



## **SAEC BOARD MEETING AGENDA**

November 5, 2024, 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 1, 2024 [SAEC Board Meeting Minutes 10.01.24](#)

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. 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, Alternative Education Manager, HJUHS

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

- 4.3. Member Effectiveness Report by Visalia Adult School - Tami Olson, Principal, Visalia Adult School

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

4.4. SAEC Governance Update—John Werner

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

4.4.2. [Board Agenda Item 4.4 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 4, 2025, 8:00AM-9:30AM at COS, Sequoias Room 1

## SAEC Consortium Board Meeting Minutes

October 1, 2024, 8:00am – 9:45am

College of the Sequoias: Sequoia Room 1

Co-Chairs: Brent Calvin and Yolanda Valdez

### In Attendance:

Carmen Becerra, Sequoias Adult Education Consortium; Brian Brazier, Corcoran Unified School District; Randy Clem, Tulare Adult School; Maribel Delgado, Sequoias Adult Education Consortium; George Eddy, Exeter Unified School District; Victoria Guzman, Cutler-Orosi Joint Unified School District; LaDonna Jones, Sequoias Adult Education Consortium; Heather Keran, Hanford Adult School; Amalia Lopez, Lindsay Adult School; Evette Lopez, Sequoias Adult Education Consortium; Tami Olson, Visalia Adult School; Andre Pecina, Corcoran Unified School District; Maria Reveles, Proteus, Inc.; Victor Rosa, Hanford Joint Union High School District; T.J. Ryan, Woodlake 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 Unified High School District; Arturo Villarreal, Farmersville Adult School; Christine Wegner, Exeter Unified School District; John Werner, Sequoias Adult Education Consortium; Grant Schimelpfening, Lindsay Unified School District; Francisco Castillo, College of the Sequoias

	Discussion Topic	Outcome	Action
1	<b>Opening Business</b>		
1.1	<b>Call to Order</b>	<ul style="list-style-type: none"> <li>● Called to order by Yolanda Valdez at 8:03am</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>● Quorum Established</li> </ul>	
1.3	<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>● All attendees introduced themselves and shared one thing they were celebrating either personally or professionally.</li> <li>● Visitors                             <ul style="list-style-type: none"> <li>➢ Grant Schimelpfening, Lindsay Unified School District</li> <li>➢ Francisco Castillo, College of the Sequoias</li> </ul> </li> </ul>	
2	<b>Review and approval of meeting minutes and Notes:</b>	<ul style="list-style-type: none"> <li>● Minutes from August 20th Meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve minutes by Victor Rosa, Hanford Joint Unified School District</li> <li>● Seconded by George Eddy, Exeter Unified School District</li> <li>● Vote: All approved None opposed Motion Carried</li> </ul>

