



ADULT EDUCATION CONSORTIUM

SAEC BOARD MEETING AGENDA

October 4, 2022, 8:00am – 9:00am

Virtual Meeting: Zoom

Co-Chairs: Brent Calvin and Yolanda Valdez

Join Zoom Meeting

<https://us02web.zoom.us/j/87631046573?pwd=ek5ZUmFNS1ZDb1ZCbTlxZGdPYTFWdz09>

Meeting ID: 876 3104 6573

Passcode: 256194

One tap mobile

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1. Opening Business
 - 1.1. Call to Order
 - 1.2. Establish Quorum
 - 1.3. Welcome and Introductions

2. Approval of Minutes –September 6, 2022
 - 2.1. [SAEC Board Meeting Minutes 09.06.22.docx](#)

3. Public Comment: General public comment on any Consortium related topic may be heard at this time. The Board asks that any public comment on an item listed on today's agenda be addressed at the time the item comes up for discussion by the Board. Please post any public comment using the chat function. Please begin your comments by posting your full name. Public comment will be read into the record by the Executive Director on behalf of the Board Chairs in the order they are entered into the chat window. Public comment shall be limited to 3 minutes per comment and 20 minutes for all comments.

4. Information items
 - 4.1. **Tulare County Economic Outlook** - Adam Peck, Executive Director, WIB Tulare County
 - 4.1.1. [Board Agenda Item 4.1 Tulare County Economic Outlook.docx](#)

- 4.2. **SAEC 2020/21 Report: 2021.22 Enrollment and Fiscal Expenditure-** John Werner
 - 4.2.1. [Barb, the 2021 BAI for this report focused on enrollment, I will add fiscal expenditures this year.](#)
- 4.3. **SAEC RISDS Report: The Impact of Adult Education Navigators**–Carmen Becerra and Maribel Delgado
 - 4.3.1. [Board Agenda Item 4.3 SAEC RISDS Report The Impact of Adult Education Navigators.docx](#)
- 4.4. **SAEC Governance Update**–John Werner
 - 4.4.1. [Board Agenda Item 4.4 SAEC Report on Governance Update.docx](#)
 - 4.4.2. [Board Agenda Item 4.4 SAEC Report on Governance Supporting Document.pdf](#)
- 4.5. **CAEP Technical Update**–John Werner
 - 4.5.1. [Board Agenda Item 4.5 CAEP Technical Update.docx](#)

5. Action Items

- 5.2 **Virtual Meeting November 1, 2022**--Brent Calvin or Yolanda Valdez
 - 5.2.1 [Board Agenda Item 5.1 SAEC Virtual Board Meeting November 1 2022.docx](#)

6. Adjournment

Next Meeting: 11/1/2022 8AM via Zoom

SAEC Consortium Board Meeting Minutes

September 6, 2022, 8:00am – 9:00am

Virtual Meeting: Zoom

Co-Chairs: Brent Calvin and Yolanda Valdez

In Attendance:

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

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to Order	<ul style="list-style-type: none">Called to order by Brent Calvin at 8:01am	
1.2	Establish Quorum	<ul style="list-style-type: none">Quorum Established	
1.3	Welcome and Introductions	<ul style="list-style-type: none">Welcomed the newest SAEC Board Members – Dr. Sergio Chavez from Farmersville Unified School District and Kirk Shrum from Visalia Unified School DistrictNext in person meeting will not be until April 2023	
2	Review and approval of meeting minutes:	<ul style="list-style-type: none">Minutes from August 2, 2022 SAEC Board Meeting	<ul style="list-style-type: none">Motioned to approve minutes by Eduardo Ochoa, Corcoran Joint Unified School DistrictSeconded by Laura Gonzales, Woodlake Unified School DistrictVote: All approved None opposed Motion Carried
3	Public Comment	<ul style="list-style-type: none">No Comments	

4	Information Items		
4.1	William M. Maguy School of Education: – Hal Buckridge, Program Manager CTE Programs	<ul style="list-style-type: none"> ● Energy Careers Training - New program they are offering <ul style="list-style-type: none"> ➢ Eligibility Criteria – <ul style="list-style-type: none"> ▪ 93277 - everyone eligible but needs to meet one more criteria ▪ Limited English, public assistance, no HS diploma/GED, custodial single parent, aged out or emancipated from Foster Care, chronically unemployed, prior incarcerated, below 50% of area median ➢ Training in – OSHA 10, Basic Electrical, Basic Plumbing, Basic Weatherization, Basic HVAC, Soft Skills <ul style="list-style-type: none"> ▪ Working on apprenticeship toward this program ➢ Classroom and Field training available ➢ Training is free but there is no other compensation <ul style="list-style-type: none"> ▪ Can get support services (gas, groceries etc.) ➢ Next course starts October 5, 2022 and are about every 8 weeks <ul style="list-style-type: none"> ▪ M – F from 7:30am to 3:00pm ● Navigators have learned about this program so they can be used to help introduce students to this program 	
4.2	WIOA Title II 2022 RFA Update – Heather Keran	<ul style="list-style-type: none"> ● WIOA grant has gone competitive <ul style="list-style-type: none"> ➢ It is now a 4-year grant ● Phase 1 is to demonstration of effectiveness <ul style="list-style-type: none"> ➢ Providing 2 years of data that is due by September 30th ➢ Need to prove you are good enough to apply for the grant ● Phase 2 application process begins <ul style="list-style-type: none"> ➢ Application opens November 10, 2022 and is due December 15, 2022 <ul style="list-style-type: none"> ▪ Notice of intent to award will be February 15, 2023 ➢ Mitch Rosin is helping to put the applications together ➢ Working as a consortium but submitting individually <ul style="list-style-type: none"> ▪ Gives each school a stronger application ▪ Dollar amounts do not pass through one district if applying individually 	

