zoom.us/j/87585939645?pwd=cC9SODJJWGxFT0N5U1FzSktHT1NNQT09>

Meeting ID: 875 8593 9645

Passcode: 877189

One tap mobile

+16699009128,,87585939645#,,, *877189#

Dial by your location

+1 669 900 9128

Meeting ID: 875 8593 9645

Passcode: 877189

1. Opening Business

Call to Order

Establish Quorum

Welcome and Introductions

2. Approval of Minutes –May 4, 2021

[SAEC Board Meeting Minutes 05.04.21.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. **SAEC Board Member Attendance and SAEC Attendance Policy Review--**
John Werner
 - 4.1.1. [Board Agenda Item 4.1 SAEC Board Member Attendance and SAEC Attendance Policy Review.docx](#)
 - 4.1.2. [Board Agenda Item 4.1 Supporting Document SAEC Board Member Attendance and SAEC Attendance Policy Review.docx](#)

- 4.2. **SAEC Board and Committee Meeting Calendars 2021/22--**John Werner
 - 4.2.1. [Board Agenda Item 4.2 SAEC 2021.22 SAEC Board and Committee Meeting Calendars.docx](#)
 - 4.2.2. [Board Agenda Item 4.2 Supporting Document 2021.22 SAEC SAEC Board Meeting Calendar.doc](#)
 - 4.2.3. [Board Agenda Item 4.2 Supporting Document 2021.2022 SAEC Leadership Committee Meetings.doc](#)
 - 4.2.4. [Board Agenda Item 4.2 Supporting Document Governance Committee Meeting Calendar.doc](#)

- 4.3. **WIOA Title II Update--**Heather Keran
 - 4.3.1. [Board Agenda Item 4.3 WIOA Title II Update.docx](#)

- 4.4. **CAEP Technical Update--**John Werner
 - 4.4.1. [Board Agenda Item 4.4 CAEP Technical Update.docx](#)

5. Action Items

- 5.1 **Amended SAEC Consortium Fiscal Allocation Declaration 2021/22--**Brent Calvin or Yolanda Valdez
 - 5.1.1 [Board Agenda Item 5.1 Amended SAEC Consortium Fiscal Allocation Declaration 2021.22.docx](#)
 - 5.1.2 Final Member Representative Approval in NOVA Process

- 5.2 **Amended SAEC Memorandum of Understanding 2021/24--**Brent Calvin or Yolanda Valdez
 - 5.2.1 [Board Agenda Item 5.2 Amended SAEC Memorandum of Understanding 2021.24.docx](#)
 - 5.2.2 [Board Agenda Item 5.3 Supporting Document Amended SAEC Memorandum of Understanding 2021.24.docx](#)

- 5.3 **SAEC Annual Plan 2021/22--**Brent Calvin or Yolanda Valdez
 - 5.3.1 [Board Agenda Item 5.3 SAEC Annual Plan 2021.2022.docx](#)
 - 5.3.2 [Board Agenda Item 5.3 Supporting Document Amended SAEC Memorandum of Understanding 2021.24.docx](#)

6. Adjournment

Next Meeting: 09/07/2021 8AM via Zoom

SAEC Consortium Board Meeting
Zoom Virtual Meeting
Meeting 05/04/21, 8:00am – 9:00am
Co-chairs: Brent Calvin and Yolanda Valdez

In Attendance:

