



SAEC BOARD MEETING AGENDA

November 7, 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 – October 3, 2023

[SAEC Board Meeting Minutes 10.03.23.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. Member Effectiveness Report by Hanford Adult School - Heather Keran, Alternative Education Manager, HJUHS

4.1.1. [Board Agenda Item 4.1 Member Effectiveness Report Hanford Adult School.docx](#)

- 4.2. Member Effectiveness Report by Tulare Adult School - Lori Morton, Tulare Adult School Director

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

4.3. SAEC Governance Update—John Werner

4.3.1. [Board Agenda Item 4.3 SAEC Report on Governance Update.docx](#)

4.3.2. [Board Agenda Item 4.3 Report on Governance Update Supporting Document.pdf](#)

4.4. CAEP Technical Update—John Werner

4.4.1. [Board Agenda Item 4.4 CAEP Technical Update.docx](#)

4.5. Tour of COS

4.5.1. [Board Agenda Item 4.5 Tour of COS.docx](#)

5. Action Items

5.1. None

6. Adjournment

6.1. Next Meeting: February 6, 2024, 8:00AM-9:30AM in person at COS, Sequoias Room

SAEC Consortium Board Meeting Minutes

October 3, 2023, 8:00am – 9:45am

College of the Sequoias: Sequoia Room 1

Co-Chairs: Brent Calvin and Yolanda Valdez

In Attendance:

Carmen Becerra, SAEC; Brian Brazier, Corcoran Joint Unified School District; Brent Calvin, College of the Sequoias; Tony Casares, Woodlake Unified School District; Maribel Delgado, SAEC; George Eddy, Exeter Unified School District; Heather Keran, Hanford Adult School; Evette Lopez, SAEC; Barbara Marshall, Sequoias Adult Education Consortium; Eduardo Ochoa, Corcoran Unified School District; Adam Peck, WIB; Tom Rooney, Lindsay Unified School District; Jonna Schengel, College of the Sequoias; Yolanda Valdez, Cutler-Orosi Joint Unified School District; Lucy Van Scyoc, Tulare Joint Union High School District; Arturo Villarreal, Farmersville Adult School; John Werner, SAEC

	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 8:03am	
1.2	Establish Quorum	<ul style="list-style-type: none">Quorum Established	
1.3	Welcome and Introductions	<ul style="list-style-type: none">Tony Casares, Interim Superintendent of Woodlake was introduced	
2	Review and approval of meeting minutes and Notes:	<ul style="list-style-type: none">Minutes from May 2, 2023 and Notes from August 1, 2023	<ul style="list-style-type: none">Motioned to approve minutes by George Eddy, Exeter Unified School DistrictSeconded by Lucy Van Scyoc, Tulare Joint Union High School DistrictVote: All approved None opposed Motion Carried
3	Public Comment	<ul style="list-style-type: none">No Comments	
4	Information Items		
4.1	Tulare County Economic Outlook – Adam Peck	<ul style="list-style-type: none">Adam Peck, Executive Director of WIB shared the Tulare County Economic Outlook<ul style="list-style-type: none">➤ Unemployment rate	

		<ul style="list-style-type: none"> ➤ Civilian labor force ➤ Manufacturing, Leisure and Hospitality ➤ Average hourly earnings of all employees ➤ Equifax subprime credit population 	
4.2	SAEC State of the Consortium Report: 2023-2024 – John Werner	<ul style="list-style-type: none"> ● Covered information in the following areas <ul style="list-style-type: none"> ➤ Enrollment numbers have been tightened up <ul style="list-style-type: none"> ▪ 23% growth as a consortium – outpacing the state in all areas ➤ Program Hours ➤ Services ➤ Immigrant Integration Goals Areas ➤ EFL Gains Achieved <ul style="list-style-type: none"> ▪ Getting improved performance ▪ Doing better job of collecting data in all areas ➤ CAEP Best Practices 2022-2023 <ul style="list-style-type: none"> ▪ CCCCO CAEP office selected schools with outstanding transition data (we did not apply for recognition) <ul style="list-style-type: none"> ○ COS and Visalia Adult were selected ➤ Education Needs ➤ Improved Integration of Serves ➤ Improved Effectiveness of Services ➤ Challenges ➤ Strengths ● What is coming <ul style="list-style-type: none"> ➤ Fiscal restructure (statewide) ➤ Focus on performance outcome metrics ➤ Strategy refinement ➤ Expansion of apprenticeship ➤ Expansion of IET 	
4.3	SAEC RISDS Report – Carmen Becerra, Maribel Delgado and Evette Lopez	<ul style="list-style-type: none"> ● Report given on: <ul style="list-style-type: none"> ➤ Locations served ➤ Outreach opportunities ➤ Student barriers ➤ Services provided to students 	

		<ul style="list-style-type: none"> ➤ Service provision by program ➤ Type of appointment and client types ➤ How to leverage a Navigator ➤ Social Media and Resource Wall ➤ Student and staff feedback ➤ Navigator work beyond direct student facing services 	
4.4	SAEC Governance Update – John Werner	<ul style="list-style-type: none"> ● Will present at next meeting 	
4.5	CAEP Technical Update – John Werner	<ul style="list-style-type: none"> ● Will present at next meeting 	
5	Action Items	<ul style="list-style-type: none"> ● None 	
5.2	Adjournment	<ul style="list-style-type: none"> ● Next meeting 11/07/2023 at 8:00am <ul style="list-style-type: none"> ➤ In person at COS, Sequoias Room 1 ● Will tour COS at next meeting ● Adjourned meeting at 9:35am 	

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.1

Board Meeting Date of November 7, 2023

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

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

_____ Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

SAEC submitted a 2023/24 Annual Plan to the California Community College Chancellor's Office. That plan included a proposed SAEC budget for the 2023/24 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. 4.2

Board Meeting Date of November 7, 2023

TO: Sequoias Adult Education Board

FROM: John Werner, Executive Director

PREPARED BY: Lori Morton, TAS Director

APPROVED BY: John Werner, Executive Director

PRESENTED BY: Lori Morton, TAS Director

AGENDA TITLE: Member Effectiveness Report, Tulare 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 2023/24 Annual Plan to the California Community College Chancellor's Office. That plan included a proposed SAEC budget for the 2023/24 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 7, 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	X
COLLEGE OF THE SEQUOIAS				
CORCORAN				
CUTLER-OROSI				
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. 4.4

Board Meeting Date of November 7, 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.

SEQUOIAS ADULT EDUCATION CONSORTIUM
OFFICE OF THE DIRECTOR

Encl. No. 4.5

Board Meeting Date of November 7, 2023

TO: Sequoias Adult Education Board

FROM: John Werner, Executive Director

PREPARED BY: Brent Calvin, Superintendent President, College of the Sequoias

APPROVED BY: John Werner, Executive Director

PRESENTED BY: Brent Calvin, Superintendent President, College of the Sequoias

AGENDA TITLE: Tour of COS

AGENDA SECTION:

_____ Public Comment

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

_____ Action Items: Board Discussion/Action

BACKGROUND/SUMMARY:

COS has completed or is in the process of completing many projects which enhance student experience on the Visalia Campus. President/Superintendent Brent Calvin will provide the SAEC Board with a guided tour to see the projects.

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.