4.3	SAEC Professional Development Summit 2022 Review – Tami Olson	<ul style="list-style-type: none"> ● The SAEC PD was done on 2 different days (one night, one morning) <ul style="list-style-type: none"> ➢ Many speakers came from the state level as well as some of our publishing partners <ul style="list-style-type: none"> ▪ 23 Sessions to choose from ➢ There were 79 participants <ul style="list-style-type: none"> ▪ All SAEC adult school plus some neighbors 	
4.4	SAEC Governance Update – John Werner	<ul style="list-style-type: none"> ● Governance documents and MOUs that were approved by the SAEC Board are out to the individual members to take to their local LEA's ● Asking everyone to get signed copies back to John Werner or Barbara Marshall along with agenda and minutes of the meetings ● John Werner is available to anyone that needs his help at the Board Meetings 	
4.5	CAEP Technical Update – John Werner	<ul style="list-style-type: none"> ● Reminder of due dates <ul style="list-style-type: none"> ➢ 2020/21 and 2021/22 member expense report certified in NOVA by September 30th (Q 4) 	
5	Action Items		
5.1	SAEC Annual Plan 2022/23 – Brent Calvin or Yolanda Valdez	<ul style="list-style-type: none"> ● Annual plan is due September 14, 2022 <ul style="list-style-type: none"> ➢ Major Sections <ul style="list-style-type: none"> ▪ Plans and goals <ul style="list-style-type: none"> ○ Address educational needs ○ Improve integration of services and transitions ▪ Improve effectiveness of services ▪ Fiscal Management ➢ After the vote John Werner will send everyone instructions on how to go into NOVA to submit approval on it 	<ul style="list-style-type: none"> ● Motioned to approve SAEC Annual Plan by Victor Rosa, Hanford Joint Unified High School District ● Seconded by Tom Rooney, Lindsay Unified School District ● Vote: All approved None opposed Motion Carried
5.2	Virtual Meeting in October – Brent Calvin or Yolanda Valdez	<ul style="list-style-type: none"> ● Voting to continue SAEC Board meetings virtually in October ● AB361 allows public meetings to continue virtually as they have until 2024 <ul style="list-style-type: none"> ➢ SAEC Board must vote to hold their next meeting virtually and must happen within 30 days of the planned meeting 	<ul style="list-style-type: none"> ● Motioned to approve virtual meeting in October by Tom Rooney, Lindsay Unified School District ● Seconded by Lucy Van Scyoc, Tulare Joint Union High School District; ● Vote: All approved

			None opposed Motion Carried
6	Adjournment	<ul style="list-style-type: none">• Next meeting 10/04/2022 at 8:00am• Adjourned meeting at 8:39am	

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of October 4, 2022

TO: Sequoias Adult Education Board
FROM: John Werner, Executive Director
PREPARED BY: Adam Peck, Executive Director, WIB Tulare County
APPROVED BY: John Werner, Executive Director
PRESENTED BY: Adam Peck, Executive Director, WIB Tulare County
AGENDA TITLE: Tulare County Economic Outlook

AGENDA SECTION:

_____ Public Comment

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

_____ Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

Each year, Adam Peck, Executive Director of the WIB Tulare County provides the SAEC Board with an economic outlook report. 2021 and 2022 have been marked by unprecedented events that affect our economy. This year, Adam will provide information that explains the economic outlook for our region moving forward. The information presented by Adam Peck will support the SAEC Board and governance committees in planning and decision making as they engage in the development of a new consortium Three-Year Plan.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

The SAEC Three Year Comprehensive Plan and Annual Plans align to regional economic workforce development plans. Per the California Adult Education Program Objective 7, consortium efforts will leverage regional resources.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.3