Brian Brazier, Corcoran Unified School District; Brent Calvin, College of the Sequoias; Abigail Cravins; Erika DeLaCruz, Farmersville Unified School District; George Eddy, Exeter Unified School District; Robert Gonzales, Cutler-Orosi Adult Education; Laura Gonzalez, Woodlake Unified School District; Heather Keran, Hanford Adult School; Ken Kurts, Proteus; Barbara Marshall, Sequoias Adult Education Consortium; Rich Merlo, Corcoran Unified School District; Tami Olson, Visalia Adult School; Darin Pace, Exeter Unified School District; Tamara Ravalín, Visalia Unified School District; Tony Rodriguez, Tulare Joint Unified School District; Tom Rooney, Lindsay Unified School District; Victor Rosa, Hanford Joint Union High School District; Jonna Schengel, College of the Sequoias; Paul Sevillano, Farmersville Unified School District; Keith Stump; Larriann Torrez, Tulare Joint Unified School District; Yolanda Valdez, Cutler-Orosi Joint Unified School District; Lucy Van Scyoc, Tulare Joint Unified School District; John Werner, Sequoias Adult Education Director;

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to Order	<ul style="list-style-type: none"> ● Called to order by Yolanda Valdez at 8:02am 	
1.2	Establish Quorum	<ul style="list-style-type: none"> ● Quorum Established 	
1.3	Welcome and Introductions	<ul style="list-style-type: none"> ● Said farewell to 3 people who will be leaving their positions <ul style="list-style-type: none"> ➢ Tony Rodriguez, Superintendent, Tulare Joint Unified School District ➢ Larriann Torrez, Principal, Tulare Adult School ➢ Robert Gonzales, Principal, Cutler-Orosi Adult Education ● Welcomed Lucy Van Scyoc who will be replacing Tony Rodriguez 	
2	Review and approval of meeting minutes:	<ul style="list-style-type: none"> ● Minutes from April 6, 2021 SAEC Board Meeting 	<ul style="list-style-type: none"> ● Motioned by Tom Rooney, Lindsay Unified School District ● Seconded by Tony Rodriguez, Tulare Joint Unified 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	WIOA Title II Continuous Improvement Plan – Dr. Larriann Torrez	<ul style="list-style-type: none"> April 30th was the deadline for the CIP Amended Grant Award Notifications (GAN) out <ul style="list-style-type: none"> Increase in funds <ul style="list-style-type: none"> Will need to spend the extra money by the end of the fiscal year Received \$12 for each student that was followed up on the Employment Earnings Survey Student funding in adult education <ul style="list-style-type: none"> Carolyn Zachary, with CDE sent out a letter on March 29th in regards to student funding in adult education <ul style="list-style-type: none"> Letter included allowable uses and program guarantees 	
4.2	CAEP Technical Update – John Werner	<ul style="list-style-type: none"> CFAD ready for submission/confirmation in NOVA 2020.21 Q2 and Q3 expenditure reports submitted As we go into Q4, budgets may need adjustment to balance <ul style="list-style-type: none"> Expenditures are accumulative Changes trigger a multistep resubmission and recertification process. J. Werner will facilitate as needed. 	
5	Action Items	<ul style="list-style-type: none"> N/A 	
5.1	SAEC 2021/22 Board Meeting Calendar – Brent Calvin	<ul style="list-style-type: none"> July 6, 2021 is an optional meeting and does not have to be cancelled <ul style="list-style-type: none"> Next SAEC Board meeting will be August 3, 2021 	<ul style="list-style-type: none"> Motioned by Tamara Ravalín, Visalia Unified School District Seconded by Laura Gonzalez, Woodlake Unified School District Vote: All approved None opposed Motion Carried
5.2	SAEC Report on Consortium Governance	<ul style="list-style-type: none"> Summary <ul style="list-style-type: none"> COLA: “shall” has been changed to “may” to bring SAEC policy into alignment with CAEP policy and new language for a member 	<ul style="list-style-type: none"> Motioned by Tony Rodriguez, Tulare Joint Unified School District

