



SAEC Board Meeting Agenda

October 1, 2019 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 –September 3, 2019
3. Public Comment – General public comment on any Consortium related topic may be heard at this time. The Board asks that any public comment on an item listed on today's agenda be addressed at the time the item comes up for discussion by the Board. Pursuant to SAEC Policy the Board may limit individual comments to no more than 3 minutes and individual topics to 20 minutes. Please begin your comments by stating your name.
4. Information Items
 - 4.1 Program Area Report 2018/2019 Summary – John Werner
 - 4.2 SAEC Fiscal Allocation Process – John Werner
 - 4.3 Member Effectiveness Reports 2019/20 – John Werner
 - 4.4 Adult Education Technical Update – John Werner
5. Action Items
 - 5.1 N/A
6. Adjournment

2019/20 SAEC Board Meeting Schedule: 11/5/19, 12/3/19, 1/7/20*, 2/4/20, 3/3/20, 4/7/20*, 5/5/20, 6/2/20*

SAEC Consortium Board Meeting
College of the Sequoias Board Room 1
Meeting 09/03/19, 8:00 – 10:00 am
Co-chairs: Brent Calvin and Yolanda Valdez

In Attendance:

Seth Benevento, ABLE Industries; Brian Brazier, Corcoran Joint Unified School District; Brent Calvin, College of the Sequoias; Dennis Doane, Lindsay Unified School District; Eddy George, Exeter Unified School District; Alfonso Gamino, Woodlake Unified School District; Robert Gonzales, Cutler-Orosi Joint Unified School District; Heather Keran, Hanford Adult School; Ken Kurts, Proteus – WMSE; Barbara Marshall, Sequoias Adult Education Consortium; Rich Merlo, Corcoran Unified School District; Lori Morton, Tulare County Office of Education; Tami Olson, Visalia Adult School; Darin Pace, Exeter Unified School District; Tamara Ravalin, Visalia Unified School District; Jennifer Reimer, Tulare County Office of Education; Tony Rodriguez, Tulare Joint Union High School District; Tom Rooney, Lindsay Unified School District; Victor Rosa, Hanford Joint Union High School District; Paul Sevillano, Farmersville Unified School District; District; Larriann Torrez, Tulare Joint Unified School District; Yolanda Valdez, Cutler-Orosi Joint Unified School District; John Werner, Sequoias Adult Education Director:

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to Order	<ul style="list-style-type: none"> Brent Calvin called the meeting to order 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"> 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 August 6, 2019 SAEC Board Meeting reviewed. 	<ul style="list-style-type: none"> Motioned by Tony Rodriguez, Tulare Joint Union High School District Seconded by Tamera Ravalin, Visalia 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	Fiscal Reporting Summary 2018/2019 – John Werner	<ul style="list-style-type: none"> Expenditure ports were turned in by Friday afternoon, certified and submitted to the state Schools will be loading 2019/20 budgets and consortium strategies they will engage 	

4.2	Program Area Reporting 2018/2019 – John Werner	<ul style="list-style-type: none"> • If you get CAEP dollars you have to participate <ul style="list-style-type: none"> ➤ Need is information ASAP • This report gives us an estimate of expenditures regardless of fund source <ul style="list-style-type: none"> ➤ Way to capture total picture of what it takes to get a program going and how much we are spending 	
4.3	SAEC Fiscal Allocation Process – John Werner	<ul style="list-style-type: none"> • John went conversation we engaged last week about fiscal allocation and how we are structured <ul style="list-style-type: none"> ➤ Background ➤ Key Terms ➤ Executive Budget Workgroup ➤ Fiscal Models • COLA <ul style="list-style-type: none"> ➤ State gives it to us a lump sum of money and the local board decides how to spend it ➤ Board would like to allocate the money more equitable instead of by percentage <ul style="list-style-type: none"> ▪ Would not upset the budge if it is something done moving forward • MOE <ul style="list-style-type: none"> ➤ Board can override the amount a school gets but cannot out vote a single member ➤ Can't force a school to give up MOE because Ed Code says the school entitled to have it • Windfalls <ul style="list-style-type: none"> ➤ Use the Above Base Funds ➤ Members can present plans and the estimate it would cost to run it and then apply for the money <ul style="list-style-type: none"> ▪ Board would vote on it ➤ Executive Budget Workgroup will help with decisions • Executive Budget Workgroup <ul style="list-style-type: none"> ➤ Advisory to the SAEC Executive Director ➤ Meets the first Tuesday of November, December, and the second Thursday of January of each year ➤ Provides the SAEC Executive Director with fiscal recommendations for the following fiscal year ➤ Composition determined by the SAEC Executive Director with input from the SAEC Board and Leadership Committee 	

