



SAEC BOARD MEETING AGENDA

October 3, 2023, 8:00am – 9:30am
College of the Sequoias: Sequoia Room 1

Co-Chairs: Brent Calvin and Yolanda Valdez
In person meeting. No Zoom link available.

1. Opening Business

Call to Order

Establish Quorum

Welcome and Introductions

2. Approval of Minutes and Notes – May 5, 2023 and August 1, 2023

[SAEC Board Meeting Minutes 05.02.23.docx](#)

[SAEC Board Meeting Notes 08.01.23.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. Pursuant to SAEC Policy the Board may limit individual comments to no more 3 minutes and individual topics to 20 minutes. Please begin your comments by stating your name.

4. Information item

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 State of the Consortium Report: 2023.24–John Werner

4.2.1. [Board Agenda Item 4.2 SAEC State of the Consortium.docx](#)

4.3. SAEC RISDS Report: The Impact of Adult Education Navigators–Carmen Beccera, Maribel Delgado, Evette Lopez

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](#)
[Board Agenda Item 4.4 Report on Governance Update 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

- 5.1. None

6. Adjournment

- 6.1. Next Meeting: November 7, 2023, 8:00AM-9:30AM in person at COS, Sequoias Room 1

SAEC Consortium Board Meeting Minutes

May 2, 2023, 8:00am – 9:45am

College of the Sequoias: Sequoia Room 1

Co-Chairs: Brent Calvin and Yolanda Valdez

In Attendance:

Brian Brazier, Corcoran Joint Unified School District; George Eddy, Exeter Unified School District; Laura Gonzales, Woodlake Unified School District; Victoria Guzman, Cutler-Orosi Adult School; Heather Keran, Hanford Adult School; Amalia Lopez, Lindsay Adult School; Barbara Marshall, Sequoias Adult Education Consortium; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Adam Peck, WIB; Tom Rooney, Lindsay Unified School District; Jonna Schengel, College of the Sequoias; Kirk Shrum, Visalia Unified School District; Yolanda Valdez, Cutler-Orosi Joint Unified School District; Lucy Van Scyoc, Tulare Joint Union High School District (by phone); Arturo Villarreal, Farmersville Adult School

	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 8:10am	
1.2	Establish Quorum	<ul style="list-style-type: none">Quorum Established	
1.3	Welcome and Introductions		
2	Review and approval of meeting minutes:	<ul style="list-style-type: none">Minutes from April 11, 2023	<ul style="list-style-type: none">Motioned to approve minutes by Tom Rooney, Lindsay 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		
5	Action Items		

5.1	SAEC Report on Consortium Governance 2023-2024 – Yolanda Valdez	<ul style="list-style-type: none"> • Voting to approve 2023-2024 SAEC Consortium Governance Document <ul style="list-style-type: none"> ➤ 	<ul style="list-style-type: none"> • Motioned to approve by George Eddy, Exeter Unified School District • Seconded by Kirk Shrum, Visalia Unified School District • Vote: All approved None opposed Motion Carried
5.2	SAEC Memorandum of Understanding 2023-2023 – Yolanda Valdez	<ul style="list-style-type: none"> • Voting to approve 2023-2023 SAEC Memorandum of Understanding 	<ul style="list-style-type: none"> • Motioned to approve by Laura Gonzales, Woodlake Unified School District • Seconded by Kirk Shrum, Visalia Unified School District • Vote: All approved None opposed Motion Carried
5.3	SAEC Fiscal Allocation Declaration (CFAD) 2023/24 – Yolanda Valdez	<ul style="list-style-type: none"> • Voting to approve 2023-2024 SAEC Fiscal Allocation Declaration (CFAD) 	<ul style="list-style-type: none"> • Motioned to approve by Tom Rooney, Lindsay Unified School District • Seconded by George Eddy, Exeter Unified School District • Vote: All approved None opposed Motion Carried
5.2	Adjournment	<ul style="list-style-type: none"> • Next meeting 08/01/2023 at 8:00am <ul style="list-style-type: none"> ➤ In person at COS, Sequoias Room 1 • John will send out instructions to approve CFAD in NOVA • Governance Documents and MOU do not need to go to your LEA's until June <ul style="list-style-type: none"> ➤ Amendment will be voted on if COLA is changed ➤ Barbara Marshall will email documents and instructions to each site • Adjourned meeting at 8:20am 	<ul style="list-style-type: none"> • Motioned to adjourn meeting by George Eddy, Exeter Unified School District • Seconded by Kirk Shrum, Visalia Unified School District • Vote: All approved None opposed Motion Carried

SAEC Consortium Board Meeting Notes

August 1, 2023, 8:00am – 9:45am

College of the Sequoias: Sequoia Room 1

Co-Chairs: Brent Calvin and Yolanda Valdez

In Attendance:

Brent Calvin, College of the Sequoias; Carla Calhoun, CSET; Bill Davis, Tulare COE; George Eddy, Exeter Unified School District; Laura Gonzales, Woodlake Unified School District; Victoria Guzman, Cutler-Orosi Adult School; Barbara Marshall, Sequoias Adult Education Consortium; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Victor Rosa, Hanford Joint Union High School District; M Santiago; Jonna Schengel, College of the Sequoias; Kirk Shrum, Visalia Unified School District; Christie Wegner, Exeter Unified School District; John Werner, Sequoias Adult Education Consortium