	<p>2021/22 - Yolanda Valdez</p>	<p>to relinquish a portion of allocation</p> <ul style="list-style-type: none"> ➤ LCFF contribution deleted <ul style="list-style-type: none"> ▪ Partial phase is language not tenable by all members ▪ Could be brought back for discussion in later years <ul style="list-style-type: none"> ● After approval <ul style="list-style-type: none"> ➤ Will email out blacklined copies ➤ Need LEA Board approval on document ➤ Governance document only needs Superintendent's signature ➤ Signed copies, agenda and minutes of meeting need to be emailed to the SAEC office ➤ Tulare's signature line will have Lucy Van Scyoc's name on it so it will not have to be done twice 	<ul style="list-style-type: none"> ● Seconded by Victor Rosa, Hanford Joint Union High School District ● Vote: All approved None opposed Motion Carried
<p>5.3</p>	<p>SAEC Memorandum of Understanding 2021/24 - Brent Calvin</p>	<ul style="list-style-type: none"> ● Memorandum of Understanding <ul style="list-style-type: none"> ➤ It is a 3 year document but we update annually ➤ If COLA changes we will have to come back and do an amendment to the MOU ● After approval <ul style="list-style-type: none"> ➤ Will email out blacklined copies ➤ Need LEA Board approval on document ➤ MOU needs Superintendent and Board President's signature ➤ Signed copies, agenda and minutes of meeting need to be emailed to the SAEC office 	<ul style="list-style-type: none"> ● Motioned by Tom Rooney, Lindsay Unified School District ● Seconded by Tamara Ravalin, Visalia Unified School District ● Vote: All approved None opposed Motion Carried
<p>5.4</p>	<p>SAEC Board Meeting June 1, 2021 Cancellation - Yolanda Valdez</p>	<ul style="list-style-type: none"> ● Cancelling June's meeting because it is on the calendar as a regularly scheduled meeting 	<ul style="list-style-type: none"> ● Motioned by Laura Gonzalez, Woodlake Unified School District ● Seconded by Paul Sevillano, Farmersville Unified School District ● Vote: All approved None opposed Motion Carried
<p>6</p>	<p>Adjournment</p>	<ul style="list-style-type: none"> ● Next meeting 08/03/2021 at 8:00am at COS <ul style="list-style-type: none"> ➤ If conditions do not improve it will be a virtual meeting ● Adjourned meeting at 8:29am 	

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of August 3, 2021

TO: Sequoias Adult Education Board

FROM: John Werner, Executive Director

PREPARED BY: John Werner, Executive Director

APPROVED BY: John Werner, Executive Director

PRESENTED BY: John Werner, Executive Director

AGENDA TITLE: SAEC Board Member Attendance and SAEC Attendance Policy Review

AGENDA SECTION:

_____ Public Comment

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

_____ Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

SAEC Member Representatives are expected to attend SAEC Board meetings. The SAEC Board adopted an attendance policy for member representatives and described it in section 14 of the SAEC Report on Governance Compliance of Rules and Procedures. The SAEC Executive Director will review the SAEC Attendance Policy and procedures used to keep the board informed with regards to member representative attendance.

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

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

The Consortium will adhere to the membership guidelines as defined by education code, the SAEC Report on Governance Compliance of Rules and Procedures 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 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 from 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 Direct 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.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.2

Board Meeting Date of August 3, 2021

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

AGENDA TITLE: SAEC Board and Committee Meeting and Calendars 2021-2022

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 SAEC Board creates a calendar of Board meetings for each fiscal year. The 2021.22 calendar of Board meetings was approved during a regularly scheduled Board meeting during the previous fiscal year. The attached calendars include regularly scheduled Board meetings and SAEC Governance Committee meeting calendars for 2021.22. This is an informational item. No action needed.

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.

