



SAEC BOARD MEETING AGENDA

November 4, 2025, 8:00AM – 9:30AM
College of the Sequoias, Sequoia Room 1

Co-Chairs: Brent Calvin and Yolanda Valdez

1. Opening Business

Call to Order

Establish Quorum

Welcome and Introductions

2. Approval of Minutes – October 7, 2025 [SAEC Board Meeting Minutes 10.07.25](#)

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 Items

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

4.1.1. [Board Agenda Item 4.1 SAEC RISDS Report The Impact of Adult Education Navigators.docx](#)

4.2. Member Effectiveness Report by Hanford Adult School - Heather Keran, Heather Keran, Principal, Hanford Adult School

4.2.1. [Board Agenda Item 4.2 Member Effectiveness Report Hanford Adult School.docx](#)

4.3. Member Effectiveness Report by Lindsay Adult School - Amalia Lopez, Principal, Lindsay Adult School

4.3.1. [Board Agenda Item 4.3 Member Effectiveness Report Lindsay Adult School.docx](#)

4.4. SAEC Governance Update– LaDonna Jones, Senior Administrative Assistant, SAEC

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

4.4.2. [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: February 3, 2026, 8:00AM-9:30AM at COS, Sequoias Room 1

SAEC Consortium Board Meeting Minutes

October 7, 2025, 8:00AM – 9:45AM, College of the Sequoias, Tulare Campus, Room B223 Upstairs
Co-Chairs: Brent Calvin and Yolanda Valdez

In Attendance:

Krishna Adams, Tulare Adult School; Jennie Bautista, Workforce Investment Board of Tulare County; Carmen Becerra, Sequoias Adult Education Consortium; Brian Brazier, Corcoran Unified School District; Carla Calhoun, CSET; Maribel Delgado, Sequoias Adult Education Consortium; George Eddy, Exeter Unified School District; Brian Griffin, Lindsay Unified School District; Victoria Guzman, Cutler-Orosi Joint Unified School District; LaDonna Jones, Sequoias Adult Education Consortium; Heather Keran, Hanford Adult School; Evette Lopez, Sequoias Adult Education Consortium; Margarita Lozano, Read to Succeed Library; Tami Olson, Visalia Adult School; Andre Pecina, Corcoran Unified School District; Victor Rosa, Hanford Joint Union High School District; T.J. Ryan, Woodlake Unified School District; Jonna Schengel, College of the Sequoias; Yolanda Valdez, Cutler-Orosi Joint Unified School District; Lucy Van Scyoc, Tulare Joint Unified High School District; Arturo Villarreal, Farmersville Adult School; John Werner, Sequoias Adult Education Consortium; Margarita Lozano, Tulare County Library

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to Order	- Called to order by John Werner at 8:13 AM - Chair assumed by Y. Valdez at 9:07 AM	
1.2	Establish Quorum	Quorum Established	
1.3	Welcome and Introductions	Thanked Jonna for breakfast and hosting at the Tulare COS Campus	
2	Review and Approval of Meeting Minutes	Minutes from August 19, 2025	- Motion to approve minutes by Lucy Van Scyoc, Tulare Joint Unified School District - Second by Brian Griffin, Lindsay Unified School District - Vote: All approved None opposed Motion Carried
3	Public Comment	No Comments	
4	Information Items		
4.1	CAEAA Member	Excellence in Adult Education Administration	

