



SAEC BOARD MEETING AGENDA

October 7, 2025, 8:00AM – 9:30AM
COS, Tulare Campus, Room B223 Upstairs

Co-Chairs: Brent Calvin and Yolanda Valdez

1. Opening Business

Call to Order

Establish Quorum

Welcome and Introductions

2. Approval of Minutes

[SAEC Board Meeting Minutes 08.19.25](#)

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. CAEAA Member Spotlight on Tami Olson - John Werner

4.1.1. [Board Agenda Item 4.1 CAEAA Member Spotlight - Tami Olson](#)

4.1.2. [Board Agenda Item 4.1 CAEAA Member Spotlight Supporting Documentation](#)

4.2. SAEC State of the Consortium Report: 2025.26 - John Werner

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

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](#)

4.4. SAEC Governance Update - LaDonna Jones

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

4.4.2. [Board Agenda Item 4.4 Report on Governance Update Supporting Document](#)

4.5. CAEP Technical Update—John Werner

4.5.1. [Board Agenda Item 4.5 CAEP Technical Update](#)

5. Action Items

5.1. None

6. Adjournment

6.1. Next Meeting: November 4, 2025, 8:00AM-9:30AM at COS, Sequoias Room 1

SAEC Consortium Board Meeting Minutes

August 19, 2025, 8:00AM – 9:30AM

College of the Sequoias: Sequoia Room 1

Co-Chairs: Brent Calvin and Yolanda Valdez

In Attendance:

Jennie Bautista, Workforce Investment Board of Tulare County; Krishna Adams, Tulare Adult School; Brian Brazier, Corcoran Joint Unified School District; Brent Calvin, College of the Sequoias; Liset Caudillo, Proteus; George Eddy, Exeter Unified School District; Brian Griffin, Lindsay Unified School District; Victoria Guzman, Cutler-Orosi Adult School; LaDonna Jones, Sequoias Adult Education Consortium; Heather Keran, Hanford Adult School; Amalia Lopez, Lindsay Adult School; Manuel Mendez, Farmersville Unified School District; Tami Olson, Visalia Adult School; Victor Rosa, Hanford Joint Union High School District; T.J. Ryan, Woodlake Unified School District; Kirk Shrum, Visalia Unified School District; Yolanda Valdez, Cutler-Orosi Joint Unified School District; Lucy Van Scyoc, Tulare Joint Unified High School District; Arturo Villarreal, Farmersville Adult School; Christine 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	
1.3	Welcome and Introductions	<ul style="list-style-type: none">Introduction<ul style="list-style-type: none">Everyone introduced themselves and their positions	
2	Review and approval of meeting minutes and Notes	<ul style="list-style-type: none">Minutes from May 6, 2025<ul style="list-style-type: none">SAEC Board Meeting Minutes 05.06.25	<ul style="list-style-type: none">Motion to approve minutes by George Eddy, Exeter Unified School DistrictSecond by Brian Griffin, Lindsay Unified School DistrictVote: All approved None opposed Motion Carried
3	Public Comment	<ul style="list-style-type: none">None	

4	Information Items		
4.1	SAEC Board Member Attendance and SAEC Attendance Policy Review - John Werner, Executive Director, SAEC	<ul style="list-style-type: none"> ● Review of Attendance Expectations of Board Members: Section 14 of the SAEC Report on Consortium Governance. <ul style="list-style-type: none"> ➢ Progressive attendance policy for voting members. ➢ Attendance records will be displayed at each SAEC Board meeting. ➢ Proxies are not allowable. 	
4.2	Sunrise SAEC State of the Consortium and Member Effectiveness Reports - John Werner, Executive Director, SAEC	<ul style="list-style-type: none"> ● Each year, in the Fall, the SAEC Executive Director provides the SAEC Board with a report on Consortium Effectiveness. ● The “State of the Consortium Report” is followed by individual Member Effectiveness Reports throughout the school year.. <ul style="list-style-type: none"> ➢ State of the Consortium Report - October ➢ Navigator Impact Report - October ➢ Member Effectiveness Reports - November-April ➢ Workforce Investment Bureau will also be sharing the regional economic outlook at an upcoming meeting. 	
4.3	CAEP Technical Update - John Werner, Executive Director, SAEC	<ul style="list-style-type: none"> ● CAEP Due Dates: <ul style="list-style-type: none"> ➢ August 2025 <ul style="list-style-type: none"> ▪ Aug 15: Annual Plan for 2025-2026 due in NOVA ➢ September 2025 <ul style="list-style-type: none"> ▪ Sep 1: 23/24 and 24/25 Member Expense Report due in NOVA (Q4) FINAL ▪ Sep 1: 25/26 Certification of Allocation Amendment due in NOVA ▪ Sep 30: 23/24 and 24/25 Member Expense Report certified by Consortium in NOVA (Q4) ▪ Sep 30: End of Q1 ➢ October 2025 <ul style="list-style-type: none"> ▪ Oct 30: 25/26 Member Program Year Budget and Work Plan certified by Consortia in NOVA ▪ Oct 31: Student data due in TOPSPro (Q1) ▪ Oct 31: Employment and Earnings Follow-up Survey 	