2021 - 2022
Sequoias Adult Education Consortium Board Meetings

Date	Time	Location	Comments
*07/06/21	8:00 am - 9:00 am	Zoom Meeting	CANCELED
08/03/21	8:00 am - 9:00 am	In Person – COS	
09/07/21	8:00 am - 9:00 am	Zoom Meeting	Day after Labor Day
10/05/21	8:00 am - 9:00 am	Zoom Meeting	
11/02/21	8:00 am - 9:00 am	Zoom Meeting	
12/07/21	8:00 am - 9:00 am	In Person – COS	
*01/04/22	8:00 am - 9:00 am	Zoom Meeting	Winter Break
02/01/22	8:00 am - 9:00 am	Zoom Meeting	
03/01/22	8:00 am - 9:00 am	Zoom Meeting	
04/05/22	8:00 am - 9:00 am	Zoom Meeting	
05/03/22	8:00 am - 9:00 am	In Person – COS	
* 06/07/22	8:00 am - 9:00 am	Zoom Meeting	Near Graduations

*Historically “As Needed Meetings”

2021–2022
Sequoias Adult Education Leadership Committee Meetings

Date	Time	Room	Comments
*07/06/21	9:15am – 10:15am	Zoom Meeting	CANCELED
07/22/21	3:00pm – 4:00pm	Zoom Meeting	
08/03/21	9:15am – 10:15am	In Person – COS	
08/26/21	3:00pm – 4:00pm	Zoom Meeting	
09/07/21	9:15am – 10:15am	Zoom Meeting	Day after Labor Day
09/23/21	3:00pm – 4:00pm	Zoom Meeting	
10/05/21	9:15am – 10:15am	Zoom Meeting	
10/21/21	3:00pm – 4:00pm	Zoom Meeting	
11/02/21	9:15am – 10:15am	Zoom Meeting	
11/18/21	3:00pm – 4:00pm	Zoom Meeting	
12/07/21	9:15am – 10:15am	In Person – COS	
12/16/21	3:00pm – 4:00pm	Zoom Meeting	
*01/04/22	9:15am – 10:15am	Zoom Meeting	Winter Break
01/20/22	3:00pm – 4:00pm	Zoom Meeting	
02/01/22	9:15am – 10:15am	Zoom Meeting	
02/17/22	3:00pm – 4:00pm	Zoom Meeting	
03/01/22	9:15am – 10:15am	Zoom Meeting	
03/24/22	3:00pm – 4:00pm	Zoom Meeting	
04/05/22	9:15am – 10:15am	Zoom Meeting	
04/21/22	3:00pm – 4:00pm	Zoom Meeting	
05/03/22	9:15am – 10:15am	In Person – COS	
05/26/22	3:00pm – 4:00pm	Zoom Meeting	
* 06/07/22	9:15am – 10:15am	Zoom Meeting	Near Graduations
06/23/22	3:00pm – 4:00pm	Zoom Meeting	

*Historically “As Needed Meetings”

REVISED: 03/10/2021

2021-2022
SAEC Governance Committee Meetings

Committee	Date	Time
Adults with Disabilities	TBD	TBD
SAEC ABE/ASE Governance Committee	09/27/2021	1:00pm – 3:00pm
	11/01/2021	1:00pm – 3:00pm
	02/28/2022	1:00pm – 3:00pm
	04/25/2022	1:00pm – 3:00pm
SAEC ESL Governance Committee	10/01/2021	1:30pm – 3:00pm
	12/03/2021	1:30pm – 3:00pm
	02/07/2022	1:30pm – 3:00pm
	04/01/2022	1:30pm – 3:00pm
CNA Task Force Committee (non-governance)	08/19/2021	2:00pm – 3:30pm
	09/16/2021	2:00pm – 3:30pm
	10/21/2021	2:00pm – 3:30pm
	11/18/2021	2:00pm – 3:30pm
	12/16/2021	2:00pm – 3:30pm
	01/20/2022	2:00pm – 3:30pm
	02/17/2022	2:00pm – 3:30pm
	03/17/2022	2:00pm – 3:30pm
	04/21/2022	2:00pm – 3:30pm
	05/19/2022	2:00pm – 3:30pm
SAEC Data Community of Practice (non-governance)	10/22/2021	11:00am
	01/21/2022	11:00am
	04/29/2022	11:00am
	07/08/2022	11:00am