		<ul style="list-style-type: none"> ➤ Composition (Pending) <ul style="list-style-type: none"> ▪ Yolanda Valdez, SAEC Co-Chair; Heather Keran, Leadership Co-Chair; Nathan Hernandez, CBO VUSD; Andrew Carter, Data Analyst COS • Changes <ul style="list-style-type: none"> ➤ Will be written into Governance Document • Districts Commitments <ul style="list-style-type: none"> ➤ LCFF ➤ Important to do Program Area Reporting <ul style="list-style-type: none"> ▪ Shows monies each district is spending outside of CAEP monies 	
4.4	Adult Education Technical Update – John Werner	<ul style="list-style-type: none"> • Due dates, Professional Development Events and CAEP Summit 	
5			
5.1	Innovator by Design: Co-Sponsor Disbursement \$5,000 – Brent/Yolanda	<ul style="list-style-type: none"> • Co-hosted annually by SAEC <ul style="list-style-type: none"> ➤ Logo on all IBD marketing materials prior to event ➤ Logo on website & 1 social media post/e-blast thanking all sponsors ➤ 2 reserved tables (16 seats) with table tents ➤ Logo included in general session presentation and loop presentation slides prior to and following each general session ➤ Logo on printed program ➤ Thank you and opportunity to speak (3-5 minutes) during lunch ➤ Opportunity to put a single piece of marketing material at each seat for the opening session 	<ul style="list-style-type: none"> • Motioned by Rich Merlo, Corcoran Unified School District • Seconded by Tom Rooney, Lindsay Unified School District • Vote: All approved None opposed Motion Carried
5.2	National External Diploma Program – Tami Olson/Larriann Torrez	<ul style="list-style-type: none"> • Tami Olson and Larriann Torrez shared the program at the last SAEC Board meeting <ul style="list-style-type: none"> ➤ The National External Diploma Program (NEDP) is a competency-based, applied performance assessment system in which participants demonstrate their abilities in a series of simulations that parallel job and life situations ➤ NEDP is the only nationally recognized competency-based, workforce aligned, high school equivalency program in the United States 	<ul style="list-style-type: none"> • Motioned by Tamera Ravalin, Visalia Unified School District School District • Seconded by Rich Merlo, Corcoran Unified School District • Vote: All approved None opposed Motion Carried
6	Adjournment		

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of October 1, 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: Program Area Reporting 2018/2019 Summary

AGENDA SECTION:

☐ Public Comment

☒ Information Items: Public Interest Announcements/Status Reports

☐ Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

AEP members that were active during the 2018-19 program year submitted the required 18-19 program and expenditure data by program area. The CDE and CCCCCO required all Adult Education Program agencies to use the NOVA systems for data submission in the following areas:

- Estimated **total hours of instruction for program year 18-19** provided to students by AEP program areas (adult education/noncredit)
- Estimated total **expenditures for program year 18-19** by fund source in the AEP program areas (adult education/noncredit)

This is an informational summary report on data provided by SAEC members in the 2018/19 Program Area Reporting.

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. 4.2

Board Meeting Date of October 1, 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: SAEC Fiscal Allocation Process

AGENDA SECTION:

_____ Public Comment

 X Information Items: Public Interest Announcements/Status Reports

_____ 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 developed several process models for establishing a consortium wide distribution of funds and has presented them to the Board. The Board reviewed those models at the regularly scheduled SAEC Board meeting on 9/3/2019. During that meeting the Board provided additional guidance to the Leadership Committee. The Leadership Committee is now providing the Board with a draft Consortia Report on Governance Compliance of Rules and Procedures which contains a description of the SAEC funding process. The Board will engage review and discussion of the SAEC fiscal allocation process. Board action on or before November 1 to accept the revised Consortia Report on Governance Compliance of Rules and Procedures is anticipated.