	Spotlight - John Werner	➤ CAEAA Member Spotlight on Tami Olson ➤ W Excellence in Education Administration .docx																																																								
4.2	SAEC State of the Consortium Report: 2025-2026 - John Werner	● Summary ➤ 2024/25 Year End Fiscal Report Summary ▪ Total Allocation: \$11,925,705 ▪ Total Expenditure: \$9,777,515 ▪ Total Carryover: \$2,148,190 (18.01%) <table><tr><th colspan="5">SAEC Site Reported Enrollment 2021.22 to Current Year</th></tr><tr><th>Member</th><th>2021.22</th><th>2022.23</th><th>2023.24</th><th>2024.25</th></tr><tr><td>COS (unduplicated)</td><td>840</td><td>886</td><td>878</td><td>1,047</td></tr><tr><td>Corcoran Adult</td><td>90</td><td>107</td><td>73</td><td>148</td></tr><tr><td>Cutler-Orosi Adult</td><td>134</td><td>145</td><td>425</td><td>845</td></tr><tr><td>Farmersville Adult</td><td>46</td><td>40</td><td>56</td><td>87</td></tr><tr><td>Hanford Adult</td><td>676</td><td>836</td><td>795</td><td>753</td></tr><tr><td>Lindsay Adult</td><td>217</td><td>156</td><td>189</td><td>210</td></tr><tr><td>Tulare Adult</td><td>1,220</td><td>1,355</td><td>3,401</td><td>2,637</td></tr><tr><td>Visalia Adult</td><td>3,075</td><td>3,542</td><td>3,689</td><td>3,510</td></tr><tr><td>TOTAL</td><td>5,342</td><td>6,581</td><td>7,002</td><td>9,237</td></tr></table>	SAEC Site Reported Enrollment 2021.22 to Current Year					Member	2021.22	2022.23	2023.24	2024.25	COS (unduplicated)	840	886	878	1,047	Corcoran Adult	90	107	73	148	Cutler-Orosi Adult	134	145	425	845	Farmersville Adult	46	40	56	87	Hanford Adult	676	836	795	753	Lindsay Adult	217	156	189	210	Tulare Adult	1,220	1,355	3,401	2,637	Visalia Adult	3,075	3,542	3,689	3,510	TOTAL	5,342	6,581	7,002	9,237	
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Program (duplicated)	#	%
ABE	1198	15.73
ESL/ELL	1788	23.48
High School Diploma	1688	22.17
HSE	1224	16.08
Adults supporting K12	289	3.8
Adults w/Disabilities	149	1.96
CTE	1944	25.53
Citizenship	551	7.24
Other Program	897	11.78
Pre-Apprenticeship	0	0
ROCP	0	0
Workforce Preparation	219	2.88
N/A	1444	18.97

Transition Services (duplicated)	#	%
Assessment/Testing/Counseling	2096	27.53
Personal Development Training	284	3.73
Counseling/Career Development	376	4.94
Job Development/Job Search Assistance	100	1.31
Occupational Skills Training (non-OJT)	298	3.91
On-the-Job Training (OJT)	50	0.66
Work Experience	174	2.29
Pre-Employment Skills/Job Readiness Training	430	5.65
Postsecondary Academic Education	63	0.83
Other Transition Services	509	6.69
N/A	5015	65.87

Supportive Services (duplicated)	#	%
Transportation	62	0.81
Health Care and Mental Health Care	74	0.97
Family/Child Care	4	0.05
Housing or Rental Assistance	2	0.03
Personal, Financing, or Legal Counseling	28	0.37
Supplementary Instruct. Serv.	26	0.34
Needs-Based Related Payments	4	0.05
Emergency Financial Services	1	0.01
Federal Education Cash Assist.	1	0.01
Other Supportive Services	2572	33.78
N/A	5038	66.17

- Challenges
 - Funding
 - Staff Recruitment and Retention
 - Pan-consortium Data Support
 - Student Retention
 - CTE Options
- Strengths
 - Governance
 - Pan-consortium Structures
 - Retention of Administrative Staff
 - Data Integrity Structures and PD
 - Curriculum and Instruction Technical Core and Alignment
 - Expansion of IET
 - Program Innovation
- Education Needs
 - Increased Outreach and Marketing
 - Service Hours and Locations
 - Digital Literacy and Technology
 - Short-term/Long-term CTE Programs of Study
 - Contextualized ESL Programs
 - Expanded OJT/WBL Opportunities
 - Preapprenticeships