Board Meeting Date of October 4, 2022

TO: Sequoias Adult Education Board

FROM: John Werner, Executive Director

PREPARED BY: SAEC Navigators

APPROVED BY: John Werner, Executive Director

PRESENTED BY: SAEC Navigators – Carmen Becerra, Maribel Delgado

AGENDA TITLE: SAEC RISDIS Report: The Impact of Adult Education Navigators

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 2021/22 Annual Plan and the SAEC Three Year Plan describe the Regional Integrated Service Delivery System (RISDS) which is the strategy that provides for the SAEC Adult Education Navigators. SAEC, until December of 2021, had four navigators. There is an ESL Navigator, Adult Ed Navigator, and a Healthcare Navigator. We no longer have an Advanced Manufacturing Navigator or ABE/ASE Navigator. Navigators provide direct student facing service and facilitate interagency alignment and referral. Visalia Unified School District is responsible for the implementation of the RISDS strategy, which is part of the "SAEC Office " and is the employer of the SAEC Navigators who work at the direction of the SAEC Executive Director. Funds for this service provision are provided to VUSD by the consortium. One navigator position is funded 50% by Visalia Adult School. This report will provide information on the total numbers of adults served by the SAEC Navigators this year and how the navigator service provision supports our regional adult education system and students. This report is provided as part of SAEC's ongoing program evaluation and program improvement strategies.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

Report on a SAEC Three Year Plan strategy implementation

ALIGNS TO SAEC IMPLEMENTATION PLAN:

RISDS is described in the SAEC 3 Year Comprehensive Plan and Annual Plan as a student support strategy.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.3

Board Meeting Date of October 4, 2022

TO: Sequoias Adult Education Board

FROM: John Werner, Executive Director

PREPARED BY: SAEC Navigators

APPROVED BY: John Werner, Executive Director

PRESENTED BY: SAEC Navigators – Carmen Becerra, Maribel Delgado

AGENDA TITLE: SAEC RISDIS Report: The Impact of Adult Education Navigators

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 2021/22 Annual Plan and the SAEC Three Year Plan describe the Regional Integrated Service Delivery System (RISDS) which is the strategy that provides for the SAEC Adult Education Navigators. SAEC, until December of 2021, had four navigators. There is an ESL Navigator, Adult Ed Navigator, and a Healthcare Navigator. We no longer have an Advanced Manufacturing Navigator or ABE/ASE Navigator. Navigators provide direct student facing service and facilitate interagency alignment and referral. Visalia Unified School District is responsible for the implementation of the RISDS strategy, which is part of the "SAEC Office " and is the employer of the SAEC Navigators who work at the direction of the SAEC Executive Director. Funds for this service provision are provided to VUSD by the consortium. One navigator position is funded 50% by Visalia Adult School. This report will provide information on the total numbers of adults served by the SAEC Navigators this year and how the navigator service provision supports our regional adult education system and students. This report is provided as part of SAEC's ongoing program evaluation and program improvement strategies.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

RISDS is described in the SAEC 3 Year Comprehensive Plan and Annual Plan as a student support strategy.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.4

Board Meeting Date of October 4, 2022

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 Report on Governance Update

AGENDA SECTION:

Public Comment

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

Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

SAEC updates its MOU and Report on Consortium Governance every year. The SAEC Board has taken action to approve both documents for this fiscal year and is awaiting each individual member district board to take action to approve both documents at the LEA level. All members must return a signed MOU, a signed Report on Consortium Governance, a copy of the board meeting agenda and minutes from the LEA board meeting when the documents were approved. All can be submitted via email to Barbara Marshall at bmarshall@vusd.org.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

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

Requesting from each school district: 2022.2025 Agenda, MOU,
Governance Document, Minutes

SCHOOL DISTRICT	AGENDA	REVISED MOU	GOVERNANCE DOCUMENT	MINUTES
ALPAUGH				
COLLEGE OF THE SEQUOIAS	X	X	X	
CORCORAN	X	X	X	X
CUTLER-OROSI				
EXETER	X	X	X	
FARMERSVILLE				
HANFORD	X	X	X	X
LINDSAY	X	X	X	X
TULARE	X	X	X	X
VISALIA	X	X	X	X
WOODLAKE	X	X	X	X

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 5.1

Board Meeting Date of October 4, 2022

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 Virtual Board Meeting in November

AGENDA SECTION:

Public Comment

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

Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

In March of 2020, The COVID-19 pandemic impacted the ability of the SAEC Board and governance committees to meet in person. At that time and through Executive Order, California Governor Newsom provided relief to public agencies with regards to holding public meetings virtually and Brown Act compliance. That Executive Order ended September 30, 2021.

On September 16, 2021, Governor Newsom signed Assembly Bill 361 (2021-2022) ("AB361"), which incorporated into California state law some aspects of the teleconferencing rules that have been applied by Executive Order to local public agencies during the COVID-19 pandemic. Notably, because AB 361 included an urgency measure, the law was immediately effective as of the date of the Governor's signature. AB 361 provides that it sunsets on January 1, 2024.

Per AB361, the SAEC Board may continue to meet virtually, but will need to decide, vote, to meet virtually prior to the virtual meeting. SAEC Executive Director John Werner will describe other AB361 consideration criteria to holding virtual meetings during discussion of this item and recommends the Board take action to approve that the SAEC Board meet virtually at the next regularly scheduled board meeting on October 4, 2022.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

Approve

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

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.5

Board Meeting Date of October 4, 2022

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

AGENDA SECTION:

_____ Public Comment

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

_____ Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

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