3	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>● No Comments</li> </ul>	
4	<b>Information Items</b>		
4.1	<b>Tulare County Economic Outlook</b> – Adam Peck	<ul style="list-style-type: none"> <li>● Adam Peck, Executive Director of WIB, shared the Tulare County Economic Outlook             <ul style="list-style-type: none"> <li>➤ Unemployment Rate</li> <li>➤ Civilian Labor Force</li> <li>➤ Manufacturing, Leisure and Hospitality</li> <li>➤ Average Hourly Earnings of All Employees</li> <li>➤ Per Capita Personal Income</li> <li>➤ Income Inequality</li> <li>➤ Estimated Median Household</li> <li>➤ Equifax Subprime Credit Population</li> <li>➤ Percent of Population Below the Poverty Level</li> <li>➤ Homeownership Rate</li> <li>➤ High School Graduate or Higher</li> <li>➤ Bachelor’s Degree of Higher</li> </ul> </li> </ul>	
4.2	<b>SAEC State of the Consortium Report: 2024-2025</b> – John Werner	<ul style="list-style-type: none"> <li>● Summary             <ul style="list-style-type: none"> <li>➤ 2023/24 Year End Fiscal                 <ul style="list-style-type: none"> <li>▪ Total Allocation: \$11,799,442</li> <li>▪ Total Expenditure: \$9,454,343</li> <li>▪ Total Carryover: \$2,345,099 (19.87%)</li> </ul> </li> <li>➤ Reported Enrollment Change 2021.22 to Current: +6.40%                 <ul style="list-style-type: none"> <li>▪ COS: -.90%</li> <li>▪ Corcoran: - 31.78%</li> <li>▪ Cutler-Orosi: +33.58%</li> <li>▪ Farmersville: +40.00%</li> <li>▪ Hanford: -4.90%</li> <li>▪ Lindsay: +21.15%</li> <li>▪ Tulare: -1.56%</li> <li>▪ Visalia: +4.15%</li> </ul> </li> <li>➤ Program Hours                 <ul style="list-style-type: none"> <li>▪ Continuous Increase</li> </ul> </li> <li>➤ Services</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>▪ Continuous Increase</li> <li>➤ Immigrant Integration Areas <ul style="list-style-type: none"> <li>▪ Outcomes vary. COAPPS engagement student driven choice. Increases from previous year in repeated COAPPS</li> </ul> </li> <li>➤ EFL Gains Achieved <ul style="list-style-type: none"> <li>▪ Improved performance</li> <li>▪ Stronger data integrity and collection</li> </ul> </li> <li>➤ Education Needs <ul style="list-style-type: none"> <li>▪ Increased Outreach and Marketing</li> <li>▪ Community Education</li> <li>▪ Service Hours and Locations</li> <li>▪ Digital Literacy and Technology</li> <li>▪ Short-term/Long-term CTE Programs of Study</li> <li>▪ Contextualized ESL Programs</li> <li>▪ COS Classes Taught on Adult School Campuses</li> <li>▪ Expanded OJT?WBL Opportunities</li> <li>▪ Employer Based Education Opportunities</li> <li>▪ Preapprenticeships/Apprenticeships</li> </ul> </li> <li>➤ Improved Integration of Services &amp; Transitions <ul style="list-style-type: none"> <li>▪ Increased Course Offerings</li> <li>▪ Increased Completion Rates</li> <li>▪ Articulation Agreements: AE/CC</li> <li>▪ Articulation Agreements: CTE</li> <li>▪ Increased Enrollment, Completions, Transitions</li> <li>▪ Enhanced Career Pathways</li> <li>▪ Workforce Board Engagement</li> </ul> </li> <li>➤ Improved Effectiveness of Services <ul style="list-style-type: none"> <li>▪ Professional Development (Community of Practice or PLC Based)</li> <li>▪ Improved Data Collecton</li> <li>▪ Professional Development II (Service Delivery)</li> <li>▪ Regional Professional Development (Pan Consortium Events)</li> <li>▪ Strategic Planning (Collective Impact Model)</li> <li>▪ AJCC Alignment</li> </ul> </li> </ul>	
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		<ul style="list-style-type: none"> <li>▪ Learning Management Systems</li> <li>➤ Challenges <ul style="list-style-type: none"> <li>▪ Staff Recruitment and Retention</li> <li>▪ Pan-consortium Data Support</li> <li>▪ Student Retention</li> <li>▪ CTE Options</li> <li>▪ Apprenticeship Implementation in AE (Staffing)</li> </ul> </li> <li>➤ Strengths <ul style="list-style-type: none"> <li>▪ Governance</li> <li>▪ Pan-consortium Structures</li> <li>▪ Retention of Administrative Staff</li> <li>▪ Data Integrity</li> <li>▪ Curriculum and Instruction Technical Core and Alignment</li> <li>▪ Expansion of IET</li> <li>▪ Expansion of ASE Options for Recent Immigrant Populations</li> <li>▪ Community of Practice</li> <li>▪ Program Innovation</li> </ul> </li> <li>• What is coming <ul style="list-style-type: none"> <li>➤ Fiscal Restructure (Statewide)</li> <li>➤ Focus on Performance Outcome Metrics</li> <li>➤ Strategy Refinement</li> <li>➤ Expansion of IET</li> </ul> </li> </ul>	
4.3	<b>SAEC RISDS Report</b> – Carmen Becerra, Maribel Delgado and Evette Lopez	<ul style="list-style-type: none"> <li>• Will present at next meeting on November 5, 2024</li> </ul>	
4.4	<b>SAEC Governance Update</b> – John Werner	<ul style="list-style-type: none"> <li>• Please forward signed Governance Doc and MOU with LEA board agenda and minutes to Ljones01@vusd.org</li> </ul>	
4.5	<b>CAEP Technical Update</b> – John Werner	<ul style="list-style-type: none"> <li>• AEP Due Dates <ul style="list-style-type: none"> <li>➤ October 2024 <ul style="list-style-type: none"> <li>▪ Oct 30: 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA</li> </ul> </li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>▪ Oct 31: Student data due in TOPSPro (Q1)</li> <li>▪ Oct 31: Employment and Earnings Follow-up Survey</li> </ul>	
5	<b>Action Items</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	
5.2	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• Next meeting 2/04/25 at 8:00am <ul style="list-style-type: none"> <li>➤ In person at COS, Sequoias Room 1</li> </ul> </li> <li>• Adjourned meeting at 9:26AM</li> </ul>	<ul style="list-style-type: none"> <li>• Motioned to adjourn by Andre Pecina, Corcoran Unified School District</li> <li>• Seconded by TJ Ryan, Woodlake Unified School District</li> <li>• Vote: All approved None opposed Motion Carried</li> </ul>