		➤ Improved Integration of Services & Transitions ▪ Increased Course Offerings ▪ Increased Enrollment, Transitions ▪ Increased Completion Rates ▪ Articulation Agreements: AE/CC/CTE ▪ Enhanced Career Pathways ▪ Workforce Board Engagement ➤ Improved Effectiveness of Services ▪ Professional Development ▪ Improved Data Collection ▪ Strategic Planning (Collective Impact Model) ▪ AJCC Alignment ● What is coming.. ➤ Focus on Performance Outcome Metrics and Measures ➤ Strategy Refinement to Improve Transitions																																																													
4.3	SAEC RISDS Report – Carmen Becerra, Maribel Delgado and Evette Lopez	● Will present at next meeting on November 4, 2025																																																													
4.4	SAEC Governance Update – LaDonna	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 <table><thead><tr><th>School District</th><th>Board Agenda</th><th>Revised MOU</th><th>Governance Documents</th><th>Board Minutes</th></tr></thead><tbody><tr><td>Alpaugh</td><td>No response</td><td>No response</td><td>No response</td><td>No response</td></tr><tr><td>College of the Sequoias</td><td>In process</td><td>In process</td><td>In process</td><td>In process</td></tr><tr><td>Corcoran</td><td>In process</td><td>In process</td><td>In process</td><td>In process</td></tr><tr><td>Cutler-Orosi</td><td>In process</td><td>In process</td><td>X</td><td>In process</td></tr><tr><td>Exeter</td><td>X</td><td>X</td><td>X</td><td>In process</td></tr><tr><td>Farmersville</td><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><td>Hanford</td><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><td>Lindsay</td><td>In process</td><td>In process</td><td>In process</td><td>In process</td></tr><tr><td>Tulare</td><td>X</td><td>X</td><td>X</td><td>X</td></tr><tr><td>Visalia</td><td>X</td><td>X</td><td>X</td><td>In process</td></tr><tr><td>Woodlake</td><td>X</td><td>X</td><td>X</td><td>X</td></tr></tbody></table>	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	● Please continue to forward signed Governance Doc and MOU with LEA board agenda and minutes to Ljones01@vusd.org
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4.5	CAEP Technical Update – John Werner	• AEP Due Dates ➤ October 2025 ▪ 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 ➤ December 2025 ▪ Dec 1: July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium. ▪ Dec 1: 25/26 Member Expense Report Due in NOVA (Q1) ▪ Dec 31: 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1) ▪ Dec 31: End of Q2	
5	Action Items	• None	
6.0	Adjournment	• Next meeting 2/03/26 at 8:00 - 9:30 AM ➤ COS, Sequoias Room 1 • Adjourned meeting at 9:15AM • Those members that could stay toured the new Applied Technology and Trades Complex	• Motion to adjourn by George Eddy, Exeter Unified School District • Second by Andre Pecina, Corcoran Joint 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 November 4, 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. 4.2

Board Meeting Date of November 4, 2025

TO: Sequoias Adult Education Board

FROM: John Werner, Executive Director

PREPARED BY: Heather Keran, Principal, Hanford Adult School

APPROVED BY: John Werner, Executive Director

PRESENTED BY: Heather Keran, Principal, Hanford Adult School

AGENDA TITLE: Member Effectiveness Report, Hanford Adult School

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 submitted a 2025/26 Annual Plan to the California Community College Chancellor's Office. That plan included a proposed SAEC budget for the 2025/26 performance year. SAEC member districts receiving CAEP 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.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.3

Board Meeting Date of November 4, 2025

TO: Sequoias Adult Education Board

FROM: John Werner, Executive Director

PREPARED BY: Amalia Lopez, Lindsay Adult School Principal

APPROVED BY: John Werner, Executive Director

PRESENTED BY: Amalia Lopez, Lindsay Adult School Principal

AGENDA TITLE: Member Effectiveness Report, Lindsay Adult School

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 submitted a 2025/26 Annual Plan to the California Community College Chancellor's Office. That plan included a proposed SAEC budget for the 2025/26 performance year. SAEC member districts receiving CAEP 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.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.4

Board Meeting Date of November 4, 2025

TO: Sequoias Adult Education Board

FROM: LaDonna Jones, Senior Administrative Assistant, SAEC

PREPARED BY: LaDonna Jones, Senior Administrative Assistant, SAEC

APPROVED BY: John Werner, Executive Director

PRESENTED BY: LaDonna Jones, Senior Administrative Assistant, SAEC

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 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	X	X	X	
Corcoran	X	X	X	X
Cutler-Orosi	X		X	
Exeter	X	X	X	X
Farmersville	X	X	X	X
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. 4.5

Board Meeting Date of November 4, 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.