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.3

Board Meeting Date of August 3, 2021

TO: Sequoias Adult Education Board
FROM: John Werner, Executive Director
PREPARED BY: Heather Keran, Alternative Education Manager, HJUHS
APPROVED BY: John Werner, Executive Director
PRESENTED BY: Heather Keran, Alternative Education Manager, HJUHS

AGENDA TITLE: WIOA Title II Update

AGENDA SECTION:

_____ Public Comment

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

_____ Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

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

The application cycle to apply for WIOA II funds opens to new applicants every three years. All SAEC adult schools successfully applied to participate in the WIOA II grant. This report from Heather Keran, Director Hanford Adult School, will provide the Board with a status update on SAEC participation in the grant and with important information from the CDE on WIOA II.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

Status Report

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

Leveraging resources (CAEP Objective)

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.4

Board Meeting Date of August 3, 2021

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

AGENDA SECTION:

Public Comment

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

Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

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

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

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

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 5.1

Board Meeting Date of August 3, 2021

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, Woodlake Unified School District

AGENDA TITLE: Amended SAEC Consortium Fiscal Allocation Declaration 2020/21

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 Consortium Fiscal Administration Declaration (CFAD) reporting enumerates and describes required elements for allocation of funds to member districts. The CFAD is the process whereby the SAEC 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 2021/22 fiscal year. The original SAEC CFAD 2021/22 was based on the 2021/22 Preliminary State Budget. That CFAD included a planned COLA of approximately 1.7%. On June 15th, the final 2021/22 State Budget was signed into law. This final budget provided an CAEP COLA of approximately 4.05%, an actual increase of \$250,771 to SAEC from the January proposed allocation of \$9,981,199. Per CAEP policy, any new COLA will be distributed to SAEC Members on a proportional basis by the CAEP Office. SAEC must now approve and submit an Amended 2021/22 CFAD to program the allocation of **\$10,231,970** amongst its members. Once the SAEC Board takes action to approve the amendment, each member representative will have to approve the amendment in NOVA. The amendment is due in NOVA by September 1, 2021.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

Approve

FINANCIAL IMPACT:

\$10,231,970

ALIGNS TO SAEC IMPLEMENTATION PLAN:

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

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 5.2

Board Meeting Date of August 3, 2021

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, Woodlake Unified School District

AGENDA TITLE: Amended SAEC Memorandum of Understanding 2021/24

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 has been formed, in accordance with state law, 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. 2021/22 will be the Consortium's sixth year program year under CAEP. The consortium renews its MOU to reflect the agreed upon participation and principles for governance. The SAEC MOU 2021/22 was approved by the SAEC Board at a regularly scheduled board meeting on May 4, 2021, to be in force from July 1, 2021 through June 30, 2024 and to supersede previous MOUs. In June 2021, the State of California enacted the 2021/22 State Budget which provided an increased COLA to the CAEP. This increase in COLA triggers an amendment process to the allocation of SAEC revenues and to the existing 2021/22 MOU. The increase to COLA causes a change to the SAEC allocation, and thus, a substantive change to the amounts earmarked for service provision in beneficiary member districts and to the SAEC Office. The Amended SAEC MOU 2021/24 indicates the adjusted amounts and will supersede all previous MOUs.

Member LEA Boards will need to take action on the Amended SAEC MOU 2021/24, as separate Boards, to fully authorize participation in the agreement. The amended MOU requires the signature of both LEA Board Presidents and the LEA Superintendents (or lead administrative officer from the LEA to SAEC).

CONTRACT CHANGES:

Amendment to the SAEC MOU 2021/24 as described above

RECOMMENDED ACTION:

Approve

FINANCIAL IMPACT:

Total new COLA \$250,771. New COLA to earmarked service provision amounts \$18,038.00

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 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, 2021 and shall expire June 30, 2024 and shall apply to the 2021-2022-fiscal year (California Adult Education Program Year 7).
 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 \$54,034 in 2021-2022 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 \$16,116 in 2021-2022 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 \$40,612 in 2021-2022 of their total AEBG allocation to provide adult education services in Exeter.