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:

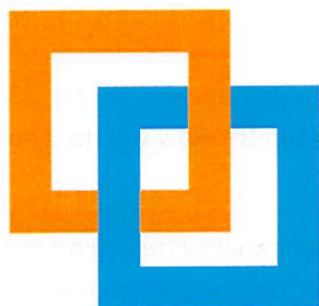
N/A

FINANCIAL IMPACT:

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

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC Objective: Leverage Regional Resources.



AEBG

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CALIFORNIA WORKFORCE

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.

Pursuant to CA Education Code 84914, the SAEC Board shall approve annually a distribution schedule that includes the following:

- A. The amount of funds to be distributed to each member of the consortium for that fiscal year.
- B. A narrative justifying how the planned allocations are consistent with the adult education plan.
- C. For any fiscal year for which the chancellor and the Superintendent allocate an amount of funds to the consortium equal to or greater than the amount allocated in the prior fiscal year,

the amount of funds to be distributed to a member of that consortium shall be equal to or greater than the amount distributed in the prior fiscal year, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced:

1. The member no longer wishes to provide services consistent with the adult education plan.
 2. The member cannot provide services that address the needs identified in the adult education plan.
 3. The member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements
- D. For any year for which the chancellor and the Superintendent allocate an amount of funds, to include an increase of funds, as determined by a Cost-of-Living Adjustment as determine in the Governors Final Budget, to the consortium more than the amount allocated in the prior year, the amount of funds to be distributed to a member of that consortium shall be increased by a percentage equal to the percentage by which the total amount of funds allocated to the consortium increased. Increases in allocation to the consortium due to COLA shall be allocated to consortium members at the same percentage of increase as the percentage increase to the consortium. For example, a 4% increase in consortium allocation shall result in each funded member receiving a 4% increase in member allocation. COLA shall be calculated as an ongoing percentage increase and not a lump sum payment. Member allocation increases caused by COLA shall be ongoing and considered part of a member's base fund allocation subject to CA Education Code 84914.
- E. For any year for which the chancellor and the Superintendent allocate an amount of funds to the consortium less than the amount allocated in the prior year, the amount of funds to be distributed to a member of that consortium shall not be reduced by a percentage greater than the percentage by which the total amount of funds allocated to the consortium decreased, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced further:
1. The member no longer wishes to provide services consistent with the adult education plan.
 2. The member cannot provide services that address the needs identified in the adult education plan.
 3. 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 improvements.
- F. For any year for which the chancellor and Superintendent allocate an amount of funds to the consortium greater than the amount allocated in the prior year and the increased amount is not a net result increase of a COLA, then those funds shall be subject to and above-base increase to the consortium's allocation. Above-base allocation shall be allocated to members at the discretion of the SAEC Board and pursuant to the SAEC Above-base Fund Allocation process described below.
1. Above-base funds shall be awarded to members.

2. Above-base funds shall be awarded based a number of criteria:
 - i. Above-base fund allocations will be included with a member's annual allocation as described in the Consortium Fiscal Administration Declaration (CFAD).
 - ii. Increases to consortium allocation as a result of COLA are not above-base funds and not subject to the above-base fund criteria.
 - iii. Any other fund resources beyond CAEP funds received by the consortium, or a member, are not above-base funds and not subject to the above-base fund criteria.
 - iv. Above-base funds may be used for ongoing expenditures if the increase to consortium allocation will also be ongoing. If the increase to consortium allocation is a one-time increase in the form of an above-base fund increase, then the member may only receive a one-time above-base allocation increase.
 - v. Above-base funds shall be used to implement strategies in one or more CAEP program areas and to address one or more CAEP objectives: identify and fill gaps, provide professional development, transition students, and accelerate student transitions.
 - vi. Strategies which utilize above-base funds must demonstrate alignment with the SAEC Three Year Plan, SAEC Annual Plan, and the corresponding member's annual plan.
 - vii. Above-base funds will be awarded on the basis that they will be used to implement a specific strategy. If the member fails to implement the strategy effectively, or decides not to implement the strategy, or decides that they can no longer implement the strategy, the increase in that member's allocation as a result of receiving an above-base fund increase will end and the member's annual allocation will return to an amount minus those above-base increases. This will also apply to any COLA increases to those above-base funds over time. Those funds will be subject to redistribution amongst SAEC members for other above-base strategy implementation. Any member who accepts an above-base allocation agrees to this upon acceptance of such an allocation increase.
 - viii. Above-base fund allocations will be prioritized by the SAEC Leadership Committee, with input from the SAEC Executive Director, and recommended to the SAEC Board for a final fund allocation decision.
 - ix. The SAEC Leadership Committee will use a rubric for ranking above-base funding resource requests. The rubric criteria shall be:
 1. the funding request is linked to the SAEC Three Year Plan through its associated actions,
 2. the request clearly describes how the strategy will address a community of need and the actions of the strategy will have a positive effect on that community,
 3. data supports the rationale for the strategy and resource request,