5	Action Items		
5.1	SAEC Annual Plan 2025/26 - John Werner, Executive Director, SAEC	<ul style="list-style-type: none"> Executive Summary: <ul style="list-style-type: none"> ➤ Each program year SAEC must submit an annual plan in accordance with CA Education Code 84830. The SAEC Annual Plan 25/26 (Program Year 11) will be submitted to the CAEP Office via NOVA on or before August 15, 2025. ➤ The SAEC Annual Plan 2025/26 describes consortium participants (members and partners) and funding allocations. It describes the strategies SAEC and its members will take in 2025/26 to enhance delivery of adult education services in the region and address regional needs in adult education. It is aligned to the SAEC Three Year Plan and applicable state law. All member districts are bound to implementation of the plan and Program Assurances. ➤ Once the SAEC Board approves the plan, the SAEC Executive Director inputs and submits the plan in NOVA and Member representatives approve it in NOVA. ➤ SAEC Members then complete and submit individual Member Budgets and Work Plans for 2025/26 in NOVA. Process: <ul style="list-style-type: none"> ➤ Step 1: Sunrised at SAEC Board Meeting 5/6/25 ➤ Step 2: SAEC Board action on 8/19/25 ➤ Step 3: Member representatives approve in NOVA. John Werner will send link directly from NOVA ➤ Step 4: Members complete all 24/25 reporting and then create individual 25/26 member budgets and work plans in NOVA 	<ul style="list-style-type: none"> • Motion to approve by Yolanda Valdez, Cutler-Orosi Joint Unified School District • Second by TJ Ryan, Woodlake Unified School District • Vote: All approved None opposed Motion Carried
5.2	SAEC Amended Fiscal Allocation 2025/26 - John Werner, Executive Director, SAEC	<ul style="list-style-type: none"> The SAEC CFAD aligns the distribution of funds to the SAEC Regional Comprehensive Plan and Annual Plan. <ul style="list-style-type: none"> ➤ Rebench on 2021/22 ➤ Previous SAEC Board action on 5/6/25 ➤ Final 2025/26 COLA: 2.30% (down from 2.43%) ➤ Members have already approved in NOVA 	<ul style="list-style-type: none"> • Motion to approve by Kirk Shrum, Visalia Unified School District • Second by Victor Rosa, Hanford Joint Union School District • Vote: All approved None opposed Motion Carried

5.3	SAEC Memorandum of Understanding 2025/28 - John Werner, Executive Director, SAEC	<ul style="list-style-type: none"> There are substantive changes to 2025.2028 SAEC Memorandum of Understanding. <ul style="list-style-type: none"> Beneficiary guarantee amounts (enacted COLA) - Section 4 SAEC Office guarantee amount (enacted COLA) - Section 12 Board members will take back to their local boards for approval and signatures. Process: <ul style="list-style-type: none"> Step 1: MOU sunrised at SAEC Board meeting on 4/01/25 Step 2: SAEC Board action on 5/6/25 (Amended 8/19/25) Step 3: Member districts take the MOU and the SAEC Report on Consortium Governance to their local boards for action on both documents. Step 4: MOU is signed by both the LEA board president and the Superintendent. Step 5: Return both signed documents, the LEA board agenda, and the LEA board minutes to Ljones01@vusd.org. 	<ul style="list-style-type: none"> Motion to approve by Lucy Van Scyoc, Tulare Joint Unified School District Second by Manuel Mendez, Farmersville Unified School District Vote: All approved None opposed Motion Carried
5.4	SAEC Kings County JTO Memorandum of Understanding 2025/28 - John Werner, Executive Director, SAEC	<ul style="list-style-type: none"> 3 year agreement with JTO partners (30 day notice) Establishes a cooperative working agreement and establishes a service provision framework System Objectives: Foster demand driven skills attainment; Enable upward mobility of Californians; Align, coordinate, and integrate programs and services Commitments <ul style="list-style-type: none"> Participate in planning Make services available Participate in operation of AJCC Participate in capacity building and staff development 	<ul style="list-style-type: none"> Motion to approve by George Eddy, Exeter Unified School District Second by Victor Rosa, Hanford Joint Unified School District Vote: All approved None opposed Motion Carried
6	Adjournment	<ul style="list-style-type: none"> Next meeting 10/7/2025 at 8:00AM @ COS, Sequoias Room 1 <ul style="list-style-type: none"> We may meet at the COS Tulare campus to tour the Applied Technology and Trades Complex. If so, the meeting location will be communicated. Reminder there is no meeting in September Meeting adjourned at 8:38AM 	