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, three 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 three committees are the Adults with Disabilities Committee, the Adult Basic Education/Adult Secondary Education ABE/ASE 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.

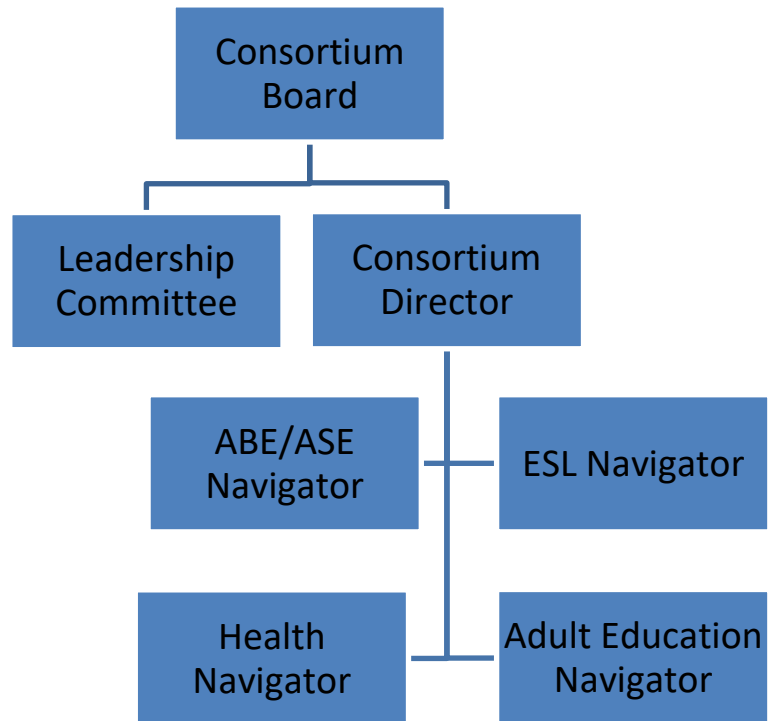
12. Fiscal Administration of Consortium: SAEC utilizes a direct funding model in accordance with Sections 84900-84920 of the California Education Code. Each year the SAEC Board takes public action to approve the Consortium Fiscal Administration Declaration which declares direct funding levels received 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, \$625,873 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 CAEP policy and CA education code, the SAEC Regional Plan, and the SAEC Annual Plan for the 2021-2022 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

Troy Hayes, 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

Paul Sevillano, 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

Victor Rosa, 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

Lucy Van Scyoc, Ed. D, 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

Doug Cardoza, Interim 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

Laura Gonzalez, Superintendent
Woodlake Unified School District

Date

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 5.3

Board Meeting Date of August 3, 2021

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, Woodlake Unified School District

AGENDA TITLE: SAEC 2021/22 Annual Plan

AGENDA SECTION:

Public Comment

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

Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

Each program year the Sequoias Adult Education Consortium must submit an annual plan in accordance with CA Education Code 84830. The SAEC Annual Plan 2021/22 (Program Year 6) will be submitted to the CAEP Office via NOVA on or before August 15, 2021. The SAEC Annual Plan 2020/21 describes consortium participants (members and partners) and funding allocations. It describes the actions (strategies) SAEC and its members will take in 2021/22 to enhance the delivery of adult education services in the region and address regional needs in the adult education system. It is aligned to the SAEC Three Year Plan and applicable state law. All member districts are bound to the implementation of the plan and the Program Assurances.

Once the SAEC Board takes action to approve the plan, the SAEC Executive Director inputs and submits the plan into the NOVA online system. SAEC Member representatives then approve the plan in the NOVA online system.

SAEC members will then complete and submit individual Member Budgets and Work plans for 2021/22 in the NOVA online system.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N=Approve

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC Annual Plan 2021/22 is aligned to the SAEC Regional Comprehensive Plan