	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 8:00am	
1.2	Establish Quorum	<ul style="list-style-type: none">Quorum Established - No	
1.3	Welcome and Introductions		
2	Review and approval of meeting minutes:	<ul style="list-style-type: none">Minutes from April 11, 2023	<ul style="list-style-type: none">Will be an action item on the next meeting in October<ul style="list-style-type: none">➤ Quorum was not established
3	Public Comment	<ul style="list-style-type: none">No Comments	
4	Information Items		
4.1	SAEC Board Member Attendance and SAEC Attendance Policy Review – John Werner	<ul style="list-style-type: none">Sequoias Adult Education has an attendance policy for representative members<ul style="list-style-type: none">➤ See section 14 of SAEC Report Governance Documents➤ Attendance record will be displayed at each board meetingSAEC Board members are the only ones who can vote<ul style="list-style-type: none">➤ Proxies not allowable	

4.2	SAEC Board and Committee Meeting Calendars 2023/24 – John Werner	<ul style="list-style-type: none"> Reviewed this year's schedule of Board and Leadership meetings <ul style="list-style-type: none"> ➤ Number of SAEC Board meetings has been reduced but meeting times have been lengthened to 1.5 hours ➤ SAEC Leadership Committee meetings will be held after each Board meeting and on the 3rd or 4th Thursday of each month SAEC Program Area Committees and other working groups <ul style="list-style-type: none"> ➤ Historically called Governance committees will meet bi-annually in person 	
4.3	Sunrise SAEC State of the Consortium and Member Effectiveness Reports – John Werner	<ul style="list-style-type: none"> Will have the State of the Consortium report in October <ul style="list-style-type: none"> ➤ 2022/23 SAEC Outcome data ➤ 2022/23 Expenditure report/AB 1492 20% cap limit on consortiums ➤ 2022/23 Program hours and leveraged funds reports submitted Member Effectiveness Reports <ul style="list-style-type: none"> ➤ November through March ➤ Will include school profile, success, challenges, changes...tied to SAEC Three Year Plan Goals and member level performance data 	
4.4	CAEP Technical Update – John Werner	<ul style="list-style-type: none"> SAEC Professional Development Summit 2023/24 <ul style="list-style-type: none"> ➤ Will be on August 17th and 25th Review of Due Dates Since we did not have a Quorum the confirmation of the physical plan will happen through NOVA and the record of notes to back it up 	
5	Action Items		
5.1	SAEC Amended Fiscal Allocation Declaration (CFAD) 2023/24 Board – Brent Calvin	<ul style="list-style-type: none"> Since we did not have a Quorum the confirmation of the physical plan will happen through NOVA and the record of notes to back it up 	<ul style="list-style-type: none"> Confirmation of physical plan will happen through NOVA

5.2	SAEC Memorandum of Understanding 2023-2023 – Brent Calvin	<ul style="list-style-type: none"> • Since we did not have a Quorum the confirmation of the physical plan will happen through NOVA and the record of notes to back it up • Email will be sent out to everyone confirming what needs to be done with the Governance Documents and MOU 	<ul style="list-style-type: none"> • Confirmation of physical plan will happen through NOVA
5.2	Adjournment	<ul style="list-style-type: none"> • Next meeting 10/03/2023 at 8:00am <ul style="list-style-type: none"> ➤ In person at COS, Sequoias Room 1 • Adjourned meeting at 8:15am 	<ul style="list-style-type: none"> • Motioned to adjourn meeting by George Eddy, Exeter Unified School District • Seconded by Kirk Shrum, Visalia Unified School District • Vote: All approved None opposed Motion Carried

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of October 3, 2023

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 Tulare County WIB provides the SAEC Board with an economic outlook report. The information presented by Mr. Peck will support the SAEC Board and committees in planning and decision making as they engage in the implementation of the 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. 4.2

Board Meeting Date of October 3, 2023

TO: Sequoias Adult Education Board

FROM: John Werner, Executive Director

PREPARED BY: John Werner, Executive Director

APPROVED BY: John Werner, Executive Director

PRESENTED BY: John Werner, Executive Director

AGENDA TITLE: SAEC State of the Consortium Report: 2023.24

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 program year in the fall, the SAEC Executive Director provides the SAEC Board with a report on consortium effectiveness. This "State of the Consortium Report" is followed by individual member effectiveness reports through the winter months. The SAEC Executive Director will review this process and inquire with the board about specific topics or items they wish to see addressed in those reports.

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

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.3

Board Meeting Date of October 3, 2023

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 2022/23 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. 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. 4.4

Board Meeting Date of October 3, 2023

TO: Sequoias Adult Education Board

FROM: John Werner, Executive Director

PREPARED BY: John Werner, Executive Director

APPROVED BY: John Werner, Executive Director

PRESENTED BY: John Werner, Executive Director

AGENDA TITLE: SAEC Report on Governance 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:

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: 2023.2026 Agenda, MOU,
Governance Document, Minutes

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

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.5

Board Meeting Date of October 3, 2023

TO: Sequoias Adult Education Board

FROM: John Werner, Executive Director

PREPARED BY: John Werner, Executive Director

APPROVED BY: John Werner, Executive Director

PRESENTED BY: John Werner, Executive Director

AGENDA TITLE: California Adult Education Program Technical Update

AGENDA SECTION:

_____ Public Comment

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

_____ Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

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

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

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