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of October 7, 2025

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: EXCELLENCE IN ADULT EDUCATION ADMINISTRATION:
CAEAA MEMBER SPOTLIGHT ON TAMI OLSON**

AGENDA SECTION:

_____ Public Comment

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

_____ Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

The California Adult Education Administrators Association (CAEAA) Member Spotlight Series recognizes adult education administrators from across California, shares their stories, accomplishments, and perspectives on adult education. CAEAA recognized Tami Olson, Principal of Visalia Adult School, for her outstanding work in the field of adult education. Notably, CAEAA acknowledges Tami's work to expand medical training programs which support second-language learners.

CONTRACT CHANGES:

N/A

RECOMMENDED ACTION:

N/A

FINANCIAL IMPACT:

N/A

ALIGNS TO SAEC IMPLEMENTATION PLAN:

SAEC members will implement CTE and Short-Term CTE programs in alignment with regional workforce and economic development needs.

CAEAA Member Spotlight: Tami Olson

At California Adult Education Administrators Association (CAEAA), we know that behind every successful adult education program is a dedicated leader working tirelessly to serve students and strengthen communities. Our **Member Spotlight** series highlights administrators from across California, sharing their stories, accomplishments, and perspectives on the work we all value so deeply.

Tami Olson, Principal of Visalia Adult School in Visalia Unified School District, has spent the past eight years leading with vision, compassion, and determination. She oversees a broad portfolio of programs ranging from foundational skills and second-language learning to career technical education, while managing staffing, strategic planning, fiscal operations, and community partnerships. Under her leadership, Visalia Adult School has expanded its medical training programs — most notably adding the Resident Care Worker and Community Health Care Worker pathways, which were designed specifically to support second-language learners. These programs provide hands-on, accessible training that leads directly to in-demand entry-level healthcare jobs.



This expansion has created new career opportunities for students, boosted the confidence of ESL learners, and strengthened the local healthcare workforce. It has also sparked new collaborations with the Tulare County Health and Human Services Department and a major local hospital, while maintaining strong ties with existing medical partners. For Tami, the most rewarding part of adult education is seeing

learners transform their lives—gaining skills to support their families and creating lasting positive change in their communities. She credits her faculty, staff, and community partners for their shared commitment to student success, noting that their passion for people shines through in all they do.

Tami acknowledges that one of her biggest challenges has been addressing workforce demands amid limited funding and a shortage of credentialed teachers. She has responded by pursuing grants, cultivating partnerships for additional funding, and leveraging low-cost credentialing programs to help industry professionals transition into teaching roles—allowing program expansion without sharply increasing costs. Her advice to new administrators is clear: understand that adult education is always evolving, stay closely connected with workforce and community partners, and embrace change as the only constant. That flexibility, she says, is essential to meeting the diverse and shifting needs of adult learners.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.2

Board Meeting Date of October 7, 2025

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: 2025.26

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 7, 2025

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, Evette Lopez

AGENDA TITLE: SAEC RISDS 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 2025/26 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 7, 2025

TO: Sequoias Adult Education Board

FROM: LaDonna Jones, Senior Administrative Assistant

PREPARED BY: LaDonna Jones, Senior Administrative Assistant

APPROVED BY: John Werner, Executive Director

PRESENTED BY: LaDonna Jones, Senior Administrative Assistant

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. This report provides information on which consortium members have or have not completed this process. All can be submitted via email to LaDonna Jones at ljones01@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.

SAEC MOU and Governance Documents Returned:

- 1.Board Meeting Agenda
- 2.Revised MOU - Signed by Board President and Superintendent
- 3.Governance Documents - Signed by Superintendent
- 4.Board Meeting Minutes

School District	Board Agenda	Revised MOU	Governance Documents	Board Minutes
Alpaugh	No response	No response	No response	No response
College of the Sequoias	In process	In process	In process	In process
Corcoran	In process	In process	In process	In process
Cutler-Orosi	In process	In process	X	In process
Exeter	X	X	X	In process
Farmersville	X	X	X	X
Hanford	X	X	X	X
Lindsay	In process	In process	In process	In process
Tulare	X	X	X	X
Visalia	X	X	X	In process
Woodlake	X	X	X	X

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.5

Board Meeting Date of October 7, 2025

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.