SEQUOIAS ADULT EDUCATION CONSORTIUM  
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of November 5, 2024

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

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

Action Items: Board Discussion/Action

**BACKGROUND/SUMMARY:**

The SAEC 2024/25 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 5, 2024

TO: Sequoias Adult Education Board  
FROM: John Werner, Executive Director  
PREPARED BY: Heather Keran, Alternative Education Manager, HJUHS  
APPROVED BY: John Werner, Executive Director  
PRESENTED BY: Heather Keran, Alternative Education Manager, HJUHS  
**AGENDA TITLE: Member Effectiveness Report, Hanford Adult School**

**AGENDA SECTION:**

Public Comment

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

Action Items: Board Discussion/Action

**BACKGROUND/SUMMARY:**

SAEC submitted a 2024/25 Annual Plan to the California Community College Chancellor's Office. That plan included a proposed SAEC budget for the 2024/25 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 5, 2024

TO: Sequoias Adult Education Board  
FROM: John Werner, Executive Director  
PREPARED BY: Tami Olson, Visalia Adult School Principal  
APPROVED BY: John Werner, Executive Director  
PRESENTED BY: Tami Olson, Visalia Adult School Principal

**AGENDA TITLE: Member Effectiveness Report, Visalia Adult School**

**AGENDA SECTION:**

Public Comment

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

Action Items: Board Discussion/Action

**BACKGROUND/SUMMARY:**

SAEC submitted a 2024/25 Annual Plan to the California Community College Chancellor's Office. That plan included a proposed SAEC budget for the 2024/25 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 5, 2024

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 LaDonna Jones at [ljones01@vusd.org](mailto: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.

**Requesting from each school district:**

- 1.Board Meeting Agenda
- 2.Revised MOU
- 3.Governance Documents
- 4.Board Meeting Minutes

School District	Board Agenda	Revised MOU	Governance Documents	Board Minutes
Alpaugh				
College of the Sequoias	X	X	X	X
Corcoran				
Cutler-Orosi	X	X	X	X
Exeter	X	X	X	X
Farmersville				
Hanford	X	X	X	X
Lindsay				
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 5, 2024

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.