4. the request demonstrates potential to realize appropriate and attainable CAEP Program outcomes through clear action steps
 5. the request application is complete and follows the prescribed process for application
- x. Member process for requesting above-base fund increases to their annual allocation:
1. The member will submit an application for above-base funds. At a minimum, the application must include:
 - a. a title of the strategy,
 - b. the above-base fund amount requested,
 - c. a description of the target population and how the strategy will address their needs,
 - d. identification of activities and measurable goals to address community needs & improve student outcomes
 - e. as applicable, at least one of the following:
 - i. a description of activities to improve integration of services among and including, but not limited to alignment of intake / placement for adults seeking education and workforce services, program mapping, and alignment of curriculum and standards
 - ii. a description of activities to improve transitions into postsecondary education and the workforce
 - iii. a description of approaches to prototype new strategies and evaluate their effectiveness
 - f. a description of how data be used to evaluate progress and measure effectiveness,
 - g. a description of other funds (if any) in addition to the requested above-base funds to be leveraged on the strategy,
 - h. a completed Logic Model which describes the strategy goal, the problems sought to address, inputs, activities, outputs, immediate (short-term) outcomes, intermediate outcomes, long-term outcomes/impacts and describes assumptions and external factors.
 - i. a list of progress indicators (at least 1, no more than 5) in the form of SMART (Specific, Measurable, Attainable, Realistic, and Time-bound) objectives by which the member and consortium will assess progress and impact during the implementation of the strategy. These objectives should map directly to the Logic Model activities, outputs, and/or outcomes.
 - xi. Above-base fund allocations are revocable by majority consortium vote.
 - xii. Above-base fund expenditures must comply with state law and the CAEP program assurances and allowable expenditures.

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.

Figure 1. Logic Model

Goal Statement:

Our overall direction and focus for the program cycle relative to the target populations and problems we seek to address

Inputs	Activities	Outputs	Immediate (Short-Term) Outcomes	Intermediate Outcomes	Long-Term Outcomes / Impact
In order to accomplish our set of activities we will need the following:	In order to address our problem or asset we will accomplish the following activities	We expect that once accomplished, these activities will produce the following evidence or service delivery:	We expect that if accomplished these activities will lead to the following changes in the next year	We suspect that if accomplished these activities will lead to the following changes in 1 – 3 years	We expect that if accomplished these activities will lead to the following changes in 3-5 years

Assumptions	External Factors

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.3

Board Meeting Date of October 1, 2019

TO: Sequoias Adult Education Board
FROM: John Werner, Director
PREPARED BY: John Werner, Director
APPROVED BY: John Werner, Director
PRESENTED BY: Heather Keran, Hanford Adult School
AGENDA TITLE: SAEC Member Effectiveness Reporting 2019/20

AGENDA SECTION:

_____ Public Recognition/Proclamations
 X Public Comment/Public Interest Announcements/Status Reports
_____ General Agenda: Review/Public Hearing/**Information**/Board Discussion/Action

BACKGROUND/SUMMARY:

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

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

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

SAEC MEMBER EFFECTIVENESS REPORTS

NOVEMBER 5, 2019	DECEMBER 3, 2019	JANUARY 7, 2020
<p>Tulare Adult School</p> 	<p>Cutler-Orosi Adult School</p> 	<p>College of the Sequoias</p> 
<p>Hanford Adult School</p> 	<p>Farmersville Adult School</p> 	<p>Corcoran Adult School</p> 
	<p>Lindsay Adult School</p> 	<p>Visalia Adult School</p> 

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.4

Board Meeting Date of October 1, 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: Adult Education Technical Update

AGENDA SECTION:

☐ Public Comment

☒ Information Items: Public Interest Announcements/ Status Reports

☐ 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: Due Dates, Reporting Changes